### HANDBOOK FOR MEMBERS OF RAJYA SABHA



RAJYA SABHA SECRETARIAT NEW DELHI

January, 2010

© RAJYA SABHA SECRETARIAT, NEW DELHI http://parliamentofindia.nic.in http://rajyasabha.nic.in Email: rslegis@sansad.nic.in

Published by Secretary-General, Rajya Sabha and printed by Government of India Press, 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 Parliamentary Committees, including the Departmentrelated Committees. Besides, topics such as Parliamentary Friendship Groups and Parliamentary Fora, Inter-Parliamentary Union, Publications etc., have also been included in the publication. 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 Raiya 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 2002.

New Delhi, 01 *January*, 2010 V. K. AGNIHOTRI, Secretary-General.

	CONTENTS	
		Page
	CHAPTER 1	
R	AJYA SABHA—COMPOSITION, BUSINESS AND PROCEDURE	
1.1	Composition	1
1.2	Sessions of Rajya Sabha	2
1.3	Address by the President and Motion of Thanks thereon	3
1.4	Oath or Affirmation by Members	5
1.5	Seating of Members	6
1.5A	Attendance	7
1.6	Time of Sittings	7
1.7	Government Business	7
1.8	Private Members' Business	8
1.9	Quorum	8
1.10	Voting and Division	9
1.11	Questions	12
1.11A	Short Notice Questions	23
1.12	Half-an-Hour Discussion	24
1.13	Statistical information relating to Questions	25
1.14	Calling Attention	25
1.15	Matters raised with permission	27
1.16	Special Mentions	29
1.17	Short Duration Discussion	31
1.18	Motion	32
1.19	Motions for Modification of Rules, Regulations, etc., laid on the Table of the Rajya Sabha	33
1.20	Bills	34
1.21	Private Members' Bills	41

(iv) CONTENTS

		Page
1.22	Amendments to Clauses, etc., of Government or Private Members' Bills	43
1.23	Adjournment of debate on, and withdrawal of Bills	44
1.24	Bill originating in the Lok Sabha and transmitted to the Rajya Sabha.	45
1.25	Joint Sittings	47
1.26	Statutory Resolutions	48
1.27	Private Members' Resolutions	49
1.28	Budget	51
1.29	Petitions	52
1.30	Supply of Parliamentary Papers to Members at their residences	53
1.31	General Procedure for giving Notices	55
	CHAPTER 2	
	GENERAL MATTERS	
2.1	Parliamentary Terms	58
2.2	Parliamentary Customs and Conventions	68
2.3	Parliamentary Etiquette	70
2.4	Code of Conduct for Members	74
2.5	Important Places in Parliament House and Parliament House Annexe	76
2.6	Procedure regarding allegations against Members	79
2.7	Rules to be observed by Members desiring to participate	
	in a Debate	79
2.8	Language to be used by Members in debate	79
2.9	Simultaneous interpretation of proceedings	79
2.10	Simultaneous interpretation panel	80
2.11	Official Report of Proceedings	82
2.12	Leave of Absence from the sittings of the Rajya Sabha	83
2.13	Resignation of seat in the House	84
2.14	Notice Office	85
2.15	Stenographic assistance to Members	88

CONTENTS	(v	1)
----------	----	----

CONT	ENTS	
		Page
2.16	Publications Counter	89
2.17	Security arrangements in Parliament Complex	89
2.18	Obituary References	93
2.19	Arrest and Detention, etc. and Release of Members	94
	CHAPTER 3	
	PARLIAMENTARY COMMITTEES	
3.1	Standing Committees (House Committees) of Rajya Sabha	95
3.2	Standing Committees (General)	111
3.3	Financial Committees	112
3.4	Department-related Parliamentary Standing	
	Committees	113
3.5	Joint Parliamentary Committees	116
3.6	Statutory Joint Committees	119
3.7	Ad-hoc Committees	119
3.8	Parliamentary Fora	120
3.9	Parliamentary Friendship Groups (PFGs)	122
	CHAPTER 4	
	AMENITIES TO MEMBERS	
4.1	Salary, Allowances and Pension	124
4.2	Travelling Allowances for forward and return journeys	
	performed for attending official business	125
4.3	Travelling Allowances for intermediate journeys	126
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	127
4.5	Rail Travel Facilities	127
4.6	Air Journeys	128
4.7	Special Facility to blind and physically incapacitated Members	128
4.8	Travelling and Daily Allowances for attending the meetings of the Consultative Committees of the	120
	Government of India	129
4.9	Allowances for journeys abroad	129

(vi) CONTENTS

		Page
4.10	Payment of Salary and Travelling and Daily Allowances Bills	129
4.11	Reimbursement of Medical Expenses	131
4.12	Procedure for Medical Treatment Abroad	131
4.13	Loss of Identity Card-cum-Railway Pass	131
4.14	Advance for purchase of conveyance	132
4.15	Pension to Ex-members of Parliament	132
4.16	Family Pension	133
4.17	Computers	133
4.18	Accommodation	134
	CHAPTER 5	
	LIBRARY, REFERENCE AND RESEARCH SERVICE	
5.1	Objective of the Service	146
5.2	Parliament Library	146
5.3	Rare and Art Books	147
5.4	Literature on Indian Languages	147
5.5	Location of the Library	147
5.6	Working Hours	147
5.7	Stacking Arrangements	148
5.8	Catalogue	148
5.9	Issue and Return of Publications	148
5.10	Library Rules	149
5.11	Display of Books/Periodicals	154
5.12	Legislative Papers from the States	154
5.13	Reading Room Facilities	154
5.14	The Gazettes and Debates Unit	155
5.15	Administrations and Preservation Section	155
5.16	Acts and Bills Section	155
5.17	Reference Service	156
5.18	Research and Information Service	158

CONTENTS (vii)

		Page
5.19	Parliament Library Information System (PARLIS)—	
	The Computer Centre	161
5.20	Documentation Service	167
5.21	Reprography Service	167
5.22	Typing Unit	168
5.23	Microfilming Unit	168
5.24	Press Clipping Service	168
5.25	Audio-Visual and Telecasting	169
5.26	Press and Public Relations Wing, Lok Sabha	173
5.27	Media, Education and Audio-Visual Unit, Rajya Sabha Secretariat	175
5.28	Media Advisory Committee of Rajya Sabha	177
5.29	Orientation Programme for Media Persons	177
5.30	Who's Who Cell	177
5.31	Children's Corner in Parliament Library	178
	CHAPTER 6	
	ORIENTATION AND CAPACITY BUILDING PROGRAMME	
6.1	Bureau of Parliamentary Studies and Training (BPST)	180
6.2	Training Unit, Rajya Sabha Secretariat	181
	CHAPTER 7	
	INTERNATIONAL ASSOCIATIONS AND CONFERENCES	
7.1	Inter-Parliamentary Union (IPU)	183
7.2	Commonwealth Parliamentary Association (CPA)	184
	APPENDIX	
1.	Publications brought out/being brought out by the Rajya Sabha Secretariat during the period 2002 to 2008	186
2.	Publications brought out by the Lok Sabha Secretariat during the period 2002 to 2007	190
	INDEX	196

#### **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	18
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.	Jammu and Kashmir	4
11.	Jharkhand	6

12.	Karnataka	12
13.	Kerala	9
14.	Madhya Pradesh	11
15.	Maharashtra	19
16.	Manipur	1
17.	Meghalaya	1
18.	Mizoram	1
19.	Nagaland	1
20.	Orissa	10
21.	Punjab	7
22.	Rajasthan	10
23.	Sikkim	1
24.	Tamil Nadu	18
25.	Tripura	1
26.	Uttarakhand	3
27.	Uttar Pradesh	31
28.	West Bengal	16
29.	The National Capital Territory of Delhi	3
30.	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 2009 was Ssession No. 215 and next Session in monsoon was Session No. 216. Generally during a year, three sessions of the Rajya Sabha are held, as follows:

- (i) First Session (Budget Session) is held between mid or late February and mid May. The Session has a break from mid March to mid April to enable Department-related 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 Summons 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, both at his local address (by Special Messenger) and at his permanent address (by Speed Post).

## 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/her Government.
- (ii) Members are informed about the date, etc., of the President's Address through a Parliamentary Bulletin Part II.
- 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 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.

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. 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. Newly elected Members may also, in exceptional cases, make and subscribe oath/affirmation in Chairman's Chamber in Parliament House, 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. An hour before the commencement of the sitting of the House, he may contact an officer in the Table Office (Room No. 33), Parliament House, and indicate the language in which he/ she wishes to make the oath or affirmation so that form of oath/affirmation in that language can be made available to him;
  - (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. 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/ her 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.

#### 1.5A ATTENDANCE

Before entering the Council Chamber a Member has to record his presence in the Attendance Register which remains placed in the Inner Lobby and he has to sign it every day to mark his presence at the sittings of the House. For the convenience of Members the Attendance Register has been split up into four parts containing the following Division Numbers:

- 1. Division Nos. 1 to 61
- 2. Division Nos. 62 to 127
- 3. Division Nos. 128 to 195
- 4. Division Nos. 196 to 250

and each part is kept on a separate rostrum in the Lobby.

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, whereupon the Chairman immediately enters the Chamber. Members should stop all conversation, be in their seats 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.

#### 1.6 TIME OF SITTINGS

Rules 11 and 13 of the Rules of Procedure has empowered the Chairman to fix the time of the sittings of the Council. The Rajya Sabha normally sits from 11.00 a.m. to 1.00 p.m. and from 2.00 p.m. to 5.00 p.m. Between 1.00 p.m. and 2.00 p.m. the House generally adjourns for lunch. Decisions to sit beyond 5:00 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 hours 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 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

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:—

- 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

The first hour of every sitting of the House is available for asking and answering of questions (Rule 38). The House commences its sittings at 11.00 a.m. and generally proceeds immediately to questions time till 12.00 noon. This hour is popularly known as question hour.

## 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 (Form No.RSQ1) for starred questions and standard yellow form for unstarred questions (Form No.RSQ2).
- (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) 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 be given in writing and 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) 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).
- (vii) Member should address their notices of questions invariably to the concerned Minister. For this purpose, a pamphlet showing the "Subjects for which various Ministries are responsible for answering questions in the Rajya Sabha" is compiled by the Secretariat and supplied to each Member. The pamphlet is updated biennially.
- (viii) 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 notices of questions in the Notice Office or send them by post.
- (ix) Notice of each question 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.
- (x) 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 returned

- to Members in original. Proper nouns, wherever occurring in the text of the questions, should be written in block letters.
- (xi) 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 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 for oral and written answers, respectively. The draw of lots are 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 20 questions for oral answers, names of thirty Members are drawn and their inter-se priority is determined for the purpose of finalizing the list. This draw of lots is held manually. The ballot priority so determined is displayed on the notice board in the outer lobby of the Rajya Sabha. The second draw of lots for list of 155 questions for written answers is held 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 list of questions. This draw of lots is held through a computer and if for some reason, it was not possible on a day, to have the draw of lots through computer, it is done manually.

#### 1.11.6 Admissibility of Questions

The notices of questions as received from Members are processed 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. Besides that following are some of the other important requirements that govern the admissibility of questions: -

- It 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 may 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.
- (x) While framing the questions, Members are requested to keep these directions in view to avoid disallowance of such questions on the above grounds.

#### 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 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/her 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) A Member cannot have more than three questions in the list of questions for oral answer against his name on any one-day. Starred questions in excess of three by the same Member are placed in the list of questions for written answer for that day. [Rule 43(1)]
- (vii) The total number of questions included in the lists of questions for oral and written answers is limited to 175 including 20 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).
- (viii) A limit of 7 notices of questions per sitting per Member has been fixed under the direction of Hon'ble Chairman, Rajya Sabha and notices received in excess of 7 from a Member for a day are kept for subsequent sittings concerning that Ministry/ Ministries in a session.
- (ix) 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 Hon'ble 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.

- (x) Not more than two Members' names shall be clubbed to a question for oral answer. Besides the first name which shall be in accordance with the results of the draw of lots, the name of the other Member clubbed will be in the order in which his/her notice has been received in point of time. The same procedure is also followed in the case of short notice questions.
- (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/her 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) Sometimes the notices of questions are not addressed to the appropriate Ministry/ Department. 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.
- (iii) 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 printed lists of admitted questions for a day are circulated to Members at least five days in advance of the date(s) on which those are due for answer. 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 notice given at any time before the commencement of the sitting for which his question has been placed on the list of questions, withdraw his/her 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 Hon'ble 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/she states that it is not his/her 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/she 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 and if there is another Member whose name is clubbed with the Member for that question, he or she will be allowed one supplementary. Thereafter, only two further supplementaries will be permitted on that question.
- (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 indicating in brief the grounds on which his/her question could not be admitted soon after the session is prorogued. 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.

#### 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/she desires to give a reply (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

 Ten 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. 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/her 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 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/her to ask the question on his/her 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. A few additional sets of every such statement and previous answer are also placed in the Lobby for perusal by other Members.
  - (d) 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.

- (e) 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.

#### 1.11A 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 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. 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/she is in a position to answer the question at shorter notice and, if so, the date on which it will be convenient for him/her 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/her 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 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 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.

## 1.12 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 atleast 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/she 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 signature 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.

#### 1.13 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 circulated to the Members for their information.

#### 1.14 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 after Questions Hour and laying of papers, if any, on the Table and before any other item in the List of Business is taken up and at no other time during the sitting of the House.
- (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.
- (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 and when there is Question Hour, the Calling Attention ordinarily concludes at 1.00 p.m.

#### 1.15 MATTERS RAISED WITH PERMISSION

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 latest by 10.00 A.M. on that day and should indicate in the notice a synopsis of the matter that he or she wishes to raise justifying therein its urgency and importance. If any notice involves allegation 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 not more than ten such matters to be raised as 'Matters Raised with Permission'; these matters will be raised after the questions and laying of papers, if any, on the Table and before any other item in the List of Business is taken up (Bulletin Part-I will also show 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;

- (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.

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.

### 1.16 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. 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.

# 1.17 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 from (Form No.RSL2) available in the Notice Office. 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.

## 1.18 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.
- (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.

# 1.19 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.
- (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.

#### **1.20 BILLS**

#### 1.20.1 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.

#### 1.20.2 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 to the whole of India excepting the State of Jammu and Kashmir 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 subclauses 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. which is spelt with capital letter 'S', 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 are removed from the Bill.

### 1.20.3 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.

#### 1.20.4 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. When the item is taken up, the member 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.

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 three months. The period of three months 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 – 1.21 (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 House. 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 memberin-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 (Rule 70)

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) The 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).

#### 1.21 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.
- (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.
- (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. 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.

# 1.22 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.
- (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.

# 1.23 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 guestion

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.

# 1.24 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 Memberin-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)

### 1.25 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.

#### 1.26 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.

# 1.27 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 and Legislative Section. 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.
- (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.
- (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.

## 1.28 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 in two parts *viz.*, the General Budget and the Railway Budget. The General Budget is presented by the Minister of Finance while the Railway Budget is presented by the Minister of Railways. The Budgets are presented in the Lok Sabha. As a convention, on the day when the General 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 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) Sets of Railway Budget papers (in English and Hindi) are made available to Members from the Publications Counter immediately after it has been laid on the Table of the House. As regards sets of General Budget, it is distributed to the Members in the Outer Lobby immediately after it has been

- laid on the Table of the House. Members who are not able to collect their set on that day may do so from the Publications Counter on any later date.
- (iii) The discussions on the General and Railway Budgets 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 or the Minister of Railways, as the case may be, replies at the end of the discussion.
- (v) Immediately after laying of General 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 contained in the sets of the General Budget for use of the Members.
- (vi) During every Budget Session, copies of the Outcome Budget in respect of various Ministries/Departments, in English and Hindi, are also laid by the Ministers concerned. Outcome Budgets of various Ministries/Departments come in handy to the Members while examining the Demands for Grants of the Ministries/Departments in the Department-related Parliamentary Standing Committees. Copies of the Outcome Budget are made available to Members from the Publications Counter.

#### 1.29 PETITIONS (Rules 137—146 of the Rules of Procedure)

- **1.29.1** 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.
- **1.29.2** 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 Hon'ble 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.

**1.29.3** 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.

# 1.30 SUPPLY OF PARLIAMENTARY PAPERS TO MEMBERS AT THEIR RESIDENCES

The Secretariat has a Distribution Section which is responsible for delivery of all Parliamentary papers relating to the business of the House, Committees, etc., to Members both during Session and Inter-Session. It functions round the clock.

All Members of Rajya Sabha after their election/nomination to the Rajya Sabha are required to intimate the address at which they would like to receive their Parliamentary papers including the Summons, M.Ps Cheques/P.A. salary cheques and papers relating to the meetings of the various Parliamentary Committees. Local (Delhi) and permanent (State) addresses indicated by Members are used by the Distribution Section for issue of Parliamentary Papers. Members are, accordingly, advised to intimate any change in their addresses to the Table Office/Distribution Section so that they receive their papers promptly. In the absence of such intimation, the Parliamentary papers including Summons, etc., are sent to them at their permanent home addresses.

The following papers are circulated to Members at their residences during Session periods. However, a few copies of Parliamentary papers mentioned at SI. No. a, c, d, f and g are also kept in the Lobby:—

(a) List of Business and Papers to be Laid on the Table.

- (b) Rajya Sabha Parliamentary Bulletin—Part I and Part II.
- (c) Lists of Questions-Starred, Unstarred and Short Notice.
- (d) Bills/Ordinances set down in the List of Business.
- (e) Reports of Select/Joint Committees on Bills, after presentation.
- (f) Lists of Amendments to Bills, Resolutions and Motions.
- (g) Reports of the Parliamentary Committees after these are presented/laid on the Table of the House.
- (h) Synopsis of daily proceedings of the House.

Members are given the option of getting the following papers in English or Hindi as per their convenience:—

- (a) List of Business, List of Papers to be Laid on the Table, Lists of Questions, Government Bills introduced, Private Members' Bills introduced, Lists of Amendments to Bills, Resolutions and Motions are supplied either in English or in Hindi to the Members according to their instructions.
- (b) Hindi version of the reports of the Parliamentary Committees are also, as far as possible, made available to Members.
- (c) The Synopsis of the daily proceedings of the House are supplied to Members both in English and Hindi.
- (d) Parliamentary Bulletin Part-I & II are supplied to Members of Rajya Sabha in English and Hindi.
- (e) Notices/Reminders of meetings of Committees to which the Member has been nominated/elected are supplied both in Hindi and English. Sometimes intimations/Notices of meetings are also sent through Speed Post/Telegrams/E-mails.
- (f) Any other paper/document laid on the Table of the House if so directed by the Chair.

The following papers relating to the business in the Lok Sabha are also supplied to Members at their residences as and when copies thereof are received from the Lok Sabha Secretariat:—

- (a) Bills introduced in the Lok Sabha.
- (b) Papers containing opinion on Bills circulated by the Lok Sabha for eliciting opinion thereon.
- (c) Reports of Select/Joint Committees on Bills presented to the Lok Sabha.

(d) Bills passed by the Lok Sabha and laid on the Table of the Rajya Sabha.

During Inter-Session periods, papers received for delivery to Members are generally sent to the permanent addresses unless a Member leaves instruction with Distribution Section as to where he would like the papers to be delivered. Notices/reminders for Committee meetings are generally delivered at both local and permanent addresses.

The following types of papers are not distributed, but copies are kept at the Publications Counter, and Members are requested through an item in Parliamentary Bulletin Part-II to collect their copies:—

- (a) Budget documents;
- (b) Annual Reports of Ministries;
- (c) CAG Reports;
- (d) Reports of Parliamentary Committees; and
- (e) Any other document received from Ministries for being circulated to Members.

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

The general procedure for giving notices is as follows:—

- (i) Every notice required by the rules should 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.

- (b) 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 the 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

GENERAL MATTERS 59

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. The Budget is laid in Rajya Sabha in two parts viz., the Railway Budget and the General Budget.
- (10) "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.
- (11) "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.
- (12) "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.
- (13) "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.
- (14) "Clauses" A series of numbered paragraphs into which a Bill is divided.

- (15) "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 Raiva 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.
- (16) "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.
- (17) "Crossing the floor" Passing between the Member in possession of the House and the Chair. To cross the floor is a breach of Parliamentary etiquette.
- (18) "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.
- (19) "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.

GENERAL MATTERS 61

(20) "Division" — The mode of arriving at a decision on a proposed measure or question before the House by recording votes for or against it.

- (21) "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.
- (22) "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.
- (23) "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.
- (24) "Financial Bill" Financial Bills are of two types:
  - (a) A Bill making provision for any of the matters specified in sub-clauses (a) to (f) 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.
- (25) "Gazette" The Gazette of India.
- (26) "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.
- (27) "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.
- (28) "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.
- (29) "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.
- (30) "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.
- (31) "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.
- (32) "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

GENERAL MATTERS 63

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.

- (33) "Lobby" (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.
- (34) "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.
- (35) "Member in charge of the Bill" The Member who has introduced the Bill and any Minister in the case of a Government Bill.
- (36) "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.
- (37) "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 cannot be introduced in Lok Sabha except on the

- recommendation of the President and a Bill making such provisions cannot be introduced in Rajya Sabha.
- (38) "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.
- (39) "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.
- (40) "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.
- (41) "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.
- (42) "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.

(43) "Ordinance" — A law made by the President in exercise of the powers vested in him by article 123 of the Constitution.

- (44) "Panel of Vice-Chairmen" The panel of 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.
- (45) "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 Raiva Sabha or an Act of Parliament and the Rules and Regulations made thereunder. 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.
- (46) "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.
- (47) "Point of Order" (a) A point relating to the interpretation or enforcement of the Rules of Procedure or such articles of the Constitution as 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.

- (48) "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.
- (49) "Private Member" A member of the House other than a Minister.
- (50) "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.
- (51) "Prorogation" The termination of a session of Rajya Sabha by an order made by the President under article 85(2) (a) of the Constitution.
- (52) "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".
- (53) "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.
- (54) "Question Hour" The first hour of a sitting of the House allotted for asking and answering of questions.
- (55) "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.
- (56) "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.
- (57) "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.
- (58) "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.

(59) "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.

- (60) "Short Notice Question" A question relating to a matter of urgent public importance asked with notice shorter than fifteen clear days.
- (61) "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.
- (62) "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.
- (63) "Statutory Resolution" A resolution in pursuance of a provision in the Constitution or an Act of Parliament.
- (64) "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.
- (65) "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.
- (66) "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.
- (67) "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.
- (68) "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.

- (69) "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.
- (70) "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 of the 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 Notice Office. He also advises the Members on the procedure for making and subscribing the oath or affirmation and papers to be submitted by them. For information on other matters concerning their membership and parliamentary business, Members may contact Rajya Sabha Notice Office 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/her the identity card issued by the Secretary-General 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.

(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 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", "Bande 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

Parliamentary etiquette is a technical name given to the rules which the Members are required to observe in the House. 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. The following is the list of some of the important rules of Parliamentary etiquette which the Members have generally to observe in the House:—

- (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/ her 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/she 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 or she 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/she 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 question.
- (xxxiii) A Member while speaking should not
  - refer to any matter of fact on which a judicial decision is pending;
  - (b) make a personal charge against another Member;
  - 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, 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.

<sup>\*</sup>Immediate family includes spouse, dependent daughters and dependent sons.

## 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 Gate

No. 3)

Room of Deputy Chairman's Chamber - Room No.31, G.F. (Near

Gate No.11)

Room of Deputy Speaker, Lok Sabha - Room No. 1-A, G.F.

Office of the Leader of the Opposition in

Rajya Sabha - Room No.43, G.F.

Room of Secretary-General,

Rajya Sabha - Room No. 29, G.F. (Near

Gate No.11)

Room of Secretary-General, - Room No.18, G.F.

Lok Sabha

Room of Secretary, - Room No. 34, G.F.

Rajya Sabha Secretariat

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

### **GROUND FLOOR**

Party Offices - INC, BJP, Telugu Desam and JD(U)

### THIRD FLOOR

 INC, CPI(M), RJD, DMK, Samajwadi Party, CPI, AIADMK, Shiv Sena, BSP, Biju Janata Dal, NCP and Shiromani Akali DaL

Committee Rooms - Room No. 63, First floor
Refreshment Room - Room No. 70, Ground

Floor.

Notice Office - Room No. 26, G. F.

Sales Counter - Room No. 26-A, G.F., adjacent to Card Section,

Notice Office

Publications Counter - -do-

Stenographers' Pool - Room No.34-A, G.F.,

(near Post Office)

Reprographic Services - Outer lobby of Rajya Sabha

Post & Telegraphs Office - Below the stairs adjacent

to Table Office

Railway Booking & Reservation Office - Near Reception Office and

Room No.131

Air Booking Office - Room No.131-A, Third floor

Pay Office of the State Bank of India - 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 - Near Banquet Hall, G.F.

(Main and A, B, C & D)

State Bank of India (SBI)

- Near Banquet Hall, G.F.

Banquet Hall

- Near Rly. Canteen, G.F.

Auditorium - Opposite SBI, G.F.

Dining Room - Near Banquet Hall, G.F.

Income Tax Cell - Near Auditorium, G.F.

#### **SECOND FLOOR**

Room No. 224

Pay and Account Office - Room No. 207
IT Section - Room No. 213
Members' Amenities Section - Room No. 227

Members' Salaries and Allowances

Section

Questions Branch - Room No. 229

THIRD FLOOR

Liaison Officer (NDMC) - Room No. 314

FIFTH FLOOR

Liaison Officer (Telephones) - Room No. 520

SIXTH FLOOR

Rent Branch, Directorate of Estate - Room No. 602

## PARLIAMENT HOUSE LIBRARY BUILDING

Adjacent to the main building of Parliament House. It houses Parliament Library, Parliament Museum, Auditorium and some Committee Meeting rooms, Bureau of Parliamentary Studies and Training also functions from the Parliament Library Building. Members' Reference Service, Research Service, Documentation and other library related sections including portion of Lok Sabha Television.

## 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, 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 Short Duration Discussions, Bills, Resolution, etc. where time is generally fixed or allocated by the Business Advisory Committee, time is allocated party-wise in proportion to their numerical strength and Members wishing to participate may send their names to the Table through the Leader/Whip of the Party, for inclusion in the List of Speakers of that Party subject to availability of time. 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, a Member who cannot adequately express himself in Hindi or in English can, with permission of the Chairman, address the House in his mother tongue. Such a member should seek the permission of the Chairman in writing, at the earliest possible opportunity, before making his speech.

## 2.9 SIMULTANEOUS INTERPRETATION OF PROCEEDINGS

(i) The entire proceedings of the House in Hindi are simultaneously interpreted in English. Similarly, the entire proceedings in English are interpreted in Hindi. Arrangements also exist for providing simultaneous interpretation in Hindi as well as in English of speeches made in Assamese, Bengali, Gujarati, Malayalam, Marathi, Punjabi, Oriya, Tamil and Urdu. A Member who wants to make 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 the language in which the speech is to be made. Such interpretation is not available during the period immediately after Question Hour, when miscellaneous matters, not entered in the List of Business are raised, nor is it available for remarks, observations or interruptions in the midst of a regular debate.

- (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 SELECTOR 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 or 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 of the sound 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) 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 his 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.
- The work relating to the preparation of a verbatim record of the (ii) 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 Reporting Service in the Secretariat. The Reporters' Section is located in Room Nos. 120 and 121 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, Part-I containing Questions, starred and unstarred and their replies as well as supplementary questions to starred questions and their replies, and Part-II containing proceedings other than Questions.
- 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 Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Oriya, Punjabi, Tamil and Telugu. The Members intending to speak in any of these language has to give at least one hour notice at the Table to enable arrangements to be made and in such cases the 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 ten 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 then the

speech in question will not find a place in the Debates. In such cases a footnote is added to the effect that the Member spoke in such and such language but did not furnish a Hindi or English version of his speech.

- (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 Secretariat. In case the transcript is not returned by 12 o' clock of the 2<sup>nd</sup> 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.
- (iii) After the receipt of an application the Chairman will read out the application or give a purport of it to the House and ask: "is it the pleasure of the House that permission be granted to the Member 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 dissentient voice is heard, the Chairman takes the sense of the House and if he feels that the sense of the House is against leave being granted, he announces: "The sense of the House is that leave should not be granted. Permission to remain absent is not granted." 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. Information regarding Special Mentions admitted is kept in the Notice Office. Queries of Members on fate of other notices will also be answered in the Notice Office, which will check 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);
  - (b) Public Gallery; and
  - (c) Press Gallery.

### (a) Distinguished Visitor's Gallery(DVG)

The Distinguished Visitors' Gallery is intended for use by the Members of State Legislatures in India, ex-Members of Central Legislature or of Parliament, wives/husbands/children of sitting Members of Parliament, high officials, 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 in accordance with the regulations made in that behalf. The application form may be left in the Notice Office and the Card may be collected, when it is ready.

## (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. No action can be taken on an application form which is incomplete.
- \* A Member has to deliver the application form personally 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 him by the Member.
- \* 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 for sitting Members of State Legislatures, Ministers and ex-Ministers of States and spouses/children of Members are issued in the prescribed application form available in the Notice Office.

#### 2.14.4 Pass for PAs/PSs to Members

The Notice Office issue general Photo 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, containing complete details of the person along with two photographs in whose respect the pass is required. After receiving the application, a photo pass is prepared by 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.

## 2.14.5 Members' Temporary Identity Cards

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

### 2.14.6 Entry Pass for Member's Spouse

Entry Passes for a Member's spouse for the Rajya Sabha Distinguished Visitors' Gallery, Central Hall and the Parliament Library are also issued by the Notice Office on the request of a sitting Member on Proforma available in the Notice Office.

### 2.14.7 Library Pass

A Library Pass (with photo) can be issued to a person for 14 days during the 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 a person so sponsored along with a declaration taking full responsibility of the person

concerned by the sponsoring Member. Library Passes are also issued on orders of Secretary-General, Rajya Sabha.

### 2.14.8 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. A Sitting Member is issued two parking labels ('MP' & 'P') and an ex-MP only one label ('P').

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 Member or his/her spouse, then the Member has to give an undertaking that the vehicle for which parking label is sought, is exclusively being used by him/her and he/she 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 only be issued after return of the old label. A label is valid for a year only 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.

### 2.14.9 Instant Photographs of Members

Arrangements have been made for Members, for taking their Polaroid colour photographs in the Notice Office on payment of Rs. 50/- for four copies of passport size photographs.

### 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 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.

Reprographic service for MPs:-

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

#### 2.16 PUBLICATIONS COUNTER

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. The routine documents distributed from the publications counter are the Railway Budget, Budget (General), Economics Survey, Public Enterprises Survey, Outcome Budget of Ministries, Demand for Grants of Ministries, Annual Reports of Ministries, CAG reports, etc. The Annual reports, outcome Budget and Demands for Grants are distributed after making their sets. Members come personally at the counter or send their authorised representatives to receive the desired papers.

### 2.17 SECURITY ARRANGEMENTS IN PARLIAMENT COMPLEX

## 2.17.1 Security Arrangements in the Parliament House

Due to the prevailing security environment, it has become necessary for security staff to ascertain the Identity of persons entering Parliament Complex. Members are requested to co-operate with the Watch and Ward Staff on security duty in Parliament Complex and show their Identity Cards, if so requested.

As part of the security arrangements in Parliament Complex, Door Frame Metal Detectors have been installed at various gates. Visitors with authorized entry permit accompanying the Members of Parliament and Ex-Members of Parliament are required to pass through the Door Frame Metal Detector and they may also be subjected to physical search. The baggage, etc. being carried by them, may also be scanned / searched by the Security Staff.

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

## 2.17.2 Entry to Parliament House and Central Hall

Entry of outsiders in Parliament House and Central Hall is regulated according to Rules and Directions given by the Chairman, Rajya Sabha from time to time. No person without a valid pass is allowed to gain entry even when accompanying a Member of Parliament.

## 2.17.3 Use of Radio Frequency Cards

As per the recommendations of the Joint Parliamentary Committee on Security in Parliament Complex, 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 Complex. RF Cards carried by the Members will ensure their unhindered access at the entry gates and various barriers within the Parliament Complex.

## 2.17.4 Entry to Lobby

The Security Assistants posted at the Lobby gates have instructions not to allow anyone to enter inside the Lobby unless he /she possess a valid Lobby Pass.

### 2.17.5 Visitors' Gallery Checking Post

In the interest of Security, the Security Assistants on duty at the Public Gallery Checking Post, closely check the cards of the visitors. In case of any doubt about the identity of a visitor, the Security Assistant on duty will at once bring it to the notice of the Joint Director (Security) / Deputy Director (Security). In such cases the Member of Rajya Sabha on whose recommendation the visitor got the pass, is required to identify and vouch for him. Members should, therefore, recommend passes for only those persons whom they know and can vouch for. Children below 10 years of age are not allowed admission to the visitors' gallery.

## 2.17.6 Distinguished Visitors' Gallery

Spouse of a Member is also required to carry an entry pass for DVG.

### 2.17.7 Public Gallery Gate

The Security Assistant posted at the Public Gallery Gate ensures that no person without a valid pass gets admission into the gallery. He/ She carefully checks each visitor so that no one carries camera, firearms, stick, umbrella, handbag, attache case, books, pamphlets or such other articles. Demonstration of applause, distribution or throwing of leaflets etc. or disturbance of any kind by the visitors is not permitted. In case of any kind of demonstration or disturbance, by any visitor in the gallery, he is taken into custody by the Watch and Ward and Security Staff on duty and after interrogation, he is dealt with in accordance with the directions of the House.

## 2.17.8 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 Complex. They should peel off from the vehicle at the respective Iron Gates itself.

## 2.17.9 Special Car Labels for Members

For facilitating entry of cars owned by Members into the Parliament Complex, special car labels are issued to Members by the Notice Office on filling in the requisite form.

### 2.17.10 Installation of new hi-tech Security Gadgets at access points

New Technical Security Gadgets have been installed at all the access points within the Parliament Complex. Radio Frequency (RF) Tags for persons and vehicles are issued to each and every Member 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 kept in the left side top pocket of the shirt as the sensor have been positioned accordingly.

Entry of vehicles into Parliament Complex is regulated through specified Iron Gates [Iron Gate-1&2 and Talkatora Road (TKR) -1&2] and only vehicles displaying car labels issued by Rajya Sabha/Lok Sabha Secretariats are permitted entry into Parliament Complex. Members are requested to ensure that these car labels are prominently displayed on left hand top of the wind screen of their vehicles. Members should not bring persons not having valid entry pass into the Parliament Complex in labeled vehicles. Members are requested to cooperate with security staff posted at the gates in the interest of security in the Parliament precincts.

With the installation of security gadgets in Parliament Complex it has been decided to restrict the speed of vehicles to 10 kms per hour till the vehicle crosses the last barrier at the Iron Gates. MPs may instruct their drivers for observance of speed regulations in the Parliament Complex.

Members should not allow use of their vehicles with MP Car Park Label by other persons. Use of Photocopy of Car Park Label may be refrained.

Members coming in their private vehicles (Self-Driven) with car labels should park their vehicles in the earmarked parking area just behind the

wall opposite Building Gate No.1. The Chauffer driven cars of Members can, however, be parked in the earmarked area near the North Fountain.

### 2.17.11 Car Calling Arrangements

Car calling arrangements are available at Building Gate No.1, Parliament House. 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.

# 2.17.12 Entry of Private/Commercial Vehicles into Parliament Complex

Private vehicles without parking labels are not allowed to enter Parliament Complex.

Whenever a Member / Ex-MP travels in any other private vehicle (without label) or a hired vehicle like Taxi/Three Wheeler, etc., he/ she should alight at Iron Gate No. 1&2, Talkatora Road (TKR)- 1&2 and make use of Ferry Car Services provided by the Secretariat, upto the Building Gates.

Commercial vehicles including Taxis / TSRs carrying Members of Parliament are not allowed to enter the Parliament Complex, in the interest of security. Parliament's Mini Buses carrying Members may enter Parliament House through Iron Gates and Members may alight at Building Gate of their choice.

### 2.17.13 Visitors to alight at gate and obtain passes

Check barriers have been installed inside Iron Gate Nos. 1 and 2 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 Complex should alight outside Iron Gates and obtain passes from the Reception Office before entering the Parliament Complex.

## 2.17.14 Presence of Members within the precincts of the House

A Member can remain within the 'Precincts of the House' when the House or any Committee of which he is a member, is sitting and for a reasonable time before or after that.

## 2.17.15 Carrying or Display of Fire arms in Parliament Complex

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

## 2.17.16 Distribution of literature, Pamphlets, Press Notes and Leaflets within the precincts of the House

Members should not distribute within the precincts of the House any literature, questionnaire, pamphlets, press notes, leaflets or any matter printed or otherwise without the prior permission of the Chairman in writing.

# 2.17.17 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.

## 2.17.18 Arrangements for Members to meet persons coming to see them

When any person comes to the Reception Office adjoining Parliament House to see a Member, an interview slip is prepared by the Receptionist and sent to the Member concerned in the House, Lobby or the Central Hall. The Member may, if he desires to meet the visitor, indicate on the interview slip the time at which he would meet the visitors at the Reception Office.

# 2.17.19 Use and carrying of Cellular Telephones and Pagers inside Parliament House and Parliament House Annexe

As per the recommendations of the Joint Parliamentary Committee on Security, the ban on use of Cellular Phones and Pagers within the Parliament Complex has been lifted, after subjecting the instruments to mandatory security checks. However, the ban on use of Cellular Phones within the Rajya Sabha Chamber would continue to be in force. Electronic jammers have been installed to make the Cellular Phones non-functional within the Chambers of two Houses.

### 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) In the following cases, the House may be adjourn for the day:—
  - (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 intersession period, the House will be adjourned on the first day of the session, after making obituary reference.
  - (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.
  - (e) 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 COMMITTEES (HOUSE COMMITTEES) OF RAJYA SABHA

The following are the Standing Committees (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, nominated by the Chairman. The Chairman 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 of the meeting is five. The Committee holds office until a new Committee is nominated. Normally the Committee is reconstituted every year.

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 to indicate in the proposed time-table the different hours at which the various stages of the Bill or other business are to be completed. The Committee performs such other functions as may be assigned to it by the Chairman from time to time.

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 in 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 may also perform such other functions as may be 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 (212 I). The Chairman of the Committee is appointed by the Chairman

from amongst the members of the Committee (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 nominated. Normally the Committee is reconstituted every year in order to constitute a meeting of the Committee, the quorum is five (212K).

The Committee was set up on the 3 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 activities and actions of the Government and Government funded or Government aided bodies.

After a paper is laid before 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 before the Council and if so, whether a statement explaining the reasons for such delay has also been laid before the Council along with the paper, and whether those reasons are satisfactory; and
- (c) Whether the paper has been laid before the Council 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 before the Council along with the paper and (ii) whether those reasons are satisfactory (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 or the Council from time to time.

A Session-wise Report is prepared with reference to all the papers laid during a Session with regard to the above mentioned points. The Committee may also examine and report on any specific paper laid on the Table if circumstances so require. The reports of the Committee are presented to the House from time to time by the Chairman of the Committee or, in his absence, by any member of the Committee (212M).

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 (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. The Chairman of the Committee is appointed by the Chairman from amongst the members of the Committee (provided that if the Deputy Chairman is a member of the Committee, he/she is appointed as the Chairman of the Committee). 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. If the Chairman of the Committee is for any reason unable to act, the Chairman may appoint another Chairman of the Committee in his place. The Committee holds office till a new Committee is nominated. Normally, the Committee is reconstituted every year. The quorum of the Committee is five.

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, from time to time. 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 22 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 30 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 from time to time 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 governs the powers, privileges and immunities of Parliament and its Members. Members can raise questions of breach of privilege in the House with consent of the Chairman. 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. The Chairman of the Committee is appointed by the Chairman 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 Chairman of the Committee for that meeting. The quorum for holding a meeting of the Committee is five. The Committee holds office till a new Committee is nominated. Normally the Committee is reconstituted every year.

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 from time to time 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 and the Deputy Chairman nominated by the Chairman. Hon'ble Chairman, Rajya Sabha is the Chairman of the Committee. 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 nominated. Normally the Committee is reconstituted every year.

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 holding a meeting of the Committee is seven.

The reports of the Committee are presented to the House from time to time 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 Parliament as also those framed in exercise of powers conferred by the Constitution of India.

- (i) The Rajya Sabha Committee on Subordinate Legislation was first constituted on the 30 September 1964. The Committee consists of fifteen members including the Chairman.
- (ii) As per Rule 205(2), the Committee holds office until a new Committee is nominated. Normally, the Committee is reconstituted every year.
- Parliament enacts laws from time to time by way of Central "Acts" and these Acts are implemented by the various Ministries/Departments of 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 for such contingencies, the Central Acts generally contain a provision authorizing the Central Government to frame rules/regulations, etc. in certain specified areas to enable Government to carry out the objective of the Act. These rules/regulations framed in exercise of the powers conferred by an Act of Parliament is 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 thus:
  - "After each rule, regulation, byelaw, 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 with a view to gain first-hand knowledge of facts.

The Committee presents its report to the Rajya Sabha from time to time

The Committee has its own procedure for pursuing its recommendations and ensuring implementation thereof. The Committee also reports implementation matters to the House from time to time.

## 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 1 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 and holds office until a new Committee is nominated. Normally, the Committee is reconstituted every year. The Chairman of the Committee is appointed by the Chairman 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 Chairman of the Committee for that meeting. In order to constitute a meeting of the Committee, the quorum is five.

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 (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 Committee Chairman 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 Committee Chairman 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 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 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 nominated. Normally the Committee is re-constituted every year. 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. The quorum of the Committee is one third of its total membership. 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/her absence, by any Member of the Committee. The Committee may with the approval of the Chairman 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. The Chairman of the Committee is appointed by the Chairman from amongst the members of the Committee. The Committee holds office till a new Committee is nominated. Normally the Committee is reconstituted every year.

The functions of the Committee are, (i) to deal with all questions relating to the allotment of residential accommodation to Members of the Rajya Sabha and to exercise supervision over facilities for accommodation so allotted and other amenities given to Members in their residences and hostels in Delhi/New Delhi; and (ii) to make appropriate recommendations in regard to matters of common interest to Members of both Houses of Parliament pertaining to their residences and other amenities. The Chairmen of the House Committees of Lok Sabha and Rajya Sabha confer together from time to time in this regard.

## 3.1.10 Committee on Member of Parliament Local Area Development Scheme (MPLADS)

The Committee on Member of Parliament Local Area Development Scheme (MPLADS), Rajya Sabha was constituted by the Chairman, Rajya Sabha on the 5 September 1998. It consists of ten Members including the Deputy Chairman, Rajya Sabha, who is also 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 as they may choose. Nominated Members of Lok Sabha and Rajya Sabha may select works for implementation in one or more districts anywhere in the country.
- (iii) The annual MPLADS fund entitlement per MP constituency is Rs. 2 crore. Each Member will have a choice to suggest to the District Collector works to the tune of Rupees two crores. The per year allocation of Rs. two crores will be released in two instalments of Rupees one crore 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. 50 lakh and the unspent balance is less than Rs. 1 crore 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) An MP may contribute up to Rs. 25 lakh for community infrastructure and public utility building works being done by registered society/trust, however, there is no upper limit on individual work to be executed by Government departments/ agencies.
- (v) An MP may contribute Rs. 50 lakh in a year for rehabilitation works in the event of the natural calamity of rare severity in any part of the country.
- (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 MPLADS Committee looks into all aspect 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 from time to time by the Chairman of the Committee.

## 3.1.11 Committee on Provision of Computer Equipment to Members of 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. The Committee consists of seven members who are nominated by the Chairman, Rajya Sabha. The Deputy Chairman, Rajya Sabha is the Chairman of the Committee.

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

The Committee on Ethics was constituted on the 4 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 20 July 2004. Under these rules, the Chairman, from time to time, nominates ten Members to the Committee. The Committee so nominated shall hold office until a new Committee is nominated. 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 for any reason unable to act, the Chairman, Rajya Sabha may appoint another Member as Chairman of the Committee in his place. If the Chairman of the Committee is absent from any meeting, the Committee shall choose another Member to act as Chairman of the Committee for that meeting (Rule 288). The quorum 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;
- 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).

#### 3.1.12.1 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 as in Form-I the following information to the Chairman, Rajya Sabha within ninety days from the date of his taking oath or making affirmation:—

- 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 30 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.

#### 3.1.12.2 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 of 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/she makes and subscribes oath or affirmation for taking his/her seat and shall also notify the changes, if any, in the information so furnished by him/her as on the 31 March every year, within ninety days from the 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.

#### 3.2 STANDING COMMITTEES (General)

As per the rules governing the Standing Committees (House Committees), they hold office until new Committees are constituted. However, in practice, these Committees are re-constituted every year, barring certain occasions when due to biennial retirement of approximately one third of Members of Rajya Sabha and a number of vacancies arising in the Committees, the process of the re-constitution of Committees is deferred till the biennial elections are over.

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 an informal mechanism whereby the quota of each major party, on the basis of their numerical strength, is worked out in a meeting of Leaders of Parties convened by the Minister of Parliamentary Affairs and the names of Members are 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 (having a strength of 5 or more), 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 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 reconstituted after the process of reconstitution of the Department-related Parliamentary Standing Committees and the House Committees is over.

As regards the Committee on Ethics, it is not reconstituted 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/specialisation. 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 Public Accounts 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.

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 Human Resource Development;
- 4. Committee on Industry;
- Committee on Science and Technology, Environment and Forests:
- 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;
- 10. Committee on 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;
- 17. Committee on Petroleum and Natural Gas;
- 18. Committee on Railways;
- 19. Committee on Urban Development;
- 20. Committee on Water Resources:
- 21. Committee on Chemicals and Fertilizers;
- 22. Committee on Rural Development;
- 23. Committee on Coal and Steel; and
- 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 guorum 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 (having numerical strength of 5 or more) for recommending the names of their Members for nomination by Chairman, Rajya Sabha to the Committees. Nomination of Members belonging to smaller parties/ groups (having numerical strength of less than 5) 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:

- 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;
- 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 in addition to being presented/tabled in the Houses are also sent to the Ministries concerned but the recommendations are not binding, having 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/Assistant Director, and supervised by the Deputy Director and Joint Director/Director. A Joint Secretary generally coordinates the management of the respective Committee Sections. The Committee Sections make the 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 make them public.

#### 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 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 on 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 as and 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 21 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 and 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:

- 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;
- 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;
- 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.

#### 3.6 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 set up 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. The following *ad hoc* Committees are presently in existence in which Rajya Sabha Members are associated:—

- (i) Joint Parliamentary Committee on Wakf consisting of ten Rajya Sabha Members and twenty Lok Sabha Members;
- (ii) Parliamentary Committee to review the rate of Dividend payable by the Railway Undertaking to the General Revenues (Railway Convention Committee) consisting of six Rajya Sabha Members and twelve Lok Sabha Members;
- (iii) Joint Parliamentary Committee on Food Management in Parliament House Complex consisting of five Rajya Sabha Members and ten Lok Sabha Members;
- (iv) Joint Parliamentary Committee on Installation of Portraits/ Statues of national leaders and Parliamentarians in Parliament House Complex — consisting of three Rajya Sabha Members and six Lok Sabha Members excluding the Speaker who is the ex-officio Chairman of the Committee;
- (v) Joint Parliamentary Committee on Security Matters in Parliament House Complex — consisting of three Rajya Sabha Members and six Lok Sabha Members excluding the Deputy Speaker who is the ex-officio Chairman of the Committee; and
- (vi) Joint Parliamentary Committee to examine the constitutional and legal position relating to Office of Profit — consisting of five Rajya Sabha Members and ten Lok Sabha Members.

#### 3.8 PARLIAMENTARY FORA

(i) A total of five Parliamentary Fora, as detailed below, have been constituted for the first time during the tenure of the Fourteenth Lok Sabha (2004-09) by the Speaker, Lok Sabha, and the Chairman, Rajya Sabha, in consultation with each other:—

- (a) Parliamentary Forum on Water Conservation and Management;
- (b) Parliamentary Forum on Youth;
- (c) Parliamentary Forum on Children;
- (d) Parliamentary Forum on Population and Public Health; and
- (e) Parliamentary Forum on Global Warming and Climate Change.
- (ii) These Fora are not provided for in the Rules of Procedure and Conduct of Business of either House and each one of them is governed by a separate set of Guidelines, approved by the Speaker, Lok Sabha and the Chairman, Rajya Sabha, which are more or less identical in nature. Each of the Forum consists of 31 Members – 10 from Rajya Sabha, to be nominated by the Chairman, Rajya Sabha, and 21 from Lok Sabha, to be nominated by the Speaker, Lok Sabha. The Speaker, Lok Sabha, is the *ex-officio* President of the Forums on Water Conservation and Management, Youth, Children and Global Warming and Climate Change whereas the Chairman, Rajya Sabha, is the ex-officio President of the Forum on Population and Public Health. The Forums have also the provision of ex-officio Vice-Presidents. Each of the Forum, has a provision for nomination of additional Members/Vice-Presidents besides a Member-Convener being appointed for conducting regular, approved programmes/meetings of the Forum.
- (iii) The Members on the Forum are to be nominated from amongst the Leaders of Parties and Groups, or their nominees who have special knowledge/ keen interest in the subject, with a special provision having been made in the case of Parliamentary Forum on Youth, where the Members to be nominated have to be preferably below the age of 40 years. The term of office of the Members of each of the Forum is co-terminus with their Membership in the respective Houses. Casual vacancies arising in the Forums are filled up in the same manner as prescribed for nomination.
- (iv) Experts are associated in the various Fora as Special Invitees who may share their views/present papers during the meetings/ seminars of the Fora. Meetings of the Fora are held from time to time, as may be necessary, during the Parliament Sessions

and the quorum prescribed by the guidelines for the meeting of each Parliamentary Forum is ten. Each Forum has been empowered to formulate its own procedure. The concerned Ministries of the Government of India render necessary assistance to the Fora in all matters including organizing seminars. Representatives from the concerned Ministries may be present during the meetings/seminars of the Fora. The Fora are to be apprised periodically by the Government of the impact of implementation of the suggestions/ recommendations of the Fora.

(v) The broad aim and objective of these Fora are to equip the Members of Parliament with information and knowledge regarding issues and developments in the areas of Water Conservation and Management, Children, Youth, Population and Public Health and Global Warming and Climate Change and also to make the Members of Parliament aware of the seriousness of the situation and to enable them to adopt a result-oriented approach towards these issues. The Parliamentary Fora is not to interfere with or encroach upon the jurisdiction of the concerned Department-related Standing Committees or the Ministry/Department concerned.

#### 3.9 PARLIAMENTARY FRIENDSHIP GROUPS (PFGs)

#### 3.9.1 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 twenty two sitting Members of Parliament (15 from Lok Sabha and 7 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 and two Vice-Presidents (one from each House) of the Friendship Group.

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

#### 3.9.2 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.

#### 3.9.3 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 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 sixteen thousand 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 one 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/her 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/her 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 twenty 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 twenty thousand per month bifurcated as under:

- (i) Rupees four thousand for meeting expenses on stationery item etc.;
- (ii) Rupees two thousand for meeting expenses on franking of letters;
- (iii) Rupees fourteen 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 Section 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, an amount equal to one first class fare *plus* one second class fare for each such journey, irrespective of the class in which the Member actually travels.
- (iii) For the journeys performed by air, an amount equal to one and one-fourth of the air fare for each such journey.
- (iv) For the journeys performed by road, a road mileage at the rate of rupees thirteen 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/she 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/ her 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 once during every session and twice in budget 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:—

 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 AMENITIES TO MEMBERS 127

(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 so remained 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 one 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 so remained absent.

#### 4.5 RAIL TRAVEL FACILITIES

(i) Every Member is provided with a non-transferable Identity Cardcum-Railway Pass, which entitles him/her 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/her 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 once during every Session and twice in Budget Session of Parliament not exceeding eight such journeys in a year, 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 returnable to the Rajya Sabha Secretariat on the expiration of term of 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 number of journeys not availed by him/her 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 next following year.
- (ii) For the journeys by air, a Member is entitled to travel in Executive/Business class of any Airlines.
- (iii) Exchange order facility is available to Members for purchasing air tickets from Indian Airlines alone. Members may obtain Exchange Order(s) from MS&A Section by making a request in the prescribed requisition form. Only eight exchange orders at a time shall be issued to Members for performing air journeys by themselves and their spouses. No Exchange order would be issued for companion except in the case of widows, widowers, spinsters, bachelors or single MPs.

## 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.

129

(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/her duties as such Member, he/she 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 PAYMENT OF 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 duly attested three copies of his/ her specimen signatures on the prescribed form available in MS&A Section or Notice Office of the Rajya Sabha Secretariat. The Member is also required to fill in a form declaring his/her 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 Section.

#### 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 direct to the Pay and Accounts Officer, Rajya Sabha, for arranging payment. Salary bills are not required to be signed by the Members. Members are required to intimate to the Rajya Sabha Secretariat the mode of payment of their salary, *viz.*, (i) whether payable to self, or (ii) creditable to their accounts with their bankers in Delhi or New Delhi, or on any outstation Bank named by them.

The Pay and Accounts Officer sends the salary cheque, payable on the State Bank of India. New Delhi direct to the Member or to the Scheduled Bank in Delhi/New Delhi or any out station bank nominated by him in this behalf for credit to his account. An intimation of the dispatch of the cheque together with the details of deductions made is sent to the Member. Where payment is made to a Member, a stamped receipt is obtained from him and where payment is made to his banker, it is obtained from the bank concerned.

#### 4.10.3 Travelling and Daily Allowances Bill

- (i) For the purpose of claiming TA/DA, the Member is required to tender claim to the MS&A Section in the prescribed form(Arrival/ Departure Report/Intermediate Journey form) with complete details of their journey chronologically along with used original air-tickets/counterfoils and in the case of e-ticket, electronic ticket duly countersigned by the Member along with boarding pass. 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 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 Section 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 the mode of payment desired by them viz., (i) whether payable to self, or (ii) creditable to their accounts with their bankers in Delhi or New Delhi or any out Station Bank named by them. If no specific instruction is given in this behalf it will be presumed that the payment is desired for self and cheque will be issued to the Member accordingly.
- (v) To avoid delay in payment and inconvenience to Members, a branch of the State Bank of India functions in Room No 57, Parliament House (First Floor). The working hours of the branch are from 12 noon to 4 p.m. on week days and 12 noon to 2 p.m. on Saturday. This branch is primarily intended for the

encashment of cheques drawn by the Pay and Accounts Officer, Rajya Sabha/Lok Sabha in favour of Members of Parliament. There is also a branch of the State Bank of India in the Parliament House Annexe.

#### 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 Section. The Claim supported with the cash memos receipts, should be duly countersigned by the authorized Medical Attendant and submitted in MS&A Section. 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 one 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/her Membership. While drawing the conveyance advance, Member shall execute an Agreement and after purchase of conveyance, he/she 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 Section).

#### 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 eight thousand per month and for the period exceeding five years, the Member shall be entitled to an additional pension of Rupees eight hundred 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 eight hundred 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 COMPUTERS

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 Computers, Pen drive, Printer, Scanner, UPS Handheld Communicator/Computer, Data Internet Cards, MS Office Suite) 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.1,50,000/- if he has been elected / nominated to Rajya Sabha on or after 01 April 2008.
- (ii) Rs.1,50,000/- if he has been elected/ nominated to Rajya Sabha before 01 April 2008 but has not been supplied any computer equipment by the Secretariat.
- (iii) Rs.1,00,000/- if he has been elected/ nominated to Rajya Sabha on or after 01 April 2008 on a casual vacancy for a term of three years or less.
- (iv) Rs.75,000/- if he has been elected/ nominated to Rajya Sabha before 01 April 2008 and has been supplied computer equipment by the Secretariat.

The adequacy of the amounts of financial entitlement is reviewed by the Committee on Provision of Computer Equipment to Members of Rajya Sabha annually and revision, if any, takes effect prospectively.

Members can avail of the Scheme by adopting one of the following two procedures:

(i) By purchasing the computer equipment from an authorized vendor and passing on the proof of payment to the IT Sections (Room No.213, PHA) for reimbursement. On certification by the IT Section, the MS&A Section makes the reimbursement to the Member; or (ii) By bringing a Proforma Invoice from an authorized vendor for the computer equipment to be procured. On certification by the IT Section, the MS&A Section makes the payment directly to the vendor.

The Member is required to make available the proof of purchase, within 30 days from the date of release of payment, to the Secretariat for the purpose of record and audit.

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 maintaining 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 Section.

Internet and e-mail facility are 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 place where this facility is required and the desired username for 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 also avail of broadband facility of MTNL/BSNL by choosing to forego 10,000 of their telephone calls out of the 1,50,000/- free calls 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.

#### 4.18 ACCOMMODATION

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

Members may apply for regular residential accommodation from Rajya Sabha Pool in the form (Form No. RSMA1) available in Members Amenities Section and Notice Office, 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

AMENITIES TO MEMBERS 135

Committee at its meeting held on 31.7.2006 adopted the following guidelines for allotment of bungalows to Members:—

	Category of M.P.		Entitlement of Bungalows/Flats
1. (i)	Former Union Cabinet Minister and Former Speaker of Lok Sabha/ Former Governor of a State/Former Chief Minister of a State	-	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	<ul><li>Former Cabinet Ministers/Speakers in States</li></ul>		
(iv)	Members who have completed one full* term in Lok Sabha/Rajya Sabha		
(v)	Nominated Members		
(vi)	Floor leaders of national parties in Rajya Sabha recognized by the Election Commission		
4. Fir	st term Members of Parliament	-	Type V single flats/bungalows

<sup>\*</sup> One full term in Lok Sabha means the period from the date of constitution of Lok Sabha to the date of its dissolution. However, one full term in Rajya Sabha means 6 years.

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/her family can retain the accommodation on the same terms as were applicable to the Member immediately before his/her death, for a maximum period of six months after which the allotment is deemed to have been cancelled.
- (iii) The following are the localities where residential accommodation belonging to Rajya Sabha Pool is available for allotment to Members of the Rajya Sabha.

#### 4.18.1 Bungalows

Ferozeshah Road, Windsor Place, Dr. Rajendra Prasad Road, Canning Iane, Gurudwara Rakabganj Road, Pandit Pant Marg, Dr. Bishambhar Das Marg, Mahadev Road, Ashoka Road, Humayun Road, Janpath, Shahjahan Road, Lodhi Estate, H.C. Mathur Lane, Safdarjung Lane, Pandara Park, Pandara Road, Mathura Road, Teen Murti Lane, Teen Murti Marg, Talkatora Road, Purana Quila Road, Krishna Menon Marg, K.Kamraj Lane (Duplex Road), Mother Teresa Crescent, Tughlak Crescent, Tughlak Lane, Safdarjung Road, Copernicus Lane. (Total number of bungalows of Rajya Sabha Pool – 85).

#### 4.18.2 Flats

North Avenue, South Avenue, Meena Bagh, Baba Kharak Singh Marg, Dr. Bishambar Das Marg, SWAJAS & Brahmaputra (total number of flats -157)

#### 4.18.3 Hostel Accommodation

Suites in Western Court 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.

#### 4.18.4 General Maintenance of Members' Residence

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

SI. N	No. Service Centre	Location
1.	C.P.W.D. Service Centre, North Avenue	Near Flat No. 89
2.	C.P.W.D. Service Centre, South Avenue	Near Flat No. 161
3.	C.P.W.D. Service Centre, Ferozeshah Road	Near Bungalow No. 5
4.	C.P.W.D. Service Centre, V.P. House	Wing No. 1 (opposite Constitution Club), Ground Floor
5.	Reception Office of the Western Court Hostel	Western Court Hostel, Janpath
6.	C.P.W.D. Service Centre, Sunehari Bagh	Sub-division IV & V Sunehari Bagh Lane, Near Sunehari Bagh Road.

Note: A Liaison Officer also sits outside Room No. 66, Parliament House 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.

# 4.18.5 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 and the Members' Amenities Section.

# 4.18.6 Supply of Electricity and Water

(i) The light, power and water connections for bungalows/flats can be obtained from the New Delhi Municipal Committee 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 submeters 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, 1998, every Member in respect of any accommodation allotted to him, is entitled, without payment of charges to the supply of a maximum of 25,000 units electricity (12,500 units measured on light meter and 12,500 units measured on power meter) and 2000 kilo-litres of water per annum beginning 1 January every year.

#### 4.18.7 Guest Accommodation

Members are allotted accommodation for their guests on payment of rent in advance normally in the Western Court Hostel where messing is compulsory and other facilities are also available. Guest accommodation is also allotted in V.P. House, North and South Avenues and Meena Bagh under very exceptional circumstances. The House Committee is aware that a good number of guests do come to Members particularly during Parliament Session. The Committee faces difficulty in allotting guest accommodation as the accommodation in the Rajya Sabha Pool is limited. The Committee also finds it difficult to allot accommodation when Members send their requests at short notice and sometimes on telephone.

The Joint Committee of Chairmen, House Committees of both the Houses of Parliament at its meetings held from time to time considered the question of guest accommodation in the Western Court Hostel and decided as under:—

(i) In his request the M.P. will specifically write the name of the guest(s) with full particulars and specific period for which the accommodation is required. The Receptionist, Western Court Hostel will make entries in this regard in the Register before the suite is actually provided to the guest(s) of the Member, the signature of the guest(s) may also be obtained in the Register. Allotment of guest accommodation would be deemed to have been cancelled automatically if it is not occupied within 24 hours from the date of allotment. The Superintendent, Western Court Hostel will not entertain any application for guest accommodation directly from M.Ps.

(ii) The Hostel accommodation, if allotted will be retained for a maximum period of one week, unless extension is obtained in writing from the Chairman, House Committee, Rajya Sabha or the officer of the House Committee. The extension would not be allowed beyond one week.

- (iii) Unless extension is granted by the Chairman, House Committee, Rajya Sabha, the allotment of accommodation, if made, will stand cancelled automatically and the recoveries on account of rent etc. will be made from the Member through his salary/T.A./D.A. bills in case the payment of rent etc. is not made at the Hostel Counter.
- (iv) (a) The normal rate for Deluxe I (AC) single suite is Rs. 800 per day and for double suite Rs. 900/- per day and for Deluxe-II (Non AC) single suite is Rs. 350 per day and for double suite Rs. 450/- per day.
  - (b) Beyond 7 days upto a further period of 7 days, rent may be charged at double the above rates.
  - (c) For any overstay, penal rent may be fixed at 4 (four) times of the normal rates quoted above at (i).
- (v) The Rajya Sabha Secretariat will make the allotment of the suites with specific number alongwith the names of the guest(s) who will be required to give an undertaking to the effect that he will vacate the suite after the period of allotment is over.
- (vi) The amount of rent and mess charges for the period of allotment will be deposited in advance with the Cashier, Western Court Hostel before accommodation is provided.
- (vii) The Member will be responsible for payment of all other charges, *e.g.* mess charges etc.
- (viii) On failure to pay advance rent, the allotment would stand cancelled and the dues in respect thereof would be recovered from the sponsoring Member of Rajya Sabha through his salary bill etc.
- (ix) The Member will have no objection to the outstanding dues if any, in respect of his guest(s) being recovered by the Rajya Sabha Secretariat from his salary/T.A./D.A. bills etc.
- (x) The Member will be personally responsible for vacation of the accommodation by the guest(s) at the expiry of the period of allotment.

- (xi) The Superintendent, Western Court Hostel is competent to evict the guest(s) of the Member physically from the accommodation occupied by him on completion of the allotment period.
- (xii) Till vacant possession is given to the Receptionist of the Western Court Hostel, the Member will be personally responsible for the loss or damage done during this de facto or de jure occupation of the accommodation. Failure to handover the vacant possession in time will render the member liable to compensate for the loss or damage to Government.
- (xiii) A guest, already sponsored by a Member of Rajya Sabha and staying in the Western Court Hostel, will not be allowed to stay as guest of another Member.
- (xiv) Due care will be taken to see that no such avoidable action as may disturb the peace of the neighbour is taken.
- (xv) The sanitary condition in and around the residence will be maintained according to the approved standard of health authorities.
- (xvi) Breakfast, and one meal should be compulsory for the guests of MPs. They should be charged for it irrespective of the fact whether they take them or not. In case more than two guests stay in a suite messing charges should be paid by all the guests in advance alongwith the usual rent for the suite from the guests as soon as they check in.

## 4.18.8 Canteens

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

# 4.18.9 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 a Constitution Club in the Vithalbhai Patel House for the benefit of Members. All Members are entitled to become members of this club on payment of the prescribed subscription.

## 4.18.10 Telephone Facilities

(i) A Member of the Rajya Sabha is entitled to have three telephones, one at his/her local Delhi address, one at his/her usual place of residence or a place selected by him/her within the State he/ she represents or resides and one telephone for the internet connectivity purposes to be installed at his/her office/residence situated at Delhi or at his/her usual place of residence or at a place selected by him/her within his/her constituency or State or within the State in which he/she resides.

- (ii) A Member, on his request, is entitled to avail two mobile phone connections, one 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) The Chairman of a Parliamentary Committee shall be exempted from payment of any charges for local calls made from the telephone installed at his/her residence in Delhi/New Delhi (for further details, please contact Members Amenities Section, Room No. 227, PHA)

#### 4.18.11 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:-

SI. No.	Location of dispensaries	Member's residential localities allocated
1	2	3
1.	North Avenue	North Avenue and bungalows near about that area
2.	South Avenue	South Avenue and bungalows near about that area

Pandara Road

1	2	3
3.	Constitution House, Kasturba Gandhi Marg (Curzon Road Barracks)	Bungalows in the area bounded by Janpath from Windsor Place upto its junction with Rajpath, upto Princess Park, proceeding along Park Hexagon, turning left upto its junction with Purana Quila, Purana Qila Road from its junction with Princess Park to its crossing with Mathura Road, Mathura Road from its crossing with Tilak Bridge, Sikandra Road from Tilak Bridge to its junction with Ferozeshah Road from its crossing with Sikandara Road to Windsor Place.
4.	Telegraph Lane	Janpath, Tolstoy Marg, Barakhamba Road, Sikandara Road, Ferozeshah Road, Windsor Place, Ashoka Road, Parliament Street, Connaught Circus, Vivekananda Marg.
5.	Dr. Zakir Hussain Marg	Lodhi Estate, Bharti Nagar, Bapa Nagar, Kaka Nagar, Pandara Park, Mathura Road and Sunder Nagar.

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

Motilal Nehru Marg.

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

Shahjahan Road, Pandara Road, Akbar Road,

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

Under the Central Government Health Scheme, only a member and his 'Family' which includes wife or husband, as the case may be, children or step-children and parents 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. The medical facilities are admissible to Members of Parliament as such upto a month after one ceases to be a member. 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 index card and proforma which may be obtained

from the Notice Office, or the Members' Amenities Section. Till such time as the index cards are filled in and the C.G.H.S. laminated plastic cards issued, members can avail of the medical facilities on the authority of their Identity Card-cum-Railway Passes.

In case where members and/or members of their families fall ill at places outside Delhi/New Delhi expenditure on approved items of treatment, medicines and on hospitalization, in recognized institutions and on the advice of the local Authorised Medical Attendants, has to be borne by the members in the first instance and is subsequently reimbursed by the Government to the extent admissible under the rules.

#### 4.18.12 Medical Centre and First Aid Posts

## 4.18.12.1 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 2<sup>nd</sup> Saturdays) it functions from 10.00 a.m. to 1.00 p.m.

# 4.18.12.2 Medical Centre 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:—

- (i) Complete medical check up and its follow up.
- (ii) Laboratory investigations for blood, urine, stool, sputum, etc.
- (iii) Bio-chemical tests like blood-sugar, blood-urea, serum, cholesterol, etc.
- (iv) ECG examination.
- (v) X-Ray/Ultrasound investigation.
- (vi) Physio-Therapy Unit.
- (vii) First-Aid treatment.

The Centre also look 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  $2^{nd}$  Saturdays) it functions from 10.00 a.m. to 1.00 p.m.

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

## 4.18.12.3 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.

# 4.18.13 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 (except Sundays and Holidays) in Room No. 131, 3<sup>rd</sup> Floor, Parliament House and near the Reception Office, Parliament House. Reservations for Members and their spouses are made from the Parliament House Reservation Office, and for their guests/friends/attendants from the Reservation Office near the Reception Office outside Parliament House.

## 4.18.14 Booking of Air Passages

An Air Booking and Reservation Office of the Indian Airlines functions in Room No. 131 A, 3<sup>rd</sup> Floor, Parliament House throughout the year for the convenience of members. The working hours of this office are from 10.00 a.m. to 5.15 p.m. on all working days with a lunch break from 1.30 p.m. to 2.00 p.m.

Arrangements also exist for booking of air passages from Delhi, with the Department of Civil Aviation, New Delhi, out of priority quota whenever seats under the commercial quota with the Indian Airlines are fully booked. For this purpose, members are required to fill in the prescribed form available in the Notice Office/Lobby Office.

#### 4.18.15 State Bank of India

A Branch Office of the State Bank of India functions throughout the year in Room No. 57, First Floor, Parliament House. On all working days, it functions from 10.00 a.m. to 4.00 p.m. daily except on Saturdays when it works upto 1.00 p.m. only.

A Branch of State Bank of India also functions throughout the year on the Ground Floor in the Parliament House Annexe. On all working days it functions from 10.00 a.m. to 2.00 p.m. and from 2.30 p.m. to 4.00 p.m. except on Saturdays when it is open upto 12 noon only. It provides, services likes Current, Savings Banks Accounts, Term Deposits, Drafts, Mail transfers, Travelers Cheques, acceptance of income-tax and other direct taxes, investment plans etc. Lockers are also available here for the Members.

#### 4.18.16 Post Office

A Post Office on Ground Floor of the Parliament House near lift No. 5 functions throughout the year on all working days. This Office functions from 10.00 a.m. to 5.45 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 Bus Transport Facilities

Members of Parliament are provided Toyota Vehicles to commute between Parliament House/Parliament House Annexe and Members' residential localities for their convenience. At present, eight Toyota Vehicles and Ten Drivers have been placed by Rajya Sabha Secretariat at the disposal of Transport Desk to cater to transport needs of Members of Parliament. Members are informed about this arrangement regularly through Parliamentary Bulletins. (Tel: 23034859, 23035139, 23034867,23035183)

# 4.18.18 Filing of Tax Returns

During session periods an Income-tax Cell is set up by the Ministry of Finance (Department of Revenue) in Parliament House Annexe (Tele: 23024062) to assist members in filing their tax returns and other connected forms.

## 4.18.19 Catering Arrangements in Parliament House

There is a Refreshment Room for members (Room Nos 70 and 73, First Floor) in Parliament House run by the Northern Railway Catering Department where Members can have their meals, luncheon, refreshment etc., at approved rates. Besides, there are (i) a Coffee Board Buffet, (ii) a Tea Board Buffet, and (iii) a Tea and Coffee Buffet run by the Northern Railway Catering Department, in the passages connecting Central Hall with the Lok Sabha Chamber, Library Hall and Rajya Sabha Chamber, respectively, where only light refreshments are available. A branch of the Canteen also functions on the Ground Floor in the Parliament House Annexe and the Reception Office, Parliament House.

## 4.18.20 Members' Refreshment Room

A cabin in the Library Corridor, Ground Floor called "Members Refreshment Room" is reserved during Session period for the use of Members getting their lunch from their Hostels/Residences.

# 4.18.21 Milk Stall and Milk Bar

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

## CHAPTER - 5

## LIBRARY, REFERENCE AND RESEARCH SERVICE

#### 5.1 OBJECTIVE OF THE SERVICE

The primary objective of the Parliament Library and Reference, Research, Documentation and Information Service, LARRDIS in short, 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, (vi) Press and Public Relations Division. The team of officers in each Division is led by a Joint Director. The Six Divisions function under the overall charge of Directors. Nomenclatures and the allocation of work to these Divisions are subject to change, depending upon functional exigencies.

## 5.2 PARLIAMENT LIBRARY

Parliament Library, with the present holdings of around 1.27 million volumes of printed books, reports, Governmental publications, U.N. reports, debates, gazettes, other documents, including periodicals and publications brought out by the Lok Sabha Secretariat, is one of the finest and richest repositories in the country. The Library is currently subscribing to 65 Indian and 7 foreign newspapers and 439 periodicals in English, Hindi and a few other Indian languages are being received.

The functions of the Parliament Library are acquisition, processing, preservation, display and issue of books, periodicals, reports and other published material received from various sources.

Apart from purchase, books and publications are also received for addition in the Library on complimentary basis, donated by Members of Parliament or other individuals and institutions. In addition, books are added on the suggestions from Members of Parliament and others. The Acquisition Section of the Library gives due consideration to the readers' initiative, past demands changing forthcoming international, national and local events and occurrences, while selecting the books.

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, art, painting, sculpture and architecture. Books on Indian art cover a broad canvas of Indian history depicting different stages in its evolution. These include the paintings of the Mughal, Rajput, Kangra, Garhwal and other schools of art. Among the books on foreign art include the creations of celebrated artists like Michealangelo, Leonardo Da Vinci and Raphael as also works on Chinese and Japanese art and Russian, German, French, American and Arabian paintings. An important rare documents in the possession of Parliament Library is the original calligraphed Constitution of India (in Hindi and English). This document is of great value as it contains the signatures of the founding fathers of the Constitution.

# 5.4 LITERATURE ON INDIAN LANGUAGES

The Parliament Library has been laying great emphasis on developing its language collections. A separate Wing containing nearly 75,000 books in various Indian languages has been carved out in the Library. The languages covered, apart from Hindi and Sanskrit, are: (i) Assamese; (ii) Bengali; (iii) Gujarati; (iv) Kannada; (v) Kashmiri; (vi) Marathi; (vii) Malayalam; (viii) Oriya; (ix) Punjabi; (x) Sindhi; (xi) Tamil; (xii) Telugu; and (xiii) Urdu. Concerted efforts are under way to enrich this collection by adding more and more basic standard works in each of these and other Indian languages.

The Parliament Library is at present receiving 74 periodicals in Hindi and even number of periodicals in other Indian languages. All these language periodicals are displayed on a separate Reading Table in the Library Hall, Parliament House and display racks in Parliament Library Building.

# 5.5 LOCATION OF THE LIBRARY

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

# 5.6 WORKING HOURS

Parliament Library remains open on all working days from 1000 hrs. to 1800 hrs. However, during the Session periods, Library functions from

0900 hrs. to 1900 hrs. or till both the Houses rise for the day, whichever is later. Library also remains open from 1000 hrs to 1400 hrs on all Saturdays/ Sundays and holidays (except National Holidays and Holi).

# 5.7 STACKING ARRANGEMENTS

- (i) 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, viz. The 'Gandhiana' and 'Nehruana'.
- (ii) Newspapers, 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.
- (iii) Reading Rooms are provided in both the Ground Floor and First Floor of the Parliament Library.

## 5.8 CATALOGUE

The activities of Parliament Library have been automated by using a software package 'LIBSYS' during the year 1992. The Libsys is an integrated library application web enabled software package covering almost all functions of library such as acquisition, processing and issue and returns of books etc. The bibliographical details (Author, title, series, publishers, year and place of publication, subject keyword etc.) of all the publications are fed into the computer. The Library Catalogue (Web-OPAC i.e. Web based Public Access Catalogue) can be accessed through the computers installed in the Parliament Library and also from Parliament of India Homepage at http://parliamentofindia.nic.in or <a href="http://loksabha.nic.in">http://loksabha.nic.in</a> under the heading "Parliament Library".

Apart from computerised catalogue, two types of card catalogues  $\it{viz}$ . (a) Shelf List (in classified order) (b) Alphabetical (Author & Title cards in single sequence) are being maintained in the Library. Separate card catalogues for Government Publications and the reports of the United Nations and its allied agencies are also maintained.

# 5.9 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 Lok Sabha.

#### 5.10 LIBRARY RULES

- Parliament Library is intended for the exclusive use of members and officers of Parliament.
- (ii) The use of Parliament Library for the purpose of study by personal staff of members of Lok Sabha or bona fide research scholars requires special permission in writing from the Secretary-General, Lok Sabha or an officer designated by him for the purpose. In the case of members of Rajya Sabha, Secretary-General, Rajya Sabha may grant such permission. The Secretary-General, Lok Sabha or Secretary-General, Rajya Sabha, as the case may be, may grant permission if he is satisfied that a particular person is actually required to assist a member for collecting information which may help him in discharge of his duties efficiently as a member or that a bona fide research scholar is required to consult documents or books that cannot be found elsewhere.
- (iii) Library facility shall be extended to PSs/PAs to members of Parliament for a period of one week only, subject to its renewal for one more week during Session periods. However, during inter-session periods the Library passes may be issued for fifteen days. In case of research scholars (both Indian and foreign) such permission shall, save in exceptional cases, be accorded during the inter-session periods only. PSs/PAs to members are issued General Entry Passes by Parliamentary Notice Office (PNO) and in order to ensure that only genuine PSs/PAs to members make use of the Library, the facilities may henceforth be extended to only those PSs/PAs to members, who are holding General Entry Passes issued by the CPIC.
- (iv) The use of Library has also been extended to the following:
  - (a) Indian/foreign Press Journalists/Correspondents;
  - (b) Members and Staff of State Legislative Assemblies and foreign Legislatures;
  - (c) Officers of Central/State Governments duly authorised by the concerned Ministry/Department;
  - (d) Officers from Public Sector Undertaking duly authorised by concerned body;
  - (e) Officers from Statutory bodies;

- (f) Research fellows who are granted fellowships by the Lok Sabha Secretariat:
- (g) Parliamentary Interns who have been awarded Parliamentary Internship by the Lok Sabha Secretariat;
- (h) All Officers not below the rank of Deputy Director/Under Secretary or equivalent of the Lok Sabha Secretariat and Rajya Sabha Secretariat; and
- (i) Former Members of Parliament.
- (v) Library facilities may also be provided to the Indian and Foreign Press Correspondents subject to similar conditions as are applicable to the personal staff of members and research scholars under Rule 2 above. Library facilities may also be extended to Members and staff of Legislative Assemblies and Foreign Legislatures, Officers of Central/State Governments/ Public Undertakings and Statutory Bodies, subject to clearance from the security agencies.

Research fellows who are granted fellowships by the Lok Sabha Secretariat on subjects of parliamentary interest may be given access to the Parliament Library during Session as well as Inter Session periods on a specific request to have access to the Parliament Library for consulting the Parliamentary debates and other relevant documents pertaining to their fellowships.

Permission for the use of Library in such cases shall be subject to the following conditions:

- (a) No books, periodicals or other documents shall be taken out of the Library and no person shall handle books etc., in stack room, or in almirahs, racks and book cases etc. The books required shall be supplied by the Library staff and these shall be returned before leaving the Parliament Library.
- (b) The issue or withholding of any book, report, record etc. of the Parliament Library even for consultation shall be at the discretion of the Joint Director/Deputy Director incharge of the Library.
- (c) No clerical or typing assistance shall be provided.
- (d) Timings for study shall be decided by the concerned Joint Director/Deputy Director.

- (vi) Former Members of Parliament may borrow books from the Library on depositing a security of Rs. 500/- with the Budget and Payment Branch of the Lok Sabha Secretariat.
- (vii) The special arrangements stipulated under Rules 2-4 above shall be subject to such further instructions and administrative orders as may be issued from time to time.
- (viii) Parliament Library shall remain open on all working days from 1000 hrs. to 1800 hrs. During the Session period Library (GF), PLB shall remain open from 0900 hrs. to 1900 hrs. or till the Houses rise for the day, whichever is later. Library (G.F.), PLB shall also remain open from 1000 hrs. to 1400 hrs. on all Saturdays/Sundays and holidays (except National Holidays and Holi).
- (ix) All requisitions for the issue of books and other publications shall be made to the concerned Officer-in-charge on the prescribed form. Not more than one book/publication shall be entered on each form.
- (x) Ordinarily, not more than two books and two other publications (including volumes of a book or other publication) shall be issued on loan at a time to a member.
- (xi) (a) On the termination of a session, books and other publications borrowed by a member shall be returned to Parliament Library before he leaves the station. Members staying in Delhi shall be able to make use of the Parliament Library, as usual.
  - (b) No book or other publication loaned to a member shall be taken out of Delhi.
- (xii) (a) During the Sessions of Parliament, books and other publications borrowed from Parliament Library shall be retained for not more than fifteen days but this period may be extended by seven days if their renewal is applied for in advance and provided these are not in demand.
  - (b) During the non-Session periods, books and other publications shall be retained for a period not exceeding 30 days.
- (xiii) In the event of a book/publication issued on loan being required for any important or urgent purpose, the Office-in-charge may

- recall it at any time and such a book/publication shall be returned by the member within 24 hours.
- (xiv) Any member requiring a book or other publication which is issued out, may get it reserved for him at the Circulation Counter and such a book/publication shall be issued to the member in the order of priority, as soon as it is received back.
- (xv) (a) In no case, a member shall keep any book or other publication for more than 15 days during Session period or 30 days during non-Session period. No additional book or any other publication may be issued to a defaulting member till the outstanding book/publication is returned to Parliament Library. Books may be got reissued, if there is no demand from other users of the Parliament Library for those books. For this purpose, the books shall be returned physically at the Books Circulation Counter and got reissued after a week.
  - (b) Books/reports/publications that are required by members and kept for them in Member's Reading Room in Library shall be reserved for a period of two weeks only. At the expiry of the two-week period, these books/reports/ publications shall be restored to the shelves, if no further extension is asked for.
- (xvi) If a book or other publication is not returned to the Parliament Library after the expiry of its due date, it shall be presumed lost and steps be taken to recover the replacement cost from the member concerned as indicated below:—

SI. No.	Publication	Cost to be recovered
1	2	3
1.	Indian book/publication printed during the last five years.	1½ times the original price.
2.	Indian book/publication printed more than five years back.	Double the original price.
3.	Indian book/publication which is "Out of Print".	Five times the original price.

1	2	3
4.	Foreign publication printed during the last five years.	Double the original price.
5.	Foreign publication printed more than five years back.	Three times the original price.
6.	Foreign publication which is "Out of Print".	Five times the original price.

Provided that if the actual replacement cost of the book/publication exceeds the cost arrived at on the basis of the above formula, the actual replacement cost will be recovered from the member.

- (xvii) Encyclopaedias, dictionaries, directories, year books, atlases, periodicals (current as well as old issues), books on art, painting and other illustrated books, rare books, books which are out of print, reference books, newspapers (current and back numbers), press clipping folders (current and old ones), serials, and books in damaged and brittle condition shall not be issued out. Such book publications/folders shall be made available for consultation in Parliament Library premises only.
- (xviii) New book or other publication shall be issued to members after a week of their having been displayed in a separate shelf marked "Latest Arrivals". Each new addition shall bear the date upto which it would remain on display.
- (xix) Marking of any kind, underlining and writing on books or other publications is strictly forbidden.
- (xx) Books and reports pertaining to a Bill or Resolution or any other matter which is either under discussion or is to come up before either House immediately shall not be issued so long as the matter is pending for consideration before Parliament.
- (xxi) From the time books or other publications are issued and until they are returned to Parliament Library, the borrower shall be responsible for their proper maintenance and in the event of any damage or loss, the borrower shall be required either to replace the book/publication or to pay up their replacement cost at the rates prescribed in these Rules.
- (xxii) Pass Books shall be maintained at the Circulation Counters of Parliament Library in respect of Members of Parliament for the issue and receipt of books/publications. When a book/ publication is issued, the member shall sign in the relevant column of the Pass Book as token of having received the book/

- publication. While returning the books/publications, the Library staff on duty at the Circulation Counters shall sign the Pass Book in token of having received back the book/publication.
- (xxiii) In case a member is unable to come to the Parliament Library himself, he may obtain books, reports etc. on loan through his Private Secretary/Personal Assistant subject to his furnishing a letter of authority, in the prescribed form. The members shall, however, be personally responsible for the safe custody of the books and their return.
- (xxiv) Users of Parliament Library shall observe strict silence, while in the Library premises.
- (xxv) Smoking in any part of Parliament Library and taking of meals and/refreshments in the Reading Rooms are strictly prohibited.
- (xxvi) No stranger shall be admitted into any sector of the Parliament Library unless accompanied by a member or an officer of Parliament.
- (xxvii) Suggestions for the purchase of new books, periodicals and newspapers shall be made in writing in separate registers maintained for the purpose in Library (Ground Floor), PLB.
- (xxviii) Regulation of entry to Parliament Library premises shall be subject to such orders and instructions as may be laid down from time to time.

## 5.11 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. 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 display. Besides, Newspapers, Journals and periodicals are also displayed in Library.

# 5.12 LEGISLATIVE PAPERS FROM THE STATES

In addition, arrangements have been made with the State Legislatures for the supply of their Legislative Papers like the List of Business, List of Questions, Bills etc. and these papers are available in the Library for perusal by the members.

## 5.13 READING ROOM FACILITIES

For those Members of Parliament who desire to study in the Parliament Library, reading facilities are provided in Members Reading

Room. Members may also reserve books to facilitate reference. Research Scholars and other may also use the Library for study for specified periods only.

#### 5.14 THE GAZETTES AND DEBATES UNIT

This Unit maintains the collection of Debates and Gazettes, *viz*. Constituent Assembly Debates, Lok Sabha Debates, Rajya Sabha Debates and Debates of all the State Legislatures in India, Gazettes of India and Gazettes of all the States. Besides, this Unit has collections of the Debates of the British House of Commons, the House of Lords and of the U.S. Congress.

Most of these Debates and Gazettes are kept in the Room No. FB 025, 'G' Block, First Basement of the Parliament Library Building and arranged in chronological order.

## 5.15 ADMINISTRATIONS 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., binding of publications and visits of Indian and foreign delegations for show round of Parliament Library Building.

# 5.16 ACTS AND BILLS SECTION

The Acts and Bills Section located in Room No. FB 060, 'I' Block, PLB preserves and maintains the record of Central and State Acts, Government and Private Members' Bills, Central and State Government Rules, Joint Select Committee Reports, Constitution of India, Allocation of Business Rules, Foreign Acts, etc. In addition, the Section also carries out corrections in Central Acts, Constitution of India and Allocation of Business Rules to keep them up-to-date.

Ten copies of all Government as well as Private Members' Bills as introduced in the Lok Sabha or the Rajya Sabha are also received and maintained by the Section to meet the demands of the members. At the end of the year, four sets of the Bills as introduced/passed in the Lok Sabha/Rajya Sabha, together with an index, are got bound and kept in the Library for permanent retention. Bound volumes of these Bills since 1921 are available in the Parliament Library.

The copies of the Reports of Joint/Select Committee (constituted from time to time to review Bills) as presented to the Lok Sabha/Rajya Sabha since 1921 are also maintained in the Section. The copies of all the Central Acts since 1841 are preserved in the Section and necessary corrections are carried out regularly as per provisions made in the amendment Acts passed by the Parliament and assented to by the President. Copies of the Central Acts as amended up-to-date, are maintained by the Section.

## 5.17 REFERENCE SERVICE

The Reference Wing is located in G 057, Ground Floor, '1' Block, PLB. The Members' Reference Service caters to the information needs of Members of both the Houses of Parliament. The Services provided fall broadly under the following categories:

- Supply of on-the spot references to members from published documents:
- (ii) Collection of latest information, factual statistics, etc. in response to members' written reference requisitions;
- (iii) Preparation of reference notes;
- (iv) Preparation of bibliographical 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 issued by the Reference 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. The number of reference requests on such subjects at a time may be restricted to two or three. Requests for information on other topics of interest may be sent during inter-session period only.
- **5.17.1** Members requiring detailed information on any subject may send a requisition in writing in the prescribed form available at the Members' Assistance Desks one located in the Parliament House and the other in the Parliament Library Building to the Reference Wing, indicating precisely

the points on which such information is required and the date and time by which it is to be furnished.

- **5.17.2** Facilities also exist for meeting the information needs of Members of Parliament in Hindi, if either a specific request is received to that effect or the requisition from the member is received in Hindi.
- **5.17.3** The information is collected/compiled from authentic sources, e.g., reports, official publications of the Government, standard books, journals, etc. in an objective manner and supplied to members by the stipulated date and time. References on which information is readily available in published literature housed in the Parliament Library and which do not involve detailed study or compilation is supplied to members on the spot.
- **5.17.4** The information supplied to members is based on one or the other source material, suitably indicated therein. As such, the responsibility for the veracity and authenticity of the information supplied vests with the published sources and not the Lok Sabha Secretariat. Members either in the House or outside, should, therefore, cite the original books or documents as the source of information. The information supplied to a member is meant as a help in the discharge of his/her parliamentary duties and not for publication or use in any other manner.
- **5.17.5** The Members' Reference Service also updates and publishes regularly the following publications:
  - (i) Parliament of India—A Study, brought out at the end of the term or dissolution of each Lok Sabha.
  - (ii) President's Rule in the States and Union Territories—It presents in a tabular form 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.
  - (iii) Presidential Ordinances—It provides information on Ordinances promulgated by the President from time to time and processes leading to subsequent Acts passed since 1950.
  - (iv) 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.
  - (v) India—Some Facts (updated version brought out during March and September every year).

## 5.18 RESEARCH 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 the following Wings/Sections:

- (i) Economic and Financial Affairs Wing;
- (ii) Educational and Scientific Affairs Wing;
- (iii) Legal and Constitutional Affairs Wing;
- (iv) Parliamentary Affairs Wing;
- (v) Political Affairs Wing;
- (vi) Social Affairs Wing;
- (vii) JPI Section;
- (viii) Practice and Procedure Unit; and
- (ix) Who's Who Cell.

The functions of the Research Division 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 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. With a view to reviving the memory of eminent parliamentarians who played a pivotal role in the country's freedom struggle and contributed substantially towards the development of parliamentary system, several Monographs have been brought out under the Eminent Parliamentarians Monographs Series. Another series of Monographs, titled, the 'Distinguished Parliamentarians Felicitation Monographs Series' is also brought out by the Division. While the former endeavours to recall the services rendered by eminent parliamentarians of yesteryears, the latter attempts to felicitate and place on record the contributions of several distinguished leaders and parliamentarians who continue to serve the country in many a varied ways today. 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 information contained in the documents and publications prepared by the Service is based on authentic sources, reference to which is suitably indicated therein, the aim being an objective presentation of facts. No responsibility is, however, accepted by the Secretariat for the accuracy or veracity of the information supplied. Members, while making use of the information supplied, either in the House or outside, should, therefore, cite the original books or documents as the source of information, without quoting the Research and Information Service of LARRDIS as the source.

The Research and Information Service, LARRDIS also brings out the following periodicals for the use of members of both the Houses:

- (i) The Journal of Parliamentary Information (Quarterly): The Journal carries practice and problem-oriented articles on constitutional and parliamentary subjects from Members of Parliament and other experts in the field. It also serves as an authentic recorder of developments in practice and procedure and parliamentary events and activities in Indian and foreign Legislatures.
- (ii) The Digest of Central Acts (Quarterly): It includes synopses of all the Acts, including the Constitution Amendment Acts, as passed by both the Houses of Parliament and assented to by the President of India.
- (iii) The Digest of Legislative and Constitutional Cases (Quarterly): It contains the abstracts of important judgments of the Supreme

- Court and the High Courts having constitutional and legal implications. Every abstract contains a caption/head-note indicating the main points of the judgment.
- (iv) IPG Newsletter (Quarterly): It keeps members of the Indian Parliamentary Group (IPG) informed about the various parliamentary events and activities of the IPG like exchange of Parliamentary Delegations, Inter Parliamentary Union (IPU) and Commonwealth Parliamentary Association (CPA) Conferences, meetings, seminars, symposia, etc. Its circulation is restricted to members of the IPG, including Associate Members.
- (v) Parliament Library Bulletin (Monthly): It is brought out by the Processing Section of the LARRDI Service of Lok Sabha Secretariat. The main objective of the publication is to keep abreast the Members of Parliament and other readers about the new additions to the Parliament Library holdings during that month. It contains bibliographical details of new additions i.e. Books (English, Hindi and Regional language), Reports (Central and State Government) and Publications of United Nations and allied agencies. Besides, it gives information relating to visitors to Parliament Library, Parliament Museum, Children's Corner and latest issues of LARRDIS publications, Backgrounders, Information Bulletins, etc.
- (vi) Printed copies of the Bulletin are being sent to the Officers/Branches of Lok Sabha Secretariat including LARRDIS, Members of the Library Committee, interested Members of Parliament and other institutions, as per our mailing list. The electronic version of the Bulletin is also being forwarded to Members of Parliament and other users of the Library through e-mail. The Parliament Library Bulletin is also available on the 'Parliament of India Home Page' at: <a href="http://parliamentofindia.nic.in">http://parliamentofindia.nic.in</a> or <a href="http://loksabha.nic.in">http://loksabha.nic.in</a>.
- (vii) Parliamentary Documentation (Fortnightly): The 'Parliamentary Documentation', a fortnightly publication aims to index articles published in newspapers, periodicals and books received in the Parliament Library. The electronic version of 'Parliamentary Documentation' is forwarded to the members of both Houses of Parliament and Officers of Lok Sabha and Rajya Sabha Secretariat through e-mail. It can also be accessed through the Home Page of 'Parliament of India'.

(viii) Copies of the periodicals brought out by LARRDIS are made available to members free of cost on request. Other priced publications, including books brought out by the Lok Sabha Secretariat, can be purchased by Members of Parliament at a special discount of 50 per cent of the sale price of the publication.

# 5.19 PARLIAMENT LIBRARY INFORMATION SYSTEM (PARLIS)—THE COMPUTER CENTRE

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/HA 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 <a href="http://rajyasabha.nic.in">http://rajyasabha.nic.in</a> and <a href="http://rajyasabhahindi.nic.in">http://rajyasabhahindi.nic.in</a>. These are two separate websites exclusively dedicated to Rajya Sabha and can also be accessed through Parliament of India website (<a href="http://parliamentofindia.nic.in">http://parliamentofindia.nic.in</a>). The Rajya Sabha websites, at present, contains information regarding various aspects of the functioning of the House and its Committees including Questions, Bills, Assurances, Debates, Committee matters, etc. Members' biodata with search facility has also been provided and information relating to the MPLADS can also be accessed from this site. Most of the information in supported by online databases. The website includes the following 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, Official Debates, Synopsis of daily proceedings, Questions and answers with Search facility, Sessions' Journal, etc. Database of Bills (Legislation) with extensive search facility and sessional information on the progress of Bills is, available.

**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, MPLADS fund usage, etc. Extensive search facility on various parameters has also been provided.

**Committees:** Database of meetings, engagements, recommendations and membership of various Committees of Rajya Sabha, 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 details of 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 other legislative sites, official sites of the Government of India, Parliament Library etc. are also provided.

**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 <sup>th</sup> Session to till date	From 188th Session till date
Parliamentary Bulletin Part-I	From 187 <sup>th</sup> Session to till date	From 188 <sup>th</sup> Session till date

Item	English	Hindi
Parliamentary Bulletin Part-II	From October, 1998	From 1999 till date
Synopsis of Debate	From 188 <sup>th</sup> Session to till date	From 186 <sup>th</sup> Session till date
Verbatim Debates	From 189 <sup>th</sup> Session to till date	From 189 <sup>th</sup> Session till date
Parliament Questions	From 170 <sup>th</sup> Session to till date	From 194 <sup>th</sup> Session till date
Government Assurances	From 135 <sup>th</sup> Session to till date	From 135 <sup>th</sup> Session till date
Session-wise statement of Bills passed by the Houses of Parliament	From 186 <sup>th</sup> Session to till date	188 <sup>th</sup> to 202 <sup>nd</sup> Session
Bills pending at the end of Session	From 188 <sup>th</sup> Session to till date	From 188 <sup>th</sup> Session to till date
Resume of Business	From 186 <sup>th</sup> Session to till date	From 186 <sup>th</sup> Session to till date
Session Journals	From 174 <sup>th</sup> Session to till date	From 174 <sup>th</sup> Session to till date
Papers laid	From 192 <sup>nd</sup> Session to till date	From 192 <sup>nd</sup> Session to till date
Parliament Questions List	19 <sup>th</sup> Session to till date	194 <sup>th</sup> Session to till date
Bills with Committees	Bills referred to various Committees	

The following printed documents are also available on the website:

- (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 from the Chair
- (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 Handling Parliamentary Work in Govt. of India
- (x) Price List of Publications of the Rajya Sabha Secretariat
- (xi) Office Manual
- (xii) Directions by the Chairman
- (xiii) Rulings and Observations from the Chair (1952-2000)

As members and ex-members are quite keen to know details of the record about the issues raised by them in the House from time to time and in order to provide the necessary service to them, the LARRDIS as well as the Rajya Sabha Secretariat often have to search manually through old records. Since now much of the information is available in databases, 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:—

- Questions put by the Member
- Assurances given to the Member
- Bills introduced by the Member
- Membership in various Committees
- □ Bio-data
- MPLADS information relating to the Member
- Member's Homepage

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

In the process of computerisation of Parliamentary services to Members of Rajya Sabha, some of the Notice forms have been made computer compatible and made available on the website. At present, the following notice forms are available in computer compatible format:—

(i) Short Notice Question

- (ii) Half-an-Hour Discussion
- (iii) Calling Attention
- (iv) Short Duration Discussion
- (v) Notice of Motion
- (vi) Special Mention
- (vii) Private Members' Resolution

## (b) Touch Screen Information (KIOSKS)

Five Touch Screen Information Kiosks having the facility of accessing the data relating to questions, debates, bio-data, bulletin, List of Business, Bills, Parliamentary Committees, telephone nos., postal and e-mail addresses of members have been installed by Rajya Sabha Secretariat since February 2000 at the Central Hall, Parliament House; Outer and Inner Lobbies of Rajya Sabha; Ground Floor and Basement of Parliament House Annexe.

## (c) Digital Library

A Digital Library has been set up in the Computer Centre, Lok Sabha Secretariat to cater to the needs of Members of Parliament. The collection on DVDs, CDs, tapes and floppies is being developed keeping in view the core area of interest of Members of Parliament and the latest technological advances. ACD containing Constitution of India, Constituent Assembly Debates was released by Hon'ble President of India on 15 March, 1996. A Member is entitled to borrow two DVDs/ CDs at a time for his own reference for a period of one week.

# (d) 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 (DeskJet/LaserJet/Multi-function/portable) Scanner UPS (with desktop only), Handheld Communicator/Computer Data Internet Cards, 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 and additional telephone line has also been provided to each member so as to access Internet. 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.

## 5.20 DOCUMENTATION SERVICE

The Documentation Section is located in G-059, Ground Floor, 'I' Block, PLB. The Documentation Service, set up in 1975, is primarily responsible for indexing articles published in various documents, including newspapers, books, reports, periodicals, parliamentary debates etc. received in the Parliament Library that may be of interest to the Members of Parliament. The articles selected during a particular fortnight are suitably annotated, assigned subject-headings and fed into the 'Libsys Software'. These are retrievable author-wise, title-wise and subject-wise through the Home Page of 'Parliament of India' (<a href="http://loksabha.nic.in">http://loksabha.nic.in</a>) under the icon, 'Parliamentary Documentation'.

Electronic version of 'Parliamentary Documentation' is e-mailed to all the Members of Parliament along with Journalists, Researchers and officials of the Lok Sabha and the Rajya Sabha Secretariats. Earlier, this information was being published in a fortnightly publication, titled 'Documentation Fortnightly' (from January 1975 till December 1988). From January 1989 onwards, it is being published as 'Parliamentary Documentation'. Since the Documentation Service is available on the Parliament of India Home Page, only a limited computer-generated copies of *Parliamentary Documentation* are brought out for the use of Members of Parliament. Bound volumes of the Documentation Fortnightly and Parliamentary Documentation are available for reference in the Parliament Library.

# **5.21 REPROGRAPHY SERVICE**

This service was set up in 1975 to cater official needs of Members of Parliament, officers and branches of the Lok Sabha Secretariat for photocopying 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 set up to provide photocopy 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.

## **5.22 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.

# 5.23 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) for viewing on the microfilm reader-cum-printer by Members.

# 5.24 PRESS CLIPPING SERVICE

The Press Clipping Section is housed in the First Basement, 'K' Block, PLB. The Press Clipping Service was started on a modest scale in the year 1956 with the objective of speedy disposal of references from Members of Parliament on current topics. The scope of the service has considerably increased over the years and accordingly it is now organised more methodically to serve as an essential reference source. 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 in various parts of the country. Hindi newspapers are – Business Standard, Dainik Jagran, Economics Times, Hindustan, Jan Satta, Nav Bharat Times, Rashtriya Sahara (all from New Delhi), Aaj (Varanasi), Nai Duniya (Indore), Punjab Kesari (Jalandhar), Rajasthan Patrika (Jaipur). English newspapers include- Asian Age, Business Standard, Economic Times, Financial Express, The Hindu, Hindu Business Line, Hindustan Times, Indian Express, Pioneer, Statesman, Times of India (all from New Delhi), Assam Tribune (Guwahati), Central Chronicle (Bhopal), Deccan Herald (Bangalore), Free Press Journal (Mumbai), Hindu (Chennai), Telegraph (Kolkata), Tribune (Chandigarh).

Press clippings are maintained chronologically in subject folders and stacked in a proper sequence according to a specially devised classification scheme based on the Dewey Decimal Classification Scheme.

These folders are not issued but can be consulted in the Reading Rooms of the Parliament Library.

Press clippings are used extensively by Members, Research and Reference staff, Research scholars and also by different Branches of both the Lok Sabha and the Rajya Sabha Secretariats, particularly the Committee Branches.

The scrutiny of old press clippings is carried out regularly. Most of the press clippings are retained for five years. Important clippings of lasting value and those having a bearing on constitutional, parliamentary and legal subjects are retained permanently after scrutiny.

In line with the on-going process of computerisation of various activities of Parliamentary Library, the Press Clipping Service has started feeding images of select press clippings in English language into the computer using an application software "Stex". The digitised press clippings can be retrieved through classification numbers and subject keywords from the PCs installed in the Press Clipping Section, Members' Reference Service, Library Counter of the Parliament Library and concerned senior officers of LARRDIS. The scope of computerized Press Clipping Service is being widened for prompt information dissemination.

## 5.25 AUDIO-VISUAL AND TELECASTING

In the light of advancement made in the electronic media and need to make the citizens aware of the deliberations in Parliament, Rajya Sabha and Lok Sabha Secretariats have taken several steps to record and telecast/broadcast proceedings of the Parliament. A beginning was made in this direction, when for the first time, the President's Address to

Members of both Houses of Parliament was telecast "live" on 20 December 1989. Subsequently, an Audio-Visual Library was set up in 1992 for viewing and keeping the available records of the proceedings in U-matic, Betacam, VHS, DVC Pro cassettes.

The proceedings of Rajya Sabha were recorded live on U-matic cassettes till 29.07.1998. With the commencement of TV coverage through the robotic camera from 30.07.1998, the proceedings are being recorded on Betacam cassettes. The proceedings recorded on Betacam cassettes are transferred to Video-CDs for supply to Members on demand on payment basis.

Members can obtain copies of the Video CDs containing their speeches, by contacting the Lobby Office which processes such requests from Members. Members may, however, please note that the copy of the video film should be utilized strictly for their personal use.

The Service has two Units: - (I) Audio-Visual Unit and (II) Telecasting Unit.

# 5.25.1 Audio-Visual Unit

An Audio-Visual Unit with a viewing room was set up in 1992 in Parliament Library, Parliament House. With the shifting of Parliament Library in the year 2002, Audio-Visual Unit is now functioning in Room No. G-137 (Ground Floor) with a Viewing Room and an Editing Room in Parliament Library Building. Facilities for viewing/listening to video records of Lok Sabha and Rajya Sabha debates, proceedings of international parliamentary conferences/seminars, parliamentary films and linguaphone courses are available to Members of Parliament. The proceedings of Lok Sabha and parliamentary films are also shown to dignitaries from India as well as abroad. The Unit preserves video cassettes (U-matic, Betacam, VHS and DVC Pro), Video Compact Discs (VCDs) and audio cassettes of parliamentary proceedings and other parliamentary functions/events like conferences, seminars, symposia, workshops and telefilms on difference aspects of parliamentary practice and procedure. Arrangements have also been made for dubbing of speeches of Members of Parliament and parliamentary functions and events. The Unit is looking after the work of selection and collection of materials, accession, classification and preservation of cassettes. The Unit also provides blank cassettes/DVDs/VCDs for recording the programmes and also keeps the recorded cassettes for preservations.

The linguaphone courses (audio and video cassettes) available in the Unit include the following:

#### 5.25.1.1 Audio-Cassettes

- (i) Linguaphone courses in Kannada, Malayalam, Tamil and Telugu through English;
- (ii) Hindi language course through commentaries in Assamese, Bengali, English, Kannada, Malayalam, Oriya, Tamil and Telugu;
- (iii) Linguaphone courses in twenty-three foreign languages, viz. Arabic, Chinese, Danish, Dutch, Finnish, French, German, Greek, Hebrew, Icelandic, Indonesian, Italian, Japanese, Korean, Malay, Norwegian, Persian, Polish, Portuguese, Russian, Serbo-Croation, Spanish and Swedish through English;
- (iv) Linguaphone courses in Hindi language through English; and
- (v) Linguaphone courses in English language through Hindi.

## 5.25.1.2 Video-Cassettes

Linguaphone course in four foreign languages *viz*. French, German, Italian and Spanish through English.

#### 5.25.1.3 Video CDs

In view of demands from MPs and archival value of VCDs, the Audio-Video Library is acquiring the recordings of Rajya Sabha proceedings in VCD format. Till now the Unit has acquired the VCDs of Rajya Sabha proceedings from 162<sup>nd</sup> Session to 213<sup>th</sup> Session in its collection.

# 5.25.2 Telecasting Unit

The Audio-Visual Unit is equipped with modern VHS cameras and editing equipments for recording/editing of parliamentary functions/events and calls on by foreign delegates, etc. This Unit also looks after all the coordination work relating to televising and broadcasting proceedings of national and international Conferences/Seminars besides other important parliamentary functions held in Parliament precincts and elsewhere. For example, ceremonies connected with the Farewell to and Oath-taking by the President of India, unveiling of the statues and portraits of National Leaders in the Parliament House Complex, conferment of Outstanding Parliamentarian Awards, celebrations of the Golden Jubilees of the First Sitting of the Constituent Assembly and India's Independence, addresses by foreign dignitaries and inaugural and closing ceremonies of International Parliamentary Conference to mark the Golden Jubilee of Indian Parliament

were telecast/broadcast "live" on the national channel by Doordarshan and All India Radio. The President's Address to the Members was telecast "live" by Doordarshan for the first time on 20 December 1989. This practice is being followed since then. In November 1991, it was decided in a joint meeting of the General Purposes Committees of the two Houses that on an experimental basis, the 'Question Hour' in Lok Sabha and Rajya Sabha be telefilmed and telecast by Doordarshan the next morning after adding to the recording the text of the question and after superimposing the names of the Members and the Ministers. A beginning was made with the telefilming of the Question Hour of Lok Sabha on 2 December 1991 and the recording was telecast the next morning (3 December 1991). Similarly, the Question Hour of Rajya Sabha was telefilmed for the first time on 9 December 1991 and the recording was telecast the following morning.

"Live" telecast of the 'Question Hour' of Parliament on the National Network of Doordarshan began from 7 December 1994, with the 'Question Hour' of Rajya Sabha being telecast "live" on that day. Since then "live" telecast of the 'Question Hour' in the Rajya Sabha and the Lok Sabha during alternate weeks has been continuing on the National Network of Doordarshan.

"Live" telecast of the proceedings of the Lok Sabha through a Low Power Transmission (LPT) of Doordarshan began on 25 August 1994. Similarly, "live" telecast of the entire proceedings of Rajya Sabha (except Zero Hour submissions and Special Mentions) commenced on an experimental basis on 7 December 1994.

"Live" telecast of the entire proceedings of Rajya Sabha, including Zero Hour submissions and Special Mentions, commenced on 21.02.1997. The "live" telecast of Rajya Sabha proceedings is done through LPT Channel and is available within a radius of about 15 kms. from Parliament House.

Presentation of the Railway Budget and the General Budget were telecast "live" for the first time on 25 February 1992 and 29 February 1992, respectively and this practice continues till date. In addition, important debates of the Lok Sabha like motion of confidence/no-confidence in the Council of Ministers and important functions/events in Parliament are also telecast "live" on the National Channel of Doordarshan.

Since 24 July 2006, LSTV Channel has been telecasting "live" the entire proceedings of Lok Sabha besides producing other programmes of parliamentary importance.

As an extension of telefilming and televising of parliamentary proceedings, six video parliamentary films have been prepared on different parliamentary practices and procedures. These are: (i) Private Members'

Bill; (ii) Parliamentary Questions; (iii) Parliamentary Etiquette and Manners; (iv) Financial Committees; (v) Enriching the Debates in Legislatures; and (vi) How to be an Effective Parliamentarian?.

A proposal for telecasting the proceedings of the State Legislatures was adopted during the 67<sup>th</sup> Conference of Presiding Officers of Legislative Bodies in India held in Kolkata in October 2004. The proposal is under active consideration with the Ministry of Information and Broadcasting and Planning Commission, Government of India.

# 5.26 PRESS AND PUBLIC RELATIONS WING, LOK SABHA

The Press and Public Relations (PPR) Wing of the Lok Sabha Secretariat function from Room No. G-129, Ground Floor, 'E' Block, PLB. It was set up in April 1956 to provide facilities to the media to enable them to cover the proceedings of Lok Sabha, and to establish better liaison with parliamentary correspondents and various Government and private publicity organisations and communications media 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 correspondents covering the proceedings of the House.

The facilities provided include supply of parliamentary papers, daily agenda, Committee reports, other papers laid on the Table of the House, etc. to all accredited correspondents of Parliament who are provided photolaminated passes 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 MPs for viewing recordings of parliamentary proceedings in the Audio-Visual Unit and take footage of debates, etc. have also been extended to media persons.

Simultaneous interpretation of proceedings of Parliament are 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 also provided in Room No. 54, Parliament House. Three well-furnished Press Rooms have been provided to media representatives in Parliament House near the Lok Sabha Press Gallery. There is a Media workstation with television, telephone and 10 computers with internet facility in the Parliament Library Building to enable media persons to file stories to their respective media organizations.

A Press Advisory Committee of Lok Sabha comprising 27 members is appointed every year by the Speaker, Lok Sabha, from amongst senior

representatives of the media accredited to the Lok Sabha Press Gallery. The main functions of the Committee are: (i) To recommend the issuance of temporary passes to the representatives of the Newspapers/News Agencies/Media intending to attend and cover the proceedings of the House from the Gallery and/or any other Parliamentary event or activity; (ii) To recommend the issuance of permanent passes to the representatives of the Newspapers/News Agencies/Media intending to report the proceedings of the House; (iii) To examine the complaints made against the representatives of the Newspapers/News Agencies/Media and to recommend to the Speaker, Lok Sabha, for appropriate action; (iv) To recommend to the Speaker, Lok Sabha, the kind of facilities that may be given to them to discharge their duties; and (v) To do such other things which are related to their functions.

Press Releases on all matters connected with the Sessions of Lok Sabha and 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/Parliament House Annexe, are issued by the Press and Public Relations Wing. Special arrangements are made for wider coverage of important Parliamentary Conferences by setting up media centres to cater to the needs of the print as well as electronic media.

All Press Conferences of Speaker/Deputy Speaker/Chairmen of Parliamentary Committees 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 an 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.

In order to keep members posted with the latest developments in the country and abroad, particularly during the Sessions of Parliament, English, Hindi and Urdu teleprinters, serviced by national news agencies, have been installed in Parliament House/Parliament Library Building. Important news items received on these teleprinters are collected, scanned and brought to the notice of the Speaker and the Secretary-General, Lok Sabha immediately. Such news items are also displayed on a News Display Board located near the Reading Hall in Parliament House at regular intervals during the Session.

# 5.27 MEDIA, EDUCATION AND AUDIO-VISUAL UNIT, RAJYA SABHA SECRETARIAT

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

For admitting media persons to the Press Gallery of Rajya Sabha, three types of passes *viz.*, permanent, sessional and temporary are issued. Permanent 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, whereas permanent passes, having two years validity, are issued to the journalists individually who come under Long and Distinguished Service category. Sessional passes are issued to journalists against the sanctioned quota of admitted newspapers/ news agencies 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 permanent Rajya Sabha Press Gallery pass. Besides, Central Hall facility is also extended to the senior journalists. To avail this facility, a journalist has to bring a letter from the Editor/ Chief of Bureau recommending his/ her name.

For obtaining these passes to the Press Gallery, the Editor/ Chief of Bureau of a newspaper is required to send a formal request to the Media Unit on the official letterhead enclosing (i) a Circulation Certificate issued either by the Registrar of Newspapers for India (RNI) or Audit Bureau of Circulation (ABC) and (ii) a letter from the Directorate of Information of the State in which the paper has its principal office. The quota of a newspaper is fixed on the basis of its daily circulation. A similar procedure is followed in case of magazines also.

Official media agencies, namely, Doordarshan, All India Radio and Press Information Bureau (PIB), have a fixed quota of passes for their representatives to cover the proceedings of the House. However, a formal request is received by the Unit from the competent authority of these agencies recommending the names of representatives for covering Rajya Sabha proceedings.

Similarly, the 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 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 various 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 Media Unit also arranges interaction of Chairman and the Deputy Chairman, Rajya Sabha with the senior journalists from time to time. It also organizes Press Conferences for the Chairmen of the Department-related 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 Print and Electronic Media for wider publicity. The Unit prepares and issues Press Releases for a number of events/ programmes such as Call on of the Hon'ble Chairman and Deputy Chairman by Foreign Parliamentary Delegations, Oath-taking Ceremonies of elected/ nominated Members of Rajya Sabha in the Chamber

of Hon'ble Chairman, Orientation Programmes for newly elected/ nominated Members, farewell function of retiring Members of Rajya Sabha and several other functions held from time to time.

The Media Unit also organizes 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.

#### 5.28 MEDIA ADVISORY COMMITTEE OF RAJYA SABHA

This Committee has been constituted by Chairman, Rajya Sabha from amongst the accredited media persons having regular Rajya Sabha Press Gallery passes. First Media Advisory Committee was 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 15 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.

#### 5.29 ORIENTATION PROGRAMME FOR MEDIA PERSONS

In order to maintain a vibrant interface between the Parliament and the people, both print and electronic media 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 to attend. Members of Parliament and eminent journalists are invited to interact with the media persons. Panel discussions are followed by question-answer sessions.

#### 5.30 WHO'S WHO CELL

The Who's Who Cell works from the Room No. F-121, 'E' Block, PLB. 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 concerned members. The information is then compiled to bring out two biographical publications, one titled, 'Members of Lok Sabha – a Brief Introduction' (bilingual), containing brief bio-data of members; and the other publication titled, 'Who's Who' (English and Hindi), containing detailed biographical sketches of members and several informative lists and statistical details pertaining to the members.

#### 5.31 CHILDREN'S CORNER IN PARLIAMENT LIBRARY

Children's Corner in the Parliament Library is a unique arrangement in so far as legislature Libraries are concerned. Such kind of arrangement for children exists only in the National Diet Library of Japan. It is housed in Room No. G-131, Ground Floor, 'E' Block, PLB.

The Children's Corner was inaugurated by the Hon'ble Speaker Lok Sabha, Shri Somnath Chatterjee on 21 August 2007. His concept to establish a "Children's Corner" in Parliament Library is an initiative towards easy access of knowledge to the children, specially children of under privileged sections of the society, who do not have access to good and resourceful Library. It has been designed to inculcate the reading habits amongst children and to enable them in sharing the vast resources of Parliament Library and the exhibits displayed in the Parliament Museum and Archives.

The Children's Corner comprises of more than 2,000 books, magazines/newspapers, old classics, contemporary fiction, encyclopedia, science project books, e-literature *i.e.* CDs & DVDs. From time to time, children can watch movies, plays and other informative programmes on computers and plasma screen. Children would be encouraged to use the computer as an educational tool and would be assisted in preparing school projects on computers.

Special events like drawing competition, story telling, story painting, cultural programmes and puppet shows are being organized from time to time to make the Children's Corner an interactive hub of activities.

The Children's Corner has been established as a branch Library of the main Parliament Library. Small group of children sponsored by recognized schools and registered NGOs are making regular use of the Children's Corner.

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

(a) Children/grand children of Members of Parliament and ex-MPs (b) Children of the permanent employees of the Lok Sabha Secretariat, Rajya Sabha Secretariat and Ministry of Parliamentary Affairs (c) Children sponsored by the registered NGOs and schools. Membership Form can be obtained from the Reception Office, PLB and can also be downloaded from the website of Parliament of India at the address:— http://loksabha.nic.in.

Setting up of Children's Corner in Parliament Library is a step forward to fulfil the United Nation's \*convention on the rights of the child.

<sup>\*</sup> 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 BUREAU OF PARLIAMENTARY STUDIES AND TRAINING (BPST)

- (i) Established in 1976, the Bureau of Parliamentary Studies and Training (BPST) 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 Bureau 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.
- The programme of activities of the Bureau include Seminars for (ii) Members of Parliament and State Legislatures on various subjects of Parliamentary interest; Orientation Programmes for New Members of Parliament and State Legislatures; Computer Awareness Programmes for Members of Parliament to assist them in discharging effectively their duties; Lecture Series for Members of Parliament; Appreciation Courses for Probationers of various All India and Central Services; Training and Refresher Courses for officers of the Secretariats of Lok Sabha, Rajya Sabha and State Legislatures; Programmes 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. Since 1985, the Bureau has been organising annually a Parliamentary Internship Programme and an International Programme in Legislative Drafting for Foreign Parliamentary Officials. The Bureau 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 BPST has been entrusted with the task of conducting the

Lok Sabha Internship Programme which was launched in January 2008. The objective of the one-year-long 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.

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

#### 6.2 TRAINING UNIT, RAJYA SABHA SECRETARIAT

- (i) The Training Unit of the Rajya Sabha Secretariat is a small Unit, which was set up in 1993. This Unit caters to the training needs of officers and staff of the Secretariat and also organizes Orientation Programmes for the newly elected Members of Rajya Sabha as well as for the media.
- (ii) A two-day Orientation Programme is organised for the newly elected/nominated Members to the Rajya Sabha every second year. During every Session, a Computer Clinic is organized for Members and their personal staff.
- (iii) Since 2005, an Orientation Programme is being organised for the members of the electronic and print media, who cover the House proceedings, once in two years.
- (iv) There are three types of training programmes of 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 Colleges in States and NIAR,

- LBSNAA (Mussoorie). Officers are also nominated to attend conferences/seminars organised by Raj Bhasha Sansthan.
- (c) Officers are sent every year to attend a customized course at the Royal Institute of Public Administration, London. Officers are also nominated to attend various Conferences, Seminars and other suitable 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-forty national parliaments are currently *members* of the IPU. Seven 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, 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 :-

- 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 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 <a href="https://www.ipu.org">www.ipu.org</a>

# 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 169 national, state, provincial and territorial Parliaments, with a total membership of approximately 16,000 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 <a href="https://www.cpahq.org">www.cpahq.org</a>

#### **APPENDIX**

# 1. PUBLICATIONS BROUGHT OUT/BEING BROUGHT OUT BY THE RAJYA SABHA SECRETARIAT DURING THE PERIOD 2002 TO 2008

#### 1.1 LARRDIS

- 1. Rajya Sabha and its Secretariat: A Performance Profile—2002, 2003, 2004, 2005, 2006. (Hindi also)
- 2. Second Chambers: Bicameralism Today
- 3. Emergence of Second Chamber in India
- 4. Select Speeches, Rulings and Observations (Aug. 1997 July 2002) of late Shri Krishan Kant, former Vice-President of India and Chairman, Rajya Sabha
- 5. Nominated Members of Rajya Sabha
- 6. Discipline, Decorum and Dignity of Parliament
- 7. Fifty Years of Rajya Sabha (1952—2002)
- 8. Computerisation in Rajya Sabha—An Overview
- 9. Committee System in Rajya Sabha—An Introduction
- 10. Ethics Committee of Rajya Sabha
- 11. Socio-Economic Profile of Members of Rajya Sabha (1952—2002)
- 12. Humour in the House: A Glimpse into the Enlivening Moods of Rajya Sabha
- 13. Women Members of Rajya Sabha
- 14. Welcome Mr. Chairman, Sir (2003, Felicitations to Hon'ble Chairman Shri Bhairon Singh Shekhawat)
- 15. Who's Who Rajya Sabha 2002, 2004, 2006
- 16. Role and Relevance of Rajya Sabha in Indian Polity
- 17. Celebrating Rajya Sabha: The 200th Session
- 18. Rajya Sabha Mein Rashtrakavi Maithilisharan Gupta (In Hindi)
- 19. Practice & Procedure Series (21 booklets) (Hindi also)
- 20. Felicitations Hon'ble Chairman, Sir (Shri Bhairon Singh Shekhawat)
- 21. Parliament of India: An Introduction 2002 and 2007 ed.

APPENDIX 187

- 22. Rajya Sabha at Work, 2006 edition. (Hindi under print)
- 23. Welcome Mr. Chairman, Sir, (2007, Felicitations to Hon'ble Chairman, Shri Mohammad Hamid Ansari)
- 24. Rulings and Observations from the Chair, 1952—2007 (is being updated)
- 25. Rajya Sabha and its Secretariat: Performance Profile 2007 (sent for final printing)
- 26. Who's Who Rajya Sabha 2008 (being prepared)
- 27. Booklet on Structure and Functions of Rajya Sabha Secretariat (being prepared)
- 28. Handbook/Calender of Publications of Rajya Sabha Secretariat (being prepared)

#### 1.2 Bill Office

Private Members' Legislation, 2002

#### 1.3 Committee on Ethics Section

- 1. The Members of Rajya Sabha (Declaration of Assets and Liabilities) Rules, 2004
- 2. Code of Conduct for Members of Rajya Sabha
- Declaration of Interests

# 1.4 Committee Co-ordination Section

- 1. Rajya Sabha Committees A Profile 2006
- 2. Rajya Sabha Committees A Profile 2007 (It is to be brought out by October 2008)
- 3. Committees of Rajya Sabha and other Parliamentary Committees and Bodies on which Rajya Sabha is represented (2006-07)
- 4. Committees of Rajya Sabha and other Parliamentary Committees and Bodies on which Rajya Sabha is represented (2008-09)
- 5. Rajya Sabha Committee Membership 2006

# 1.5 Committee Section - II

Booklet on "Rules and Directions relating to Committee on Petitions"

#### 1.6 Editorial and Translation Service

- 1. Parliamentary Terms and Phrases, 2005
- 2. Nutan Pratibimb (Hindi)

#### 1.7 Legislative Section

- 1. Handbook for Members of Rajya Sabha, April, 2002 (in the process of updation)
- 2. Rules of Procedure and Conduct of Business in the Council of States Sixth ed. March, 2005
- 3. Report of the group constituted by the Chairman to go into the Question of issues pertaining to State subject/Legislatures which can be raised and discussed in the House

# 1.8 Lobby Office

Journals of the Rajya Sabha (Brought out after every Session)

#### 1.9 M.A. Section

Accommodation and other Amenities for Members of Rajya Sabha

#### 1.10 M.S.& A. Section

Updation and Printing of—

- Salary, Allowances and Pension of Members of Parliament Act, 1954
- 2. Salaries and Allowances of-
  - (i) Officers of Parliament Act, 1953 and Rules made thereunder;
  - (ii) Leaders of Opposition in Parliament Act, 1977 and Rules made thereunder;
  - (iii) The Leaders and Chief Whips of Recognised Parties and Groups in Parliament (Facilities) Act, 1998 and Rules made thereunder; and
  - (iv) The Vice-President's Pension Act, 1997 and Rules made thereunder.

#### 1.11 O & M Section

1. Annual Report, 2002, 2003, 2004, 2005 and 2006

APPENDIX 189

Manual of Office Procedure, 2002
 (Both the publications, viz. (i) Annual Report and (ii) Manual of Office Procedure are under revision/updation)

#### 1.12 Question Branch

- Subjects for which the various Ministers are responsible for answering questions in the Rajya Sabha
- 2. Statistical Information Relating to Questions

#### 1.13 Table Office

- 1. List of Members, Rajya Sabha, 2004, 2005 and 2006 edition
- 2. List of Members, Rajya Sabha, 2008
- 3. Disqualification of Members on Grounds of Defection 2004
- Directions by the Chairman, Rajya Sabha October 2007 (It has been amalgamated with the publication entitled 'Rules of Procedure and Conduct of Business in the Council of States' being published by Legislative Section. However, it is being updated on internet by this Section)
- 5. General Information for Members (brought out bi-annually)
- 6. Resume of the Business transacted by Rajya Sabha (brought out after every session)
- 7. Presidential and Vice-Presidential Elections Manual (It will be updated and published near about the Presidential/ Vice Presidential election year)
- 8. Consolidated Who's Who Rajya Sabha Members Biographical Sketches, 1952—2003

# 1.14 Training Unit

- Orientation Programme for New Members of Rajya Sabha A set of 10 booklets:
  - (i) The Law-Making Process
  - (ii) Rajya Sabha It's Contribution to Indian Polity
  - (iii) How to be on Effective Legislator
  - (iv) Information Management for Legislators 'A Background Note'

- (v) Executive Accountability to Parliament
- (vi) Members Do's & Don'ts
- (vii) Information At a Glance
- (viii) Parliamentary Privileges
- (ix) Committee System in Rajya Sabha
- (x) Role of the Leader of the House, Leader of the Opposition and Whips

# 1.15 Publication brought out by Watch and Ward, Door-keeping and Sanitation Service

A Glimpse of Parliament of India

# 2. PUBLICATIONS BROUGHT OUT BY THE LOK SABHA SECRETARIAT DURING THE PERIOD 2002 TO 2007

# 2.1 Publications brought out by LARRDIS

- 1. Fifty Years of Indian Parliament (2002) (English & Hindi)
- 2. Parliament of India (2002) (English & Hindi)
- 3. Conferences of Presiding Officers of Legislative Bodies in India (1921-2001) (2002)
- 4. 8th Asia-Pacific Parliamentarians' Conference on Environment and Development A Report (2002)
- 5. Indian Parliamentary Companion: Who's Who of Members of Lok Sabha (1st to 13th Lok Sabha) 2003 (English & Hindi)
- 6. President's Rule in States and Union Territories (2003) (English & Hindi)
- 7. Discipline and Decorum in Parliament and State Legislatures (2003) (English & Hindi)
- 8. Parliament of India A Pictorial Essay (2003)
- 9. Parliament in the Era of Globalization and Liberalization (2003)
- 10. Parliamentary Practices and Procedures: Need for Reforms to secure greater Executive Accountability (2003)
- 11. Parliament as a Vehicle of Social Change (2003)
- 12. The Changing Profile of Lok Sabha: A Socio-Economic Study of Members (1952-2002) (2003)

APPENDIX 191

- 13. Fifty Years of Lok Sabha (2003)
- 14. Combating Terrorism (2003)
- 15. Application of Information Technology in Lok Sabha (2003)
- 16. Members of 14th Lok Sabha: A Brief Introduction (2004) (Diglot edition)
- Sir Speaks Selected Speeches of Manohar Joshi (2004) (English & Hindi)
- 18. Cabinet Responsibility to Legislature Motions of Confidence and No-confidence in Lok Sabha and State Legislatures (by G.C. Malhotra) (2004)
- 19. Hiren Mukherjee in Parliament A Commemorative Volume (by G.C. Malhotra) (2005)
- 20. Anti-defection Law in India and the Commonwealth (by G.C. Malhotra) (2005)
- 21. Babu Jagjivan Ram in Parliament A Commemorative Volume (2005)
- 22. Who's Who: 14th Lok Sabha (2005) (English & Hindi)
- 23. Information Management in the Parliament of India (2005) (English & Hindi)
- 24. Library Services in the Indian Parliament (2005) (English & Hindi)
- 25. Changing Dimension of Parliamentary Library and Information Services in the Third Millennium A Report of APLAP (2005)
- 26. Constitution of India (Hardbound Deluxe/Pocket sized edition) (2006)
- 27. Council of Ministers (2006)
- 28. Council of Ministers 1947 2004 (2004 and 2006) (English & Hindi)
- 29. Electing the President and the Vice-President (2002 and 2007)
- 30. Madhu Dandavate in Parliament : A Commemorative Volume (2007)
- 31. 60th Anniversary of India's Independence (2007) (English & Hindi)
- 32. Speaker Rules (by P.D.T. Achary) (2007)

- 33. Inderjit Gupta in Parliament: A Commemorative Volume (2007)
- 34. 53<sup>rd</sup> Commonwealth Parliamentary Conference; A Commemorative Souvenir (2007) (English & Hindi)
- 35. Parliament Museum: Bringing Parliament Closer to People A Hi-Tech Experiment (2007)
- 36. India: Some Facts (Revised Twice every year)
- 37. Journal of Parliamentary Information (Quarterly)
- 38. Digest of Legislative and Constitutional Cases (Quarterly)
- 39. Digest of Central Acts (Quarterly)
- 40. IPG Newsletter (Quarterly)
- 41. Booklets brought out on the occasion of unveiling of statues/ portraits of the Dignitaries:

Conjeevaram Natrajan Annadurai (2002) (English & Hindi)

Pasumpon Muthuramalinga Thevar (2002) (English & Hindi)

S. Satyamurti (2002) (English & Hindi)

Loknayak Jayaprakash Narayan (2003) (English & Hindi)

Lokapriya Gopinath Bardoloi (2002) (English & Hindi)

Maharaja Ranjit Singh (2003) (English & Hindi)

Mahatma Basaveshwara (2003) (English & Hindi)

Chhatrapati Shivaji Maharaj (2003) (English & Hindi)

Swatantryaveer Vinayak Damodar Savarkar (2003) (English & Hindi)

Mahatma Jyotirao Phule (2003) (English & Hindi)

Shaheed Hemu Kalani (2003) (English & Hindi)

Choudhari Devi Lal (2003) (English & Hindi)

Acharya Narendra Deva (2004) (English & Hindi)

Comrade A.K. Gopalan (2004) (English & Hindi)

Saheed Durga Malla (2004) (English & Hindi)

Comrade Shripad Amrit Dange (2004) (English & Hindi)

Tridib Kumar Choudhuri (2004) (English & Hindi)

Sarat Chandra Bose (2004) (English & Hindi)

Vasudev Balwant Phadke (2004) (English & Hindi)

APPENDIX 193

Subramania Bharati (2004) (English & Hindi)

Acharya J.B. Kripalani (2006) (English & Hindi)

Vithalbhai Patel (2006) (English & Hindi)

Indrajit Gupta (2006) (English & Hindi)

Biju Patnaik (2006) (English & Hindi)

Dr. Panjabrao Deshmukh (2006) (English & Hindi)

Damodaram Sanjivayya (2006) (English & Hindi)

M.G. Ramachandran (2006) (English & Hindi)

Murasoli Maran (2006) (English & Hindi)

Bhupesh Gupta (2006) (English & Hindi)

Maharana Pratap (2007) (English & Hindi)

Kittur Rani Channamma (2007) (English & Hindi)

Joachim Alva (2007) (English & Hindi)

Violet Alva (2007) (English & Hindi)

Bipin Chandra Pal (2007) (English & Hindi)

**2.2** 24 Profiles of the following National Leaders whose portraits adorn the Central Hall of Parliament House being brought out every year on their Birth Anniversary:

Netaji Subhas Chandra Bose

Lala Lajpat Rai

Smt. Sarojini Naidu

Morarji Desai

Dr. Rammanohar Lohia

Dr. B.R. Ambedkar

Pandit Motilal Nehru

Gurudev Rabindranath Tagore

Swatantryaveer V.D. Savarkar

Dr. Syama Prasad Mookerjee

Bal Gangadhar Tilak

Rajiv Gandhi

Dadabhai Naroji

Mahatma Gandhi

Lal Bahadur Shastri

Sardar Vallabhbhai Patel

Deshbandhu Chittaranjan Das

Maulana Abul Kalam Azad

Pandit Jawaharlal Nehru

Smt. Indira Gandhi

Dr. Rajendra Prasad

C. Rajagopalachari

Choudhary Charan Singh

Pandit Madan Mohan Malaviya

# 2. 3 List of Publications brought out by Committee Branch - I

- 1. Rules of Procedure and Conduct of Business in Lok Sabha (2004 and 2007)
- 2. Directions by the Speaker (2004 and 2007)
- 3. Parliamentary Committees Summary of Work (1 June 2004 to 31 May 2005 and 1 June 2005 to 31 May 2006)

# 2. 4 List of Publications brought out by Table Office

- 1. Disqualification of Members on Ground of Defection (2004)
- 2. The Speaker and the Deputy Speaker—Procedure for Election and Removal (2002)

# 2. 5 List of Publications brought out by the Department-related Parliamentary Standing Committees' Coordination Branch

- 1. DRSCs A Review (Annually from 2002 onwards)
- 2. DRSCs Important Recommendations of Parliamentary Committees of Lok Sabha (April 2003 and June 2005)
- 3. Brochure on DRSCs (March 2004 and July 2004)
- 4. Rules of Procedure of DRSCs (Internal Working) (March 2007)
- 5. An Introductory Guide Parliamentary Committee (DRSCs) (August 2007)
- 6. Parliamentary Committee (Other than Financial and DRSCs) Summary of Work (2006-07)

APPENDIX 195

# 2. 6 List of Publications brought out by the Privileges and Ethics Branch

- 1. Privileges Digest (Annually)
- 2. Parliamentary Privileges Court Cases (2002)

# 2. 7 Publication brought out by the Editorial and Translation Service Unparliamentary Expressions (2004)

# 2. 8 Publication brought out by the Simultaneous Interpretation Service

*Muhawara aur Lokokti Kosh* (Hindi-Angrezi) (Hindi-English Glossary of Idioms and Proverbs) (2002)

# 2. 9 Publication brought out by Question Branch

Demarcation of Responsibilities in Government of India (2007)

# 2. 10 Other Publications

- 1. Commemorative Souvenir on International Parliamentary Conference (2003)
- 2. Handbook for Members of Lok Sabha (2004)
- 3. Abstract Series on Parliamentary Procedure (1-35 booklets) (2004) (English & Hindi)
- 4. List of Members (English & Hindi)
- 5. Dictionary of Constitutional & Parliamentary Terms (2005)

Α

# ABSENCE, LEAVE OF-

Procedure for grant of members from the sittings of the House, pp. 83-84, para 2.12 (i-iv)

ACT-

Meaning of, p. 58, para 2.1 (1)—

ADDRESS BY THE PRESIDENT—

pp. 3-5, para 1.3

ADJOURNMENT OF THE DEBATE—

Meaning and implications of, p. 58, para 2.1 (3)

ADJOURNMENT OF THE RAJYA SABHA—

Meaning of, p. 58, para 2.1 (4)

ADJOURNMENT SINE DIE-

Meaning of, p. 58, para 2.1 (5)

ALLEGATIONS-

Procedure for making-against members, p-79 para 2.6

# AMENITIES TO MEMBERS-

Accommodation, pp. 134-136, para 4.18

Booking of Air Passages, p. 144, para 4.18.14

Bus Transport Facilities, p. 145, para 4.18.17

Canteens, p. 140, para 4.18.8

Catering Arrangements, p. 145, para 4.18.19

Clubs and Common Hall, p. 140, para 4.18.9

Facilities for Rail Journeys, pp. 127-128, para 4.5

Filing of Tax Returns, p. 145, para 4.18.18

Guest accommodation, pp. 138-140, para 4.18.7

Identity Card-cum-Railway Pass, pp. 127-128, para 4.5

Issue of Exchange orders for air journeys, p. 128, para 4.6

Medical Facilities, pp. 141-143, para 4.18.11

Medical Reimbursement Facilities, p. 131, para 4.11

Medical treatment abroad, p. 131, para 4.12

Payment of pension to ex-Members, p. 132, para 4.15

Post Office, p. 145, para 4.18.16

Railway Booking and Reservation Office, p. 144, para 4.18.13

Salary, Allowance and Pension, pp. 124-133, para 4.1-4.16

State Bank, p. 144 and para 4.18.15

Supply of Electricity and Water pp. 137-138, para, 4.18.6

Telephone Facilities, pp. 140-141, para 4.18.10

#### APPROPRIATION BILL—

Meaning and implication of, p. 58, para 2.1(7)

ARREST, DETENTION AND RELEASE OF MEMBERS p 94, para 2.19

В

# BILLS-

Adjournment of debate on, pp. 44-45, para 1.23

Amendments to, pp. 43-44, para 1.22

Assent, pp 40-41, para 1.20.4(D)

Before Joint Committee/Select Committee, pp. 39-40 para 1.20.4 CB(iii)

Clause-by-Clause Consideration, p. 39, para 1.20.4 CB(ii)

Circulation of -for eliciting public opinion, p. 40, para 1.20.4 CB(iv)

Consideration of, p. 38, para 1.20.4 (B)

Definition of, pp 34-35, para 1.20.1

First reading, pp. 37-38, para 1.20.4 (A)

Introduction of, pp. 37-38, para 1.20.4 (A)

Joint Sitting, p. 47, para 1.25

Originating in Lok Sabha and transmitted to Rajya Sabha, pp. 45-47, para 1.24

Passing of, p. 40, para 1.20.4(c)

Private Member's Bills, pp. 41-43, para 1.21

Salient features of, pp. 35-37, para 1.20.2

Second reading, p. 38, para 1.20.4(B)

Types of, p. 37, para 1.20.3

Withdrawal of, p. 44, para 1.23

Third reading, p. 40, para 1.20.4(c)

#### **BUDGET**—

Meaning of, p. 59, para 2.1(9)

Presentation and Discussion of, pp. 51-52, para 1.28

# **BULLETINS**—

Definition of, p. 65, para 2.1(46)

# **BUREAU**—

Parliamentary Studies and Training, pp. 181-182, para 6.1

#### **BUSINESS OF THE HOUSE—**

Meaning of, p. 59, para 2.1(10)

C

# CALENDAR OF SITTINGS-

Meaning of, p 59, para 2.1 (11)

# CALLING ATTENTION-

pp. 25-27, para 1.14

#### **CASTING VOTE—**

Meaning and implication of, p. 59, para 2.1 (12)

# CHAMBER-

Meaning and implication of, p. 59, para 2.1 (13)

# CLOSURE-

Meaning and implication of, p. 60, para 2.1 (15)

#### COMMITTEES OF RAJYA SABHA-

Constitution and function of:

Business Advisory Committee, pp. 95-96, para 3.1.1

Committee on Government Assurances, pp. 104-105, para 3.1.7

Committee on MPLADS, pp. 106-08, para 3.1.10

Committee on Papers Laid on the Table, pp. 96-97, para 3.1.2 Committee on Petitions, p. 98, para 3.1.3

Committee of Privileges, pp. 99-100, para 3.1.4

Committee on Provision of Computers, p. 108

para 3.1.11

Committee on Rules, p. 100, para 3.1.5

Committee on Subordinate Legislation, pp. 100-104, para 3.1.6

Ethics Committee, pp. 108-111 para 3.1.12

General Purposes Committee, pp. 105-106, para 3.1.8

House Committee, p. 106, para 3.1.9

#### CONTEMPT OF THE HOUSE—

Meaning and implication of, p. 60, para 2.1 (16)

# CROSSING THE FLOOR—

Meaning and implication of, p. 60, para 2.1 (17)

D

# DEBATE(S)-

Adjournment of—on and withdrawal of Bills, pp. 44-45 para 1.23 Languages to be used by members in, p. 79, para 2.8

Rules to be observed by members desiring to participate in a,

DEPARTMENT-RELATED PARLIAMENTARY STANDING COMMITTEES—pp. 113-116, para 3.4

**DETENTION OF MEMBER—** 

p. 79, para 2.6

p. 94, para 2.19

**DILATORY MOTIONS**—

Meaning of, p. 60, para 2.1 (19)

# DISCUSSION-

Half-an-Hour—, pp. 24-25, para 1.12 (i to ix)

Short Duration, pp. 31-32, para 1.17 (i to v)

# **DIVISIONS**—

Automatic Vote Recorder, pp. 10-11, para 1.10.1.3

Counting, p. 9, para 1.10.1.2

Lobbies-by going into pp. 11-12, para 1.10.1.4 (i to v)

Meaning of, p. 61, para 2.1 (20)

Methods of re., p. 9, para 1.10.1

Voice vote, p. 9, para 1.10.1.1

Voting and devision, p. 9, para 1.10

# DOCUMENTATION SERVICE—

For Members, p. 168, para 5.20

# DRAW OF LOT-

Meaning and implication of, p. 61, para 2.1 (21)

Ε

#### ETIQUETTE-

See under "Parliamentary Etiquette"

# **EXPUNCTION**—

Meaning and implication of, p. 61, para 2.1 (22)

F

# FINANCE BILL—

Meaning of, p. 61, para 2.1 (23)

# FINANCIAL BILL—

Meaning and implication of, p. 61, para 2.1 (24)

G

# GAZETTE-

Meaning of, p. 61, para 2.1 (25)

# GOVERNMENT BUSINESS—

p.7, para 1.7

# **GUILLOTINE**—

Meaning and implication of, p. 61, para 2.1 (26)

Н

#### HALF-AN-HOUR DISCUSSION-

pp. 24-25, para 1.12

HEAR, HEAR-

Meaning and implication of, pp. 61-62, para 2.1 (27)

HOUSE-

Customs and Conventions of the, pp. 68-69, para 2.2

Etiquette, pp. 70-74, para 2.3 (1-42)

Quorum to constitute a meeting of the, p. 8, para 1.9

Sittings, time and duration of, p. 7, para 1.7

I

#### INTERNATIONAL ASSOCIATIONS AND CONFERENCES —

Commonwealth Parliamentary Association, pp. 184-185, para 7.2

Inter-Parliamentary Union, pp. 183, para 7.1

L

#### LANGUAGE TO BE USED BY MEMBERS IN DEBATE—

p. 79, para 2.8

LEADER OF THE COUNCIL-

Meaning of, p. 62, para 2.1 (29)

LEADER OF THE OPPOSITION—

Meaning of, p. 62, para 2.1 (31)

LEAVE OF ABSENCE—

See under 'Absence Leave of'

# LIBRARY AND REFERENCE, RESEARCH, DOCUMENTATION AND INFORMATION SERVICE—

Acts and Bills Section, p. 155, para 5.16

Audio Visual and telecasting, pp. 169-173, para 5.25

Catalogue, p. 148, para 5.8

Children's Corner in Parliament Library, pp. 178-179, para 5.31

Documentation Service, p. 167, para 5.20

Gazettes and Debates unit, p. 158, para 5.14

Library Rules, pp. 149-154, para 5.10 (1-28)

Media Advisory Committee of Rajya Sabha, p. 177, para 5.28

Media, Education and Audio-Visual Unit, Rajya Sabha, pp. 175-177, para 5.27

Microfilming, p. 168, para 5.24

Object of Service, p. 146, para 5.1

Orientation Programme for Media Persons, p. 177, para 5.29

Parliament Library, pp. 146-147, para 5.2

Press Clipping Service, pp. 168-169, para 5.24

Parliament Library Information System, pp. 161-162, para 5.19

Press and Public Relations Wing, Lok Sabha, pp. 173-175, para 5.26

Reference Service, pp. 156-157, para 5.17

Reprography Service, pp. 167-168, para 5.21

Research and Information Service, pp. 157-160, para 5.18

Typing Unit, p. 168, para 5.22

Who's Who Cell, pp. 177-178, para 5.30

# LIST OF BUSINESS-

Meaning of, p. 62-63, para 2.1 (32)

# LOBBY-

Entry to, p. 90, para 2.17.4

Meaning and implication of, p. 63, para 2.1 (33)

M

# MAIDEN SPEECH-

Meaning and implication of, p. 63, para 2.1 (34)

# MATTERS RAISED WITH PERMISSION-

Genesis, pp. 27-28, para 1.15

Procedure, pp. 28-29, para 1.15(i)-(ix)

Response of the government to, p. 29

# MEMBER(S)-

Amenities to, See under 'Amenities'

Arrest and detention of, p. 94, para 2.19

Attendance, p. 7, para 1.5A

Code of Conduct, pp. 74-75, para 2.4 (i-xiv)

Languages to be used by-in debate, p. 79, para 2.8

Oath or affirmation by, pp. 5-6, para 1.4

Obituary references, pp. 93-94, para 2.18

Resignation of Seat in the House, pp. 84-85, para 2.13

Rules to be observed by, desiring to participate in a debate, p. 79, para 2.7

Seating of, pp. 6-7, para 2.15

# MEMBER IN CHARGE OF BILL-

Meaning of, p. 63, para 2.1 (35)

MESSAGE-

Meaning of, p. 63, para 2.1 (36)

MONEY BILL—

Meaning and implication of, pp. 63-64, para 2.1 (37)

#### MOTION(S)-

Dilatory Motion(s)—Meaning and implication of, p. 60, para 2.1 (19)

Meaning and implication of, p. 64, para 2.1 (38)

Modification of Regulations, Rules, etc., pp. 33-34, para 1.19

No-Day-yet-Named, pp. 32-33, para 1.18

MOTION OF THANKS —

Meaning of, p. 64, para 2.1 (39)

Ν

#### NAMING A MEMBER—

Meaning and implication of, p. 64, para 2.1 (40)

NOTICE(S)-

General procedure re., giving of, pp. 55-57, para 1.31

# NOTICE OFFICE—

Functions of, pp. 85-88, paras 2.14. 1-2.14.9

0

OATH OR AFFIRMATION —

By Members, pp. 5-6, para 1.4

OBITUARY REFERENCES —

pp. 93-94, para 2.18

OFFICIAL REPORT OF PROCEEDINGS —

pp. 82-83, para 2.11 (i-v)

ORDER, ORDER-

Meaning and implication of, p. 64, para 2.1(42)

ORDINANCE-

Meaning of, p.65, para 2.1 (43)

ORIENTATION AND CAPACITY BUILDING PROGRAMME—

Bureau of Parliamentary Studies and Training, Lok Sabha Secretariat, pp. 180-181, para 6.1

Training Unit, Rajya Sabha Secretariat, pp. 181-182, para 6.2

Ρ

PANEL OF VICE-CHAIRMEN —

Meaning of, p. 65, para 2.1 (44)

PAPERS LAID ON THE TABLE—

Meaning and implication of, p. 65, para 2.1 (44)

PARLIAMENTARY CUSTOMS AND CONVENTIONS —

pp. 68-69, para 2.2 (1-14)

PARLIAMENTARY ETIQUETTE-

pp. 70-74, para 2.3 (1-42)

PARLIAMENTARY TERMS —

Meaning and implication of various, pp. 58-68, para 2.1 (1-70)

PARLIAMENTARY FORA—

pp. 120-122, para 3.8

# PETITIONS —

Presentation of, pp. 52-53, para 1.29

PARLIAMENTARY FRIENDSHIP GROUPS —

Aims and objectives, pp. 122-123, para 3.9.2

Introduction, p. 122, para 3.9.1

Meetings, p. 123, para 3.9.3

PHOTOGRAPHS —

Instant photographs of Members, p. 88, para 2.14.9

PLACES IN PARLIAMENT HOUSE, PARLIAMENT HOUSE ANNEXE— PP. 76-77, para 2.5

POINT OF ORDER—

Meaning and implication of, p. 65, para 2.1 (47)

PRECINCTS OF THE RAJYA SABHA —

Meaning of, p. 66, para 2.1 (48)

PRIVATE MEMBERS' BUSINESS —

P. 8 para 1.8

PROPOSING THE QUESTION —

Meaning of implication of, p. 66, para 2.1 (50)

PROROGATION —

Meaning and implication of, p.66, para 2.1 (51)

**PUBLICATIONS COUNTER** 

Functions of, p. 89, para 2.16

PUBLIC GALLERY GATE—

p. 90, para 2.17.7

PUTTING THE QUESTION —

Meaning of, p. 66, para 2.1 (52)

Q

# QUESTIONS -

Addressed to Ministers not responsible for the subject matter, p. 19, para 1.11.9

Admissibility of, pp. 15-16, para 1.11.6

Answering of absent Members, p. 20, para 1.11.14

Answering of — not reached for oral answers, p. 21, para 1.11.16

Chart, p. 66, para 2.1(53)

Disposal of — when sitting of the House is cancelled or question hour is dispensed with, p. 21, para 1.11.17

Intimation of disallowed, p. 21, para 1.11.15

Hour, p. 66, para 2.1 (54)

List of, pp. 16-18, para 1.11.7

Mode of asking, p. 20, para 1.11.12

Notices of, pp. 13-15, para 1.11.4

Notification of answer dates, pp. 12-13, para 1.11.2

Printed list of, p.19, para 1.11.10

Procedure re. draw of lot, p. 15, para. 1.11.5

Put down for wrong dates, p.18, para 1.11.8

Question hour-meaning of, p. 12, para 1.11.1

Short Notice, pp. 23-24, para 1.11A

Starred & Unstarred, p. 13, para 1.11.3

Statement by Ministers—correcting replies given by them to, p. 23, para 1.11.20

Statement laid on the Table of the Rajya Sabha in answers to, pp. 22-23, para 1.11.19

Statistical information relating to, p. 25, para 1.13

Supplementary, p. 20, para 1.11.13

Supply of copies of answers to members, pp. 21-22, para 1.11.18

Withdrawal and postponement of, p. 19, para 1.11.11

# QUESTION OF PRIVILEGE -

Meaning of, p. 66, para 2.1 (55)

#### QUORUM -

Meaning of, p. 66, para 2.1 (56)

Meeting of the House—to constitute, p. 8, para 1.9

R

#### RAJYA SABHA —

Allocation of seats, pp. 1-2, para 1.1 (iii)

Composition of, pp. 1-2, para 1.2

Sessions of, pp. 2-3, para 1.2

Strength of, p.1, para 1.1(ii)

RAJYA SABHA WEBSITE —

PP. 162-166, para 5.19(A)

REFERENCE SERVICE —

For Members, pp. 156-157, para 5.17

REPROGRAPHY SERVICE—

For Members, pp. 167-168, para 5.17

RESEARCH AND INFORMATION SERVICE —

For Members, pp. 157-160, para 5.18

RESIGNATION OF SEAT IN THE HOUSE —

PP. 84-85, para 2.13 (i-iii)

**RESOLUTIONS**—

Private Members, pp. 49-51, para 1.27, Statutory—pp. 48-49

**ROLL OF MEMBERS** —

Meaning of, p. 66, para 2.1 (58)

S

#### SECURITY ARRANGEMENT IN PARLIAMENT HOUSE—

PP. 89-93, para 2.17 (1-19)

Car calling arrangements, p. 92, para 2.17.11

Carrying of Cellular Telephones and pagers, p. 93, para 2.17.19

Display of fire arms, p. 92, para 2.17.15

Entry of armed escorts/PSOs, p. 91, para 2.17.8

Entry to Parliament House and Central Hall, p. 89, para 2.17.2

Entry of private vehicles, p. 92, para 2.17.12

Installation of new hi-tech security gadgets at access points, p. 91, para 2.17.10

Radio Frequency Cards, p. 90, para 2.17.3

Security arrangements in Parliament Complex, p. 89, para 2.17

SESSION -

Meaning of, p. 67, para 2.1 (59)

SESSIONS of RAJYA SABHA —

P. 67, para 2.1(59)

SHORT DURATION DISCUSSION —

PP. 31-32. Para 1.17

SHORT NOTICE QUESTION —

Meaning of, p. 67, para 2.1 (60)

See also under "Questions"

SIMULTANEOUS INTERPRETATION PANEL—

PP. 80-81, para 2.10

SIMULTANEOUS INTERPRETATION OF PROCEEDINGS —

PP. 79-80, para 2.9 (i-vi)

SITTING OF THE HOUSE —

Leave of absence to members from the procedure for the grant for, pp. 83-84, para 2.12 (i-iv)

Meaning of, p. 67, para 2.1 (61)

Time of, p. 7, para 1.6

SPECIAL MENTIONS —

Procedure re., pp. 29-31, para 1.16

STARRED QUESTIONS —

Meaning of, p. 67, para 2.1 (62)

See also under "Questions."

STATUTORY RESOLUTIONS —

PP. 48-49, paras 1.26

STENOGRAPHIC ASSISTANCE TO MEMBERS—

P. 88, para 2.15

SUBORDINATE LEGISLATION —

Meaning of, p. 67, para 2.1 (64)

SUMMONS -

Meaning of, p. 67, para 2.1 (65)

# SUSPENSION OF RULES —

Meaning of, p. 67, para 2.1 (66)

Т

TABLE OF THE HOUSE —

Meaning of, p. 67, para 2.1 (67)

U

UNSTARRED QUESTIONS —

Meaning of, p. 67, para 2.1 (68) See also under "Questions"

V

VISITORS —

Arrangements for Members to meet, p. 93, para 2.17.18

VISITORS' GALLERIES —

Admission to, pp. 85-86, para 2.14.2

Checking post, p. 90, para 2.17.5

VOTE ON ACCOUNT —

Meaning of, p. 68, para 2.1 (69)

VOTING —

Method and procedure re., pp. 9-12, para 1.10-1.10.14

Z

ZERO HOUR SUBMISSIONS —

pp. 27-29, para 1.5