
GOVERNMENT AND PARLIAMENT



**PROCEDURE TO BE FOLLOWED BY
MINISTRIES IN CONNECTION
WITH PARLIAMENTARY WORK**

LOK SABHA SECRETARIAT
NEW DELHI

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PREFACE

This brochure gives briefly the procedure to be followed by the Ministries of the Government of India in connection with Parliamentary work relating to Lok Sabha and its Committees.

The information contained in this brochure is for the guidance of the Ministries concerned. It is neither exhaustive nor can be quoted as an authority for any statements made therein. When in doubt or when an authorised text is required, the Rules of Procedure and Conduct of Business in Lok Sabha, Directions by the Speaker, Lok Sabha and Rulings from the Chair should be consulted.

NEW DELHI;

Secretary-General

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I. QUESTIONS

(Vide Rules 32 to 54 and Directions 10 to 18)

(i) Demarcation of Responsibilities in Government of India

On the basis of information received from the Cabinet Secretariat, a booklet entitled 'Demarcation of Responsibilities in Government of India' containing the list of subjects for which various Ministries and Departments are responsible for answering questions in Lok Sabha is compiled by the Lok Sabha Secretariat and circulated to Members. Whenever any changes take place in the subjects allotted to various Ministries irrespective of whether they occur during the session or otherwise, such changes should be communicated by the Cabinet Secretariat, to the Lok Sabha Secretariat (Joint Secretary/Director in-charge of Questions) without any delay to facilitate the questions being addressed to the appropriate Ministry/Department.

[L.S. Sectt. O.M. Nos. 1-Q/57, dated 19.9.1957; 7/2/65-Q, dated 22.1.1965; 7/2/71-Q, dated 8.1.1971; 7/2/77-Q, dated 27.1.77; 7/2/78-Q, dated 30.1.78; 7/2/79-Q, dated 30.8.79; 7/2/82-Q, dated 22.5.82, LSS O.M. No. 45(1)/XV/2012-Q, dated 27.7.2012 and LAEAS-QB030/78/2018-QB-A]

(ii) Procedure regarding Questions

1.2 Not less than fifteen¹ clear days' notice of a question may be given by the Members for answer in the House. However, in practice, notices of questions can be given from the day following the date of issue of summons. In the case of a regular session called with sufficient notice, notices received before the fifteenth day from the day for which they are intended to be included in the list, are deemed to have been received at 1000 hours on the fifteenth day.

1.3 Ordinarily fifteen clear days have been prescribed for tabling notices of questions. However, where the period of tabling notices of questions is less than the period prescribed for the purpose, the Hon'ble Speaker, in exercise of powers vested under Rule 33 of the Rules of Procedure and Conduct of Business in the Lok Sabha, may relax² the period for giving notices of questions so as to protect the interests of Members.

¹Para No. 1265, Bulletin—Part II dated 19 March 2010.

²Para No. 5383, Bulletin—Part II dated 19 July 2013.

1.4 Advance copies of the provisionally admitted questions are sent online to the Ministries soon after the questions are admitted in order to give Ministries more time for the collection of material for the preparation of answers. Advance copies of admitted questions sent to Ministries bear on the top the words 'Provisional Starred/Unstarred' and this indicates whether the question has been admitted as Starred/Unstarred. Advance copies of questions which have obtained priority in ballot and are likely to be included in the Starred List are typed on distinct forms specially printed for the purpose. The indication regarding admission of the question as Starred or Unstarred is however, provisional only and the printed list of questions circulated to the Ministries should alone be considered, as the authoritative document in this regard.

1.5 Immediately on receipt of the advance copies of admitted questions, Ministries concerned are expected to examine the questions, specially questions which have obtained priority in ballot, and any information including the point that the questions lack factual basis, or procedural point that the Ministry concerned would like to submit for consideration of the Speaker, should be forwarded to the Lok Sabha Secretariat (Joint Secretary/Director in-charge of Questions) as expeditiously as possible and in any case within two days from the date of receipt of the advance copy. If no communication is received within this period and/or after a question has been printed in the list of questions, it will not be possible to reconsider the admissibility of the question in the light of facts communicated by the Ministry.

1.6 All communications from Ministries addressed to Lok Sabha Secretariat in connection with questions, etc. which are normally meant for submission to the Speaker, Lok Sabha should be deemed to be important communications and signed personally by an appropriate senior officer.

[L.S. Sectt. O.M. Nos. 8/3/63-Q, dated 3.4.63; 8/6/69-Q, dated 4/10/69; L.S. Sectt. D.O. No. 13.3.79-Q dated 12/13.12.79 and O.M. No. 19/XV/XV/2013-Q dated 21.11.2013]

[Ministry of Home Affairs, Office Order No. 7/33/63/O&M dated 2.12.1963 to all Ministries, etc.]

1.7 The rules, as they stand, do not permit disallowance of a question on the ground that it will not be in the public interest to disclose information. Parliamentary practice in this respect requires that in such a case, the Minister concerned may state in the House that a reply to a question cannot be given on the ground of public interest.

1.8 The Speaker has rarely exercised the power to disallow a question in larger national interest. Where, however, a Minister brings to the notice of the Speaker well in time and gives a certificate to the effect that the admission of a question would be prejudicial to the safety of the State (giving also briefly the background of the matter), the Speaker may consider the disallowance of a question on that ground. While making such a request, the Minister has to take upon a grave responsibility in furnishing the certificate as aforesaid for consideration of the Speaker.

1.9 Whenever Starred/Unstarred Questions, specially questions which have obtained priority in the ballot, and are referred to the Ministries for eliciting factual information in order to determine the extent of Union Government's responsibility involved in those cases, their comments thereon should be sent by e-mail/fax followed by note duly signed in original to the Lok Sabha Secretariat (Joint Secretary/Director in-charge of Questions) as expeditiously as possible but in any case not later than specified date or within 48 hours of receipt of such references by them as the case may be. Questions which have obtained priority in the ballot and are likely to be included in the Starred List are typed on distinct forms specially printed for the purpose. In case no reply is received by that date, the question will be considered for admission on its merits and will be put down for answer and it will not be possible to reconsider the admissibility of such a question.

1.10 In cases where the Ministries may like to furnish any information on their own on the receipt of advance copies of the admitted questions by them, for consideration of the Speaker, they may arrange to furnish a factual note promptly but not later than 48 hours from receipt of advance copies of such questions.

1.11 While furnishing the facts, it should be specifically stated whether, in the event of the question being disallowed, the Ministries have any objection to the information contained therein being conveyed to the member(s) concerned.

1.12 The Ministries may arrange to send their Parliament Assistants to Question Branch of Lok Sabha Secretariat to ascertain the disposal of questions between 1430 and 1530 hours on all working days. Similarly, telephonic enquiries may also be made during the above mentioned hours on telephone/mobile nos. made available to the Ministries/Departments before the start of every Session.

[L.S. Sectt. O.M. Nos.8/3/63-Q, dated the 3rd April, 1963; 8/6/(iii)/69-Q, dated the 4th October, 1969; 8/3/(3)/68-Q, dated the 24th June, 1968; 8/6/(ii)/1/67-Q/(3)/68-Q, dated the 24th June, 1968; 8/6/(ii)/1/67-Q, dated the 2nd September, 1967 and No. 861-Q/60, dated the 12th January, 1960 and L.S.S. D.O. No. 13/3/79-Q, dated 12/13-12-1979, O.M. No. 19.9.XV2009/Q,

dated the 3rd February, 2009 and O.M. No.19/10/XV/XV/2013-Q, dated 21 November, 2013 and O.M. No. 13(3)/ii/xvii/xvi/2019-Q dated 23 January, 2019].

(iii) Collection of Parliamentary Papers on Saturdays and Sundays during Session period

1.13 Immediately after the issue of summons for Lok Sabha Session, the Question Branch as well as Distribution Branch of Lok Sabha Secretariat start functioning on all Saturdays. The Distribution Branch keeps open on Sundays as well during the Session period in order to avoid delay. The Parliament Sections of all Ministries/Departments may collect references made to the Ministries for facts, Lists of Questions, etc. from the Distribution Branch on all the week days, including Saturdays and Sundays. This would give them more time to prepare replies and furnish facts etc.

[L.S. Sectt. O.M. No. 13/3(XIV)/89-Q, dated the 5th July, 1989]

(iv) Uploading of Lists of Admitted Questions on Lok Sabha Homepage

1.14 The printed Lists of admitted questions for a particular day are circulated five days before the date of answer of the questions by the respective Ministries/Departments. These Lists are also uploaded on to the Lok Sabha Homepage *i.e. <http://loksabha.nic.in>* six days prior to the date of answer. Corrigenda, if any pertaining to the listed questions are issued by Lok Sabha Secretariat from time to time and also made available on the above webpage for immediate attention of the concerned Ministry/Department. Ministries/Departments should, therefore, go through the above website invariably which will save their time and unnecessary exercise in physically collecting the above question related material. However, they may depute officials of not below the level of Assistant Section Officer to collect copies of Lists of Questions and Corrigenda from the Distribution Branch of the Lok Sabha Secretariat and in case of any difficulty, they may contact the EO-in-Charge of the respective Group of Question Branch.

[LSS O.M. No. 19/10XV/XV/2013-Q, dated 21 November, 2013]

(v) **Scope of admissibility of questions relating to Statutory Corporations and Private Limited Companies**

1.15 The admission of Questions relating to statutory corporations is regulated in the following manner on the merits of each case:—

- (i) Whether a question (a) relates to a matter of policy, or (b) refers to an act or omission of an act on the part of a Minister, or (c) raises a matter of public interest although seemingly it may pertain to a matter of day-to-day administration or an individual case, it is ordinarily admitted for oral answer.
- (ii) A question which calls for information of statistical or descriptive nature is generally admitted as Unstarred.
- (iii) Questions which clearly relate to day-to-day administration and tend to throw work on the Ministries and the corporations incommensurate with the results to be obtained therefrom are normally disallowed.

1.16 Even though a question may relate to day-to-day administrative detail or an individual case, the Speaker may nevertheless admit such a question in case she/he considers that a point of principle or a matter of public importance is involved. Sometimes, a matter of detail may assume such proportion as to call for a review by the House of the policy involved.

1.17 The considerations mentioned in the foregoing paragraph are for guidance only. Each case is examined on merits and the Speakers' decision is final.

1.18 The above principles, broadly speaking, also apply to notices of questions relating to Government companies and companies controlled by Government.

1.19 As regards questions relating to private limited companies for which Government has provided partial finance and which are not controlled or managed by officers of Government, the scope of questions would normally extend to asking of such information as shareholders may normally demand from the company.

1.20 In the light of the above principles, questions seeking information regarding the day-to-day working of statutory corporations or Government companies etc. may be disallowed. The Speaker has observed that, as in the U.K., a convention may be established whereby Members of Parliament may directly address the statutory corporations or Government companies for supply of requisite information, and management of such corporations and private limited

companies may be instructed to give the information asked for unless it is considered in the public interest or for any sufficient reason that the information should be withheld. A copy of the instructions which may be issued to the managements of statutory corporations and private limited companies in this respect may be endorsed to the Lok Sabha Secretariat for the information of the Speaker.

[L.S. Sectt., O.M. No. 282-Q/58, dated the 17th March, 1958]

(vi) Supply of information regarding Short Notice Questions referred to Ministries for facts and acceptance at short notice

1.21 Whenever Short Notice Questions are referred to Ministries for facts and/or acceptance by the Minister to answer at short notice, their comments thereon may be sent to the Lok Sabha Secretariat (Joint Secretary/Director in-charge of Questions) within two days of the receipt of reference by them.

[F.No. 157-Q/59, dated the 21st February, 1959]

(vii) Transfer of Questions from one Ministry to another Ministry after they have appeared in the printed Lists of Questions

1.22 Sometimes Ministries write to the Lok Sabha Secretariat to transfer a notice of question to another Ministry. This is not a correct procedure. In such a case, the Ministry to whom a question has been originally addressed by the Member, should move its transfer to the Ministry concerned and also obtain acceptance/consent from the transferee Ministry/Department. Where despite following the above procedure, if irreconcilable differences still exist between/among departments on handling the said question(s), a reference giving details of discussions, etc., held with the other department(s), shall be made to the Cabinet Secretariat by the Department with the approval of the Secretary so as to resolve the issue.

1.23 In order to ensure final acceptance by the relevant Ministry, quick action should be initiated by the Ministry to whom the question has been originally addressed and intimation regarding the acceptance of such transfer should be sent to the Lok Sabha Secretariat at the earliest and in any case not later than the date on which the list of admitted questions is dispatched for final printing *i.e.* at least eight days before the day of answering questions.

1.24 Where intimation regarding acceptance is not received before the List of Starred/Unstarred Questions is sent to the Printers, it will not be possible to effect the transfer of question from one Ministry to another and it would also not be possible to delete the question from the printed Lists. In such cases, the

Minister in whose name the question appears in the printed Lists of Questions will have to answer the question.

1.25 The Cabinet Secretariat has informed that if the thrust of a question pertains to a particular Ministry, it is for that Ministry to answer the question in consultation with the other Ministries concerned.

[L.S. Sectt., O.M. Nos. 804/59, dated the 11th March 1959; 8-3-62-Q, dated the 9th November, 1962; 8/6 (ii)/67-Q, dated the 4th October, 1967, 8/6 (ii)/ 68-Q, dated the 6th March, 1968, 8/6 (ii)/70-Q, dated the 12th October, 1970; 392/vii/86-Q, dated the 9th February, 1987 and 13-3-92-Q, dated the November 12, 1992 and L.S. Sectt. O.M. No. 19/9/XV/2009-Q, dated 3rd February, 2009 and LSS OM No. 19/10/XV/XV/2013-Q, dated 21.11.2013]

[Cabinet Secretariat letter No. H-11016/2013-AD.II dated 11.12.2013.]

(viii) Postponement of certain Starred Questions to subsequent dates

1.26 The Rules Committee of Lok Sabha at their sittings held in April, 1973 decided as follows:

“The Committee felt that the time of the House was unnecessarily taken, when in reply to a Starred Question it was stated that the information was being collected and would be laid on the Table of the House later. This also deprived the Members of the opportunity of asking supplementaries on that question. The Committee, however, appreciated that it was not always possible for a Minister to collect all the information for replying to a Starred Question within the time available as the information had sometimes to be collected from various authorities in different parts of the country.

After considering all aspects of the matter, the Committee felt that in such cases, the concerned Minister should inform the Speaker on the day preceding the day on which a Starred Question was listed for answer that the information in reply to that question was being collected and that it would be possible to reply that question subsequently on another date during the session. When such an intimation was received from the Minister concerned in respect of a Starred Question, that question might be postponed from that day’s list of Starred Questions to the subsequent date when the Minister would be in a position to give the requisite information in reply to that question. Such a postponed Starred Question should have the same priority in the list of Starred Questions for the

subsequent date as it had obtained on the date before the transfer and that question should be in addition to the 20 questions to be included in the list of Starred Questions for the subsequent date.”

1.27 Postponement of such a question to a subsequent date specified by the Minister is, however, subject to the Speaker agreeing to it. The Member concerned may also have to be consulted. Therefore, the Minister concerned should give intimation in such cases together with the reasons therefor to the Secretary-General, Lok Sabha at the earliest instead of waiting till the day preceding the day on which the question is listed for answer.

[L.S. Sectt., O.M. No. 1/32/VI/73-Q, dated the 26th September, 1973]

(ix) Replies to Questions admitted for Answers in Lok Sabha

1.28 It has been observed that many a time, the name of the Department concerned is not mentioned in the reply by the Ministry. Ministries should invariably mention the name of the Department concerned to whom the reply pertains, immediately beneath the name of the Ministry given at the top.

1.29 Sometimes the text of questions appearing in replies to questions, copies of which are sent by Ministry. Ministries, do not tally with the final version of the questions as appearing in the printed list. In some such cases, the replies may have been prepared according to the text of the question as tabled by the Member and referred to Ministry for furnishing facts and/ or for indicating the extent of Central responsibility in the matter or according to the text of the provisionally admitted question, advance copy of which is given to the Ministry as per practice to afford them more time to prepare their reply. In some cases, the replies to some parts are altogether missing.

1.30 This kind of discrepancy not only creates a lots of confusion but also wrong replies are being given to Members and Press. Also, it involves avoidable wasteful exercise of replacing the replies or formally correcting those replies later in the House. It may, therefore, be ensured that the replies furnished by the Ministers conform to the final text of the admitted questions as appearing in the printed list of starred/unstarred questions and also that the answers given are complete and, as far as possible, each part thereof is answered separately, in terms of Direction 13 A of the Directions by the Speaker.

1.31 The printed list of starred and unstarred questions is the authentic document. The Ministries/Departments are advised to reply on the Questions

appearing in printed lists while drafting replies to questions pertaining to their Ministry/Department. The Index appended to the Lists is only for the purpose of facilitating easy accessibility to the questions.

[L.S. Sectt., O.M. No. S .9/9/VIII/87-Q, dated the 30th April, 1987 and 13(3)/(ii)/xvii/xvi/2019-Q, dated the 23rd January, 2019].

(x) Supply of Copies of Answers to Questions

1.32 The following papers should reach the Lok Sabha Secretariat by 1500 hours at the latest on the working day preceding the date on which the questions are due for answers:—

(i)	Type of Questions	No. of copies of answers to be supplied by the Ministries/Departments
1	2	3
Starred and Short Notice Questions		
(a)	Original notices in English	English 300 Hindi 200
(b)	Original notices in Hindi	English 300 Hindi 300
Unstarred Questions		
(c)	Original notices in English	English 200 Hindi 100
(d)	Original notices in Hindi	English 200 Hindi 200

(ii) The print size of the replies should be big enough preferably in font six 12 (in Arial Black) printed in double space.

(iii) The text of Questions/Answers should be sent as an ASCII text file and the Annexures containing tabular data and diagram are to be sent in HTML format to software Unit, Computer (HW&SW) Management Branch, Lok Sabha Secretariat, Parliament Library Building, New Delhi. Like-wise, soft copies of the text of Questions/Answers in Hindi version in Unicode format (Mangal font) are to be sent to Hindi information unit, Editorial Branch, Lok Sabha Secretariat, PHA, New Delhi.

- (iv) In case, copies of the answers so supplied are desired to be replaced or some corrections are to be carried out in these copies, necessary intimation in writing to that effect and revised copies of answers should be sent so as to reach the Lok Sabha Secretariat (Room No. 322, Question Branch, Parliament House Annexe) not later than 0600 hours on the day on which the question is due for answer.

1.33 Copies of statements to be laid on the Table in reply to Starred Questions should be supplied both in English and Hindi versions.

1.34 Where the original notice of a question has been given by the Member in Hindi, the English version of the answer thereof may be printed on the backside of the same sheet as far as possible.

1.35 It should be ensured that the copies of replies to questions are neatly multigraphed and checked thoroughly before sending to Lok Sabha Secretariat to avoid inconvenience and complaints from Members.

1.36 In the copies of the main answers to questions, the portfolios of the Ministers should be indicated in the following manner:

(1)मंत्री (श्री/श्रीमती/कुमारी.....)

(i) The Minister of..... (Shri/Shrimati/Kumari.....)

(2) राज्य मंत्री (स्वतंत्र प्रभार मंत्रालय (श्री/श्रीमती/कुमारी.....)

(ii) The Minister of State of (Independent Charge) of the Ministry of.....(Shri/Shrimati/Kumari.....)

(3)मंत्रालय में राज्य मंत्री (श्री/श्रीमती/कुमारी.....)

(iii) The Minister of State in the Ministry of

(Shri/Shrimati/Kumari.....)

1.37 Whenever in answer to a question, a reference is made to a statement being laid on the Table, the fact should invariably be indicated thus:

“.....A statement is laid on the Table of the House.”

1.38 All such statements should be provided with suitable and comprehensive subject headings.

[L.S. Sectt. O.M. Nos. 3-Q/57, dated, the 12th December, 1957; 9/2 (ii) 65-Q, dated, the, 22nd January, 1965; GED/58, dated the 17th March, 1958; 9/2 (iii)/67-Q, dated the 18th May, 1967; 9/2/(iii)/67-Q, dated the 29th May 1967; 9/2 (iii)/68-Q, dated the 4th April, 1968; 9/2 (iii)/69-Q, dated the 16th August, 1969, 9/2 (iii)/73-Q, dated the 30th July, 1973; 9/2/75-Q-I, dated the 27th January, 1975, 9/2 (ix)/82-Q, dated the 23rd June, 1982; 9/2 (x)/82-Q, dated the 6th September, 1982; 9/2

(xi)/82-Q, dated the 10th February, 1983; 9/2 (xii)/88-Q, dated the 12th February, 1988, 9/2 (xiii)/95-Q, dated the 2nd May, 1995, 9/2 (xiv)/97 dated the 1st, May, 1997; 9/2 (xv)/2001-Q, dated the 14th February, 2001; 9/2 (xvi)/2007-Q, dated the 7th November, 2007; 19/9 (xvii)/2009-Q, dated the 3rd February, 2009; 19/10/xv/xv/2013-Q, dated the 21st November, 2013 and 13(3)/(ii)/xvii/xvi/2019-Q]

(xi) Procedure regarding lengthy Answers or Statements in reply to Starred Questions

1.39 In accordance with the established convention and rulings of the Chair on the subject, lengthy answers or statements in reply to Starred Questions are not to be read out on the floor but should be laid on the Table of the House.

[L.S. Sectt. O.M. Nos. 423-Q/56, dated the 25th April, 1956 and 8/3/65-Q, dated the 8th December, 1965]

(xii) Reference of Website in the replies by the Ministries/Departments

1.40 Some of the Ministries/Departments quote/refer their website in reply(ies) to a question(s). In such an eventuality, Members find it difficult to frame supplementaries during Question Hour in the absence of instant access to such information. Further, all documents/papers to be laid on the Table of the House need to be authenticated. Since information/data posted through website is dynamic and not static, the authentication of such papers/documents which undergo changes, subsequently by passage of time may not be in order. Ministries/Departments should, therefore, avoid quoting/referring the websites to the extent possible and instead provide the requisite information in the reply itself.

[L.S.S. O.M. No. 19/10/XV/XV/2013-Q, dated 21 November, 2013 and 13(3)/(ii)/xvii/xvi/2019-Q]

(xiii) Part-wise replies to Questions

1.41 Many a time, Ministries/Departments do not furnish reply to each part of the question. Instead, they club all the parts together and furnish a consolidated reply. In this process, specific replies to each part is sometimes lost which may lead to complaints from the Members. To avoid such a situation, Ministries/Departments should furnish answers to the questions part-wise, neat and clean, legible and whenever there is any reference to any statement, etc. in the text of a reply, the same should be enclosed for ready reference.

[L.S.S. O.M. No. 19/10/XV/XV/2013-Q, dated 21 November, 2013]

(xiv) Answers to Questions whose Original Notices are given in Hindi

1.42 When questions, the original notices of which are given in Hindi are received, the Hindi text of the questions should be considered as authentic and replies to such questions should be framed by Ministries on the basis of Hindi text.

1.43 In case of any doubt between the English translation and the Hindi text of such questions, the Ministries may make a reference to the Lok Sabha Secretariat (Joint Secretary/Director incharge of Questions) to seek a clarification.

[L.S. Sectt. O.M. No. 9/2(1)/62-Q, dated the 6th September, 1962]

(xv) Hindi version of Answers to Questions

1.44 When Ministries find it difficult to translate within the minimum time available, lengthy statements or booklets or other documents which are available in English only, into Hindi for the purpose of laying them on the Table of the Lok Sabha in answer to the question in Hindi they may in such cases give the main answer to the question in Hindi, and lay other documents on the Table as they are without being translated into Hindi for purpose of answer to the questions and along with that lay a statement explaining the reasons for not laying the Hindi version of the documents, etc. and stating the time when the Hindi version would be made available to Members.

[L.S. Sectt. O.M. No. 546-Q2/57, dated the 7th February, 1957]

(xvi) Supply of Advance information to the Lok Sabha Secretariat as to who will answer Questions

1.45 Information with regard to Ministers who will be answering questions appearing in the printed list of Starred Questions should be furnished to the Lok Sabha Secretariat by 1500 hours at the latest on the working day preceding the date of answer of the relevant questions.

[L.S. Sectt. O.M. No. 193-Q/58, dated the 3rd February, 1958]

(xvii) Procedure for correcting answers to Starred/Unstarred/Short Notice Questions or a supplementary question or incorrect Statements made by Ministers on the Floor of the House

1.46 When a Minister wishes to correct any inaccuracy in the information

which She/he has given in reply to a Starred/Unstarred/Short notice question or a supplementary question thereon, she/he should, ordinarily within one week, give to the Secretary-General, Lok Sabha, notice of her/his intention to make a statement along with a copy of the statement proposed to be made. The notice should be accompanied by two authenticated copies of the statement each in Hindi and English versions along with the reasons for the delay in making such a statement if the delay is more than seven days.

1.47 The Ministry concerned should also supply to the Lok Sabha Secretariat 200 copies each of the English and Hindi versions of the statement to be made by the Minister by 1500 hours at the latest on the working day preceding the date on which the statement is to be made.

1.48 When the House is in Session, the item may be included in the List of Business on an appropriate day, and the Minister shall, when called upon by the Speaker, make the statement in the House.

1.49 Copies of the statement proposed to be made by a Minister correcting the answer given by her/him to a question shall be placed in the Parliamentary Notice Office for the information of Members half an hour before the sitting of the Lok Sabha on the day the statement is to be made.

1.50 Copies of such statements shall be considered as confidential and shall not be released for publication until the statement is actually made in the House.

1.51 After the statement has been made, the Speaker may permit members to ask supplementary questions which are strictly relevant to the subject matter of the correction made by the Minister.

1.52 When the House is not in session, the Minister may be asked to make a statement during the next session. The Ministries/Departments may also refer to Directions 16 and 17 of Directions by the Speaker.

[L.S. Sectt. O.M. Nos. 226-Q/54, dated the 6th April, 1956; 426-Q/56, dated the 27th April, 1956, 14/5/64-T, dated the 2nd February, 1965 and 13(3)/(ii)/xviii/xvi/2019-Q dated 23 January, 2019]

II. ADJOURNMENT MOTIONS

(Vide Rules 56 to 63)

Copies of notices of Adjournment Motions meant for concerned Ministers shall be made available by the Lok Sabha Secretariat to the representatives of the Ministries from the Table Office on all working days and from three working days before the commencement of the session, till the end of the session, between 10.30 and 11.00 hours and 16.00 and 16.30 hours. Ministries are required to send their representatives to the Table Office during the above mentioned hours to collect copies of notices pertaining to their Ministries.

2.2 If the Minister concerned wishes to make any submission to the Speaker about admissibility of the notice of an Adjournment Motion on grounds such as lack of Union Government responsibility, incorrect press report etc., he may do so immediately.

2.3 Since Adjournment Motions are taken up in the House on the same day immediately after the Question Hour or at 11.00 A.M. If there is no Question Hour, the Minister concerned may be requested to be present in the House accordingly.

2.4 Where the Speaker decides in advance to bring an Adjournment Motion before the House, intimation to that effect is given by the Lok Sabha Secretariat to the Minister concerned as soon as possible.

2.5 The Speaker may in her/his discretion in certain cases require a notice of Adjournment Motion to be referred to the Minister for facts. If and when a notice is so referred for a factual note, the Ministry should ensure that the facts are forwarded (including soft copies, in both Hindi and English versions, at lstableoffice@ sansad.nic.in) to the Lok Sabha Secretariat (Room No. 22, Parliament House) duly approved by the Minister preferably before the House adjourns for the day on which the facts have been sought but not later than 10.00 hours on the following day. In the forwarding note it should be clearly stated that it has the approval of the Minister concerned and also whether there is any objection to a copy thereof being furnished to the member concerned.

[L.S. Sectt. O.M. Nos. 9/1/86/T, dated the 5th February, 1986; 9/1/86/T, dated the 20th October, 1986; 9/1/87/T, dated the 2nd November, 1987; 9/1/88/T, dated the 8th July, 1988]

III. CALLING ATTENTION

(Vide Rule 197)

Copies of notices of Calling Attention meant for concerned Ministers shall be made available by the Lok Sabha Secretariat to the representatives of the Ministries from the Table Office on all working days starting and from three working days before the commencement of the session, till the end of the session between 10.30 and 11.00 hours and 16.00 and 16.30 hours. Ministries are required to send their representatives to the Table Office during the above mentioned hours to collect copies of notices pertaining to their Ministries.

3.2 If the Minister concerned wishes to make any submission to the Speaker about admissibility of the notice of calling Attention on grounds such as lack of responsibility of Union Government, incorrect press report etc., she/he may do so immediately.

3.3 The Speaker may in her/his discretion in certain cases require a notice of Calling Attention to be referred to the Minister for facts. If and when a notice is so referred for a factual note, it should be ensured by the Ministry that the facts duly approved by the Minister are forwarded (including soft copies in both Hindi and English versions, at lstableoffice @sansad.nic.in) to the Lok Sabha Secretariat (Room No. 22, Parliament House) preferably before the House adjourns for the day on which the facts have been sought but not later than 10.00 hours on the following day. In the forwarding note, it should clearly be stated that it has the approval of the Minister concerned and also about the fact whether there is any objection to a copy thereof being furnished to the member concerned.

3.4 When admitting a Calling Attention, the Speaker fixes the date on which it is to be taken up. The Ministry concerned (Parliament Section) and Special Assistant/Private Secretary to the Minister are usually informed sufficiently in advance, on telephone followed by a written communication to the effect, by the Lok Sabha Secretariat about the subject matter of the admitted versions along with the names of members who would raise the matter and the date on which it is to be taken up.

Where the Ministry finds that a press report on which a Calling Attention Notice is based lacks factual basis, the Ministry concerned may send without loss of time a communication to the Lok Sabha Secretariat addressed to the Director incharge of Table Office (by name) pointing out that fact, so that the matter may be reviewed as necessary.

3.5 Ministries should ensure that facts called for on Calling Attention notices are furnished to Lok Sabha Secretariat promptly. Where due to certain reasons, it is not possible to furnish the facts within three days of the date on which reference has been made, an interim reply giving the exact position relating to the matter may be sent to Lok Sabha Secretariat for being placed before the Speaker for her/his consideration. The final reply should in no case be delayed beyond one week from the date on which reference has been made. Notice referred for facts do not lapse till they are finally disposed of by the Speaker.

Even where facts are not asked for, the Ministries may *suo motu* send their comments if they so wish, so that the same may be taken into consideration by the Speaker while deciding the admissibility of the notice.

3.6 Where a statement to be made by a Minister in response to a Calling Attention is very lengthy (*i.e.* exceeding four pages), the Minister may be requested to read out the gist thereof and to lay the statement on the Table. In such cases the Minister may also be requested to inform the Speaker in advance if the above course is to be followed by her/him.

3.7 When a statement is made in the House in response to a Calling Attention, it should be ensured that Minister's statement covers the points raised by Members through notices of Questions, Adjournment Motions and other notices on the same or allied subject.

3.8 250 copies of the English version of the statement and 150 copies of the Hindi version thereof may be supplied (including soft copies in both Hindi and English versions at lstableoffice@sansad.nic.in) to the Table Office, Lok Sabha Secretariat a day in advance where possible and in any case latest by 10.30 hours on the date on which the statement is to be made for being made available to the Members in advance.

[L.S. O.M. Nos. 9/1/86/T, dated the 5th February, 1986; 9/1/86/T, dated the 20th October, 1986; 9/1/87/T, dated 2nd November, 1987; 9/1/88/T, dated the 8th July, 1988]

IV. MATTERS UNDER RULE 377

Procedure to be followed by Ministries/Departments of the Government of India in respect of replies of matters raised by members under rule 377

The members of Lok Sabha are permitted by the Speaker to raise matters of urgent public importance under rule 377 of the Rules of Procedure and Conduct of Business in Lok Sabha. Extracts from the Proceedings of Lok Sabha containing the matters raised are sent to the concerned Ministries on the following day for being placed before the Minister for favour of sending replies to members.

4.2 The Ministry of Parliamentary Affairs has been entrusted with the responsibility of coordinating action in respect of the matters raised between the Union Ministries on the one hand and the Lok Sabha Secretariat on the other. With a view to ensuring prompt action on the matters, Ministry of Parliamentary Affairs sends weekly statement to the concerned Ministries/Departments containing the details of the matters raised in Lok Sabha during the preceding week to enable the Ministries to reconcile their records and take urgent action in this regard.

4.3 As per decision of the Rules Committee of Lok Sabha replies in respect of the matters raised should be sent to the Members within a period of one month. The Ministries should, therefore, make every effort to send replies to the members as expeditiously as possible but within a period of one month, from the date of the matter having been raised in the House. It is possible that in certain cases the required information has to be collected from various subordinate organisations or State Governments entailing considerable time. In such cases, the Ministries should send interim replies to the members. Copies of the replies sent to the members should invariably be endorsed to Lok Sabha Secretariat and the Ministry of Parliamentary Affairs to enable the Lok Sabha Secretariat and the Ministry of Parliamentary Affairs to delete the pending matters from the relevant records.

4.4 When the Parliament is in session, replies should be sent to the members at the local address only. However, during the inter-session period, the replies should be sent at both the local as well as permanent addresses of the Members.

4.5 It has been observed that after receipt of extracts of the matters from the Lok Sabha Secretariat, certain Ministries have approached the Lok Sabha Secretariat for transfer of the matters on the plea that the subject matters raised by the members were not the concern of the Ministry. In certain cases where

Lok Sabha Secretariat have transferred the matters, the transferee Ministries have refused to accept the transfer on the ground that the matters do not pertain to them. This has resulted in confusion and many a time the records of Ministry of Parliamentary Affairs have remained unreconciled with the result that at the time of review of pending matters it becomes difficult to pin-point the responsibility on the Ministry for not sending replies to the members. The late receipt of replies or non-receipt of replies by the members have in the past attracted criticism on the floor of the House. Therefore, in order to avoid any complaint from members, once a matter has been received by a Ministry, it should write to the concerned Ministry/Department for acceptance of the transfer of the matter direct under intimation to Lok Sabha Secretariat and Ministry of Parliamentary Affairs. If the transferee Ministry accepts the transfer, then the matter will be deleted from the relevant records in respect of the Ministry to which it was originally marked and it will be shown in the name of the Ministry which has accepted the transfer. In the event of dispute, the instructions issued by the Cabinet Secretary *vide* his D.O. No. 73/2/15/85-Estt. dated 25 April, 1985 and subsequent letters dated 11 March, 1987, 13 December, 1991 and 15 April, 1999 should be followed for resolution of dispute. In the letters, it has been *inter-alia* reiterated that as and when questions, some of which components might relate to another Ministry/Department, are received, Secretaries of the concerned Departments should try and discuss the matter among themselves to decide as to which Ministry should answer, given the thrust of the particular question and that the others should furnish all relevant facts to enable that Ministry to prepare the answer to the Question.

4.6 It is expected that the communications to the members will normally be issued under the signatures of the Ministers. However, in certain cases when the Minister is on tour or indisposed, the communications may be sent to the members under the signature of an officer not below the level of Secretary.

4.7 When a member of Lok Sabha resigns or dies, communications are required to be sent only to the Lok Sabha Secretariat under intimation to the Ministry of Parliamentary Affairs for the purposes of deletion of the matters from the relevant records. However, in the cases when the member who has resigned and has been re-elected before the reply in respect of the matter has been sent, the communication should be sent to the member under intimation to Lok Sabha Secretariat and the Ministry of Parliamentary Affairs.

V. QUESTION OF PRIVILEGE

(Vide Rules 222 and 223)

A member may raise a question of privilege in Lok Sabha with the consent of the Speaker under rule 222. While giving consent, the Speaker has to decide whether the matter should be given precedence over the pre-arranged items of business. In order to determine whether consent should be given under Rule 222 to raise a question of privilege in the House against a Member/Minister, it is a well-established practice that a factual note/comments are called for from the Member/Minister and the Ministry concerned for consideration of the Speaker.

When a notice of question of privilege is referred to the Minister/Ministry, the following procedure should be followed by the Ministries while furnishing the factual note/comments to this Secretariat—

- (i) Where factual information is called for and the Minister is not directly concerned, the communication may be signed by a senior officer in the Ministry/Department not below the rank of Joint Secretary and should clearly indicate that the communication is being sent with the specific approval of the Minister.
- (ii) Where the notice of privilege relates either to a reply given by the Minister in the House or the conduct of a Minister as a Member of the House, the facts may be furnished under the signatures of the Minister concerned.

[*Observations made by Speaker in Lok Sabha vide L.S. Deb. 9.7.1980, cc. 233—235*]

5.2 While furnishing the factual note/comments on the notices of question of privilege the Minister/Ministry should specifically indicate whether there would be any objection to a copy of the factual note/comments being given to the member concerned.

5.3 Since a question of privilege takes precedence over other business of the House, the Minister/Ministry should furnish the requisite information at the earliest to enable the Speaker to consider the matter.

VI. PAPERS TO BE LAID ON THE TABLE OF THE HOUSE

(Vide Rule 368, 369 and Direction 116)

(i) Procedure regarding laying of papers on the Table of the House

The following procedure should be adopted with regard to laying papers on the Table of the House—

- (a) Twenty-five copies of each Notification and ten copies of any other paper in English and equal number in Hindi to be laid on the Table of the House should be forwarded to the Lok Sabha Secretariat complete in all respects, at least two clear days before the date on which these are proposed to be laid on the Table of the House (*vide* Direction 116) with a covering letter stating the date on which the Minister concerned proposes to lay them on the Table of the House. Papers received at a notice shorter than two days shall not be included in the relevant List of Business, unless reasons for shorter notice are given by the Minister concerned to the satisfaction of the Speaker. All papers to be laid on the Table of the House, should be delivered in Distribution Branch, Lok Sabha Secretariat, Parliament House Annexe except those which are required to be laid at a short notice. In such cases, papers may be delivered directly in Room No. 77-D, First Floor, Parliament House between 10 A.M. and 6 P.M. on working days (Tel. No. 23034795).

[*L.S. Sectt.O.M. No. 26/2/86/T, dated the 24-10-86; 26/4/68/T, dated the 6-6-88; 26/4/88/T, dated the 13-7-88; 26/4/89/T, dated the 29-6-89; 26/4/90/T, dated the 5-3-90; 26/1/III/92/T, dated the 6-2-92; 26/2/97/T, dated the 5-5-1997 and 26/1/IV/99/T, dated the 28.1.99, 26-1-VII-2016-T dated 8.2.2016*]

As there is no sitting on Saturday, the List of Business for Monday is issued on Friday. Hence any paper sought to be laid on Monday should be sent so as to reach the Lok Sabha Secretariat by Wednesday evening positively.

Immediately after a document is laid on the Table of Lok Sabha, Ministries/ Departments will have to upload and provide the website address link where the document is available so that the same can be linked to the Lok Sabha Homepage. In case of any query or help in this regard, Ministries/Departments may contact

Computer (HW&SW) Management Branch (Software Unit), Lok Sabha Secretariat, F-056, 'I' Block, Parliament Library Building, New Delhi (Tel. No. 23034561/23034576).

A copy each of Hindi and English versions of the paper to be laid should be duly authenticated by the Minister concerned on the front page of the paper itself (instead of pasting of slip) in the following form:—

“Paper to be laid on the Table of Lok Sabha.”

AUTHENTICATED

New Delhi
 Dt. (Signature)
 Minister of

Both Hindi and English versions of a paper should be laid simultaneously and all papers to be laid on the Table of the House should be sent to Lok Sabha Secretariat both in Hindi and English simultaneously. If both Hindi and English versions of a paper are not sent to Lok Sabha Secretariat simultaneously, it would not be possible to include the item in the List of Business for being laid on the Table.

[O.M. No. 26/1(ii)82/T, dt. 5-7-1982 and 10-2-1983]

(b) It should further be mentioned in the forwarding communication whether additional copies of the paper would be available; and if so, the number of the copies which can be made available and the name, designation and telephone number of the officer who may be contacted for the purpose, should be indicated.

(c) In addition when any paper relating to a 'Regulation', 'Rule', 'Sub-rule' 'Bye-law' etc. framed in pursuance of the powers delegated by Parliament is proposed to be laid on the Table of the House, the following information relating to that paper should invariably be supplied to the Lok Sabha Secretariat:—

- (1) Brief purport of subject of the notification or paper to be laid on the Table.
- (2) Statutory or other requirement under which the paper is to be laid on the Table.

[In the case of Central Government notification, details of the Act and section which provides for laying should be clearly stated. In the case of State

Government notifications, the provisions in the State Act for laying it on the Table should be reproduced.]

- (3) Whether published in the Gazette and if so,
 - (i) G.S.R./S.O./S.R. number of notification published in the Gazette; and
 - (ii) Date, part and section of the Gazette.
- (4) Whether subject to modification by the House.
- (5) Period specified in the principal Act for which it is required to be laid.
- (6) Date on which proposed to be laid on the Table (Normally two clear days' notice should be given).

Signature.....

Name (in block letters).....

Designation.....

Ministry/Department of.....

Telephone No.

While forwarding papers or notifications for being laid on the Table, particularly Notifications issued under the Customs Act, 1962, Central Excise Act, 1944 and Central Excise Rules, 1944 etc., the Ministries should invariably indicate clearly the purport or subject of the notification etc., so that the same may be incorporated in the entry in the List of Business.

(d) All papers to be laid together with the above information should be sent to the Lok Sabha Secretariat direct and not through the Ministry of Parliamentary Affairs. If the date on which a paper is to be laid, is required to be fixed in consultation with the Ministry of Parliamentary Affairs, it may be so mentioned in the forwarding letter.

(e) On receipt of information referred to in sub-para(a) a specific entry for the purpose in the name of the Minister who has authenticated the document would be made in the List of Business for the date proposed by the Ministry or such other date as may be decided by the Lok Sabha Secretariat.

(f) On the day referred to in sub-para (e) above, the Minister concerned would, when called upon by the Speaker in the House, rise in her/his place and

read out the relevant entry from the List of Business. She/he will not be required to hand over a copy of the document physically to an officer of Lok Sabha at the Table.

In case a Minister in whose name the entry for laying of a paper has been made in the List of Business is not in a position to be present to lay the paper, she/he should inform the Speaker, in writing, in advance above it and also the name of the Minister who would lay the paper on her/his behalf. A copy of such communication should invariably be endorsed to Lok Sabha Secretariat (Table Office) so as to reach the Lok Sabha Secretariat by 10.00 hours latest on the day on which paper is to be laid on the Table.

(g) All reports, which are required to be laid on the Table of Lok Sabha, should normally be laid on the Table first and then distributed to members or released to Press etc. However, as announced by the Speaker in Lok Sabha on 11th March, 1959, reports under the Companies Act, 1956 can be circulated to Members directly by the Government Companies immediately after their annual general meetings and laid on the Table of Lok Sabha as soon as possible thereafter.

(h) Copies of report etc., which are required to be laid on the Table should be sent to the Lok Sabha Secretariat by the Ministries and not directly by their attached or subordinate offices, Corporations or other concerns under their administrative control.

(i) While forwarding copies of reports or other documents, Ministries should mention clearly whether they are to be laid on the Table or they are only meant for distribution to members.

(j) Papers meant for being laid on the Table should not be sent during the period intervening between the adjournment of the House *sine die* and issue of Notification regarding commencement of the next session.

(k) While forwarding papers to be laid on the Table of Lok Sabha, Ministries should ensure that the papers are complete in all respects.

(l) If any correction of substantial nature is to be made in any paper which has already been laid, Ministries should prepare a Corrigendum thereto and forward the same to the Lok Sabha Secretariat for being laid on the Table of the House.

[L.A. Deptt. O.M. No. 400/50-A, dated the 18th January, 1950; L.S. Sectt. O.M. Nos. 122-T/53, dated the 15th January, 1953; 122-T/53, dated the

10th September, 1953, 122-T/53, dated the 14th December, 1953; 122-T/54, dated the 22nd February, 1954; 122-T/54, dated the 30th August, 1954; 122-T/56, dated the 1st February, 1956; 122-T(1)/57, dated the 10th May, 1957; 122-T(1)/57, dated the 13th June, 1957; 122-T/57, dated the 23rd December, 1957; 122-T/58, dated the 3rd March, 1958; 122-T(1)/58, dated the 3rd November, 1958; 122-T(1)/60, dated the 17th January, 1960; 34/I/62/T, dated the 17th May, 1962; 26/I/77/T, dated the 16th April, 1970; 26/I/76/T, dated the 9th August, 1976; 26/I/70/T, dated the 25th August, 1977; 26/I/78-T, dated the 22nd July, 1979; 26/I/(iii)/82/T, dated the 10th February, 1982; 26/2/86/T, dated the 24th Oct., 1986; 26/4/89/T, dated the 29th June, 1989 and 26/4/90/T, dated the 5th March, 1990.]

(ii) Laying of papers at short notice with permission of the Speaker—Supply of copies

6.2 Under Direction 116(3) of Directions by the Speaker papers to be laid on the Table shall ordinarily be sent by Ministries two days in advance of the date on which the papers are proposed to be laid in special circumstances, however, the Speaker may, on request permit a Minister to lay a paper on the Table at short notice.

6.3 When a Minister is permitted to lay a paper at short notice, the Ministry concerned should arrange to supply the authenticated copy and the usual number of copies of the paper to the Lok Sabha Secretariat as soon as the permission is accorded and in any case before the paper is laid on the Table.

(iii) Laying of reports of enquiry into explosions

6.4 Whenever any report of enquiry with regard to mining explosions or some such other accidents, which have previously been brought to the notice of Lok Sabha through Adjournment Motions or otherwise is laid on the Table, the Minister concerned should make a brief statement giving a summary of the report and the cause of the accident.

[L.S. Sectt. O.M. No. F: 122-T(1)/60, dated the 25th January, 1960]

(iv) Supply of copies of Ordinances

6.5 As soon as an Ordinance is issued by the President under Article 123 of the Constitution, concerned Ministry for circulation to members should send

330 copies of the same in English and 150 copies in Hindi to the Lok Sabha Secretariat. However, if the ordinance is a diglot one, only 550 copies thereof should be sent.

[LSS U.O. No. 26/2/VII/2016/T dated 8.2.2016]

(v) Statement explaining the circumstances necessitating Legislation by an Ordinance

6.6 When a statement explaining the circumstances necessitating legislation by an Ordinance, as required under Rule 71 of the Rules of Procedure and Conduct of Business in Lok Sabha is to be laid on the Table, the Concerned Ministry should send in advance 70 copies of the Statement in English and Hindi to the Lok Sabha Secretariat for circulation to members. However, if the statement is a diglot one, only 100 copies thereof should be sent.

6.7 In case a Bill seeking to replace the Ordinance is intended to be introduced in Rajya Sabha and the Minister desires to lay on the Table of Lok Sabha a statement explaining the circumstances necessitating legislation by the Ordinance for the information of Members of Lok Sabha, the procedure regarding 'Papers to be laid on the Table of the House' mentioned in para (i) above should be followed.

[L.S. Sectt. O.M. No. 26/5/X/2016-T, dated the 16.12.2016]

(vi) Re-laying of Notifications on the Table

6.8 Rule 234 of the Rules of Procedure and Conduct of Business in Lok Sabha reads as follows:—

“234. (1) Where a regulation rule, sub-rule, bye-law etc. framed in pursuance of the Constitution or of the legislative functions delegated by Parliament to a subordinate authority is laid before the House, the period specified in the Constitution or the relevant Act for which it is required to be laid shall be completed before the House is adjourned *sine die* and later prorogued, unless otherwise provided in the Constitution or the relevant Act.

(2) Where the specified period is not so completed, the regulation, rule, sub-rule, bye-law etc. shall be relaid on the succeeding session or sessions until the said period is completed in one session.”

6.9 It is the responsibility of the Ministry concerned to ensure that a regulation rule, sub-rule, bye-law etc. is laid on the Table for the full period prescribed in the Act and where the period specified is not completed in one session, to re-lay in the next session unless otherwise provided in the Constitution or the relevant Act.

6.10 All papers laid on the Table of Lok Sabha are mentioned in Lok Sabha Bulletin Part-I of the day are made available at www.loksabha.nic.in and printed copies of the Bulletin are not supplied to Ministries and ministers except Prime Minister and a minister who is a member of Rajya Sabha on the following day.

6.11 After the termination of each session of Lok Sabha the Ministry concerned should examine all their notifications etc. laid on the table of Lok Sabha during that session to see whether the prescribed period for which they were to be laid has been completed.* In case any notification etc. is required

* In this connection Ministry of Law (Department of Legal Affairs) have given the following opinion to Lok Sabha Secretariat *vide* their U.O. No. 2016678 dated the 28th January, 1978:—

“Sub-rule (i) of rule 234 of the Rules of the Procedure and Conduct of Business in Lok Sabha provides that in all cases in which the relevant constitutional or statutory provision does not provide to the contrary, the period of laying should be completed in the same session, Sub-rule (2) of the rule applies only to cases in which according to sub-rule (1) of the rule, the period of laying has to be completed in the same session. In short, rule 234 will have no application to all cases in which according to the relevant constitutional or statutory provision, the period of laying may be completed in more than one session.

2. For example section 479(2) of the Delhi Municipal Corporation Act, 1957 as it stood before it was substituted by a new provision by Act, 42 of 1961, provided for rules made by the Central Government under the Act being laid for not less than thirty days before each House of Parliament without any qualification that the period of thirty days could be comprised in more than one session. The sub-section, as substituted by the Amendment Act of 1961, provided *inter-alia* that the period of thirty days may be comprised in one session or in two successive sessions. The sub-section, as it stood before the 1961 Amendment, furnished an illustration of the type of cases to which rule 234(1) and (2) would apply. The sub-section as substituted by the 1961 Amendment furnishes an illustration of cases to which the said rule 234 will not have any application.
3. In view of the above the formula providing for the period of laying being comprised in more session would exclude the application of rule 234(2) of the Rules of Procedure. In all such cases, it is not necessary to relay the rules a second time as all such cases would be cases falling within the exception provided for in the concluding portion of rule 234 (1)”.

to be re-laid during the next session, necessary intimation clearly stating the date for which the item is to be included in the List of Business for being re-laid under rule 234(2) should be furnished to the Lok Sabha Secretariat at least two clear days in advance of the date on which it is to be re-laid.

6.12 When a notification etc. is to be re-laid, it is not necessary for the Ministry to supply authenticated or spare copies thereof. However, where the minister who had laid the notification etc. has ceased to hold that portfolio and the notification etc. is to be re-laid by a new Minister, a copy thereof duly authenticated by the new Minister should be sent to the Lok Sabha Secretariat along with the communication regarding re-laying.

6.13 In the event of dissolution of Lok Sabha, all notifications etc., which have not been laid for full period prescribed in the parent Act, should be laid afresh after following the prescribed procedure for a paper to be laid on the Table in the new Lok Sabha for the full prescribed period.

[*L.S. Sectt. O.M. No. 26/1/67/T, dated the 7th September, 1967, L.S. Sectt. O.M. No. 22/1/2011/T, dated 2nd August, 2011*]

(vii) Papers etc. for laying may be sent in an even flow during the session

6.14 The papers etc. for laying may be sent in an even flow during the session *instead* of sending a large number of papers during the last week of the session. It may not be possible to accept such papers at a notice shorter than two clear days.

[*L.S. Sectt. O.M. No. 26/1(III)/92/T, dated the 6th February, 1992 and L.S. Sectt. O.M. No. 26/1/1/96, dated the 30th May, 1996*]

(viii) Statutory Rules and Orders should be laid on the Table of the House without delay

Please refer to Paragraph No. 11.28(i) of this publication.

6.15 In the case of a State under the President's Rule in pursuance of a Proclamation issued under Article 356 of the Constitution the rules, orders, notifications etc. relating to that State, which are required to be laid before Parliament during the President's Rule may be laid within a period of 30 days instead of the usual period of 15 days laid down for the Government of India rules etc.

[*Second Report of the Committee on Subordinate Legislation (Fourth Lok Sabha), para 12*]

(ix) Procedure to be followed where delay is involved in laying a paper or document

6.16 Wherever there is undue delay in laying a document (including the statutory rules etc.) on the Table of the House, the concerned Minister should also arrange to lay on the Table along with such document, a statement giving reasons for the delay.

[L.S. Sectt. O.M No. 26/10/62/T, dated the 3rd September, 1962]

(x) Circulation of papers laid—Supply of copies by the Ministries

6.17 Where a paper to be laid on the Table of Lok Sabha is sought to be circulated to members on demand, 70 copies of English version and 70 copies of the Hindi version of the paper or 100 copies if it is in diglot, should be furnished to the Lok Sabha Secretariat along with the soft copies in Hindi and English versions to the Software Unit, Computer (HW & SW) Management Branch, ordinarily along with the communication for laying it. If the copies are proposed to be sent later, a mention may be made to that effect in the forwarding communication.

[L.S. Sectt. O.M. No. 26/4/90/T, dated the 5-3-1990]

(xi) Information regarding papers laid

6.18 All papers laid on the Table of Lok Sabha are mentioned in Lok Sabha, Bulletin Part I of the day are made available at www.loksabha.nic.in Ministries should therefore consult Bulletins for finding out the dates etc. on which the papers sent by them were laid on the Table instead of making references to Lok Sabha Secretariat in the matter.

(xii) Explanatory notes etc. to rules

Please refer to Paragraph No. 11.28(iii) of this publication.

(xiii) Procedure for laying Sensitive Notifications

6.19 The Committee on Subordinate Legislation have laid down the following procedure for laying on the Table 'Sensitive Notifications' *i.e.* those notifications which make changes in export duties, major changes in procedures

and changes in import and Central Excise Duties involving revenue of more than Rs. 50 Lakh per annum, except cases where an existing concession is being continued:—

When Lok Sabha is in Session

- (1) All sensitive notifications should be published in Gazette Extraordinary.
- (2) If such a notification is sent to the Press for issue before 6 P.M., it should be laid on the Table on the same day just before the House adjourns for the day, even in the absence of G.S.R./S.O. number which could be supplied later. For this purpose, as soon as it is decided to lay the notification on any particular day, request should be sent to the Speaker, Lok Sabha, in writing seeking permission for laying it and asking time as to when it could be laid on the Table of the House.
- (3) If such a notification is issued after 6 P.M., copies thereof (number indicated in para 6.17) should be sent to the Lok Sabha Secretariat to enable them to circulate it to all Members by midnight the same day. Such a notification should be formally laid on the Table of the House at the next sitting.

However, if in any particular case the issue of a notification was not anticipated and for that reason advance arrangements for preparing copies thereof could not be made, the Minister concerned should address a letter to the Speaker the same night enclosing a copy of the notification and informing her/him of the intention to lay the notification on the Table at the next sitting of Lok Sabha.

- (4) Copies of all such communications sent to the Speaker, Lok Sabha, should also be endorsed to the Secretary-General, Lok Sabha and Table Office.

With regard to notifications other than sensitive notifications issued under the Customs and Central Excise Act, these should be laid on the Table within seven days of their publication after arranging to obtain the G.S.R. number within that period.

When Lok Sabha is not in Session

All notifications including sensitive notifications issued during the inter-session period should be laid within seven days of the commencement of the next session.

[Twelfth Report of the Committee on Subordinate Legislation (Fifth Lok Sabha), paras 5—9 and Twenty-first Report of the Committee on Subordinate Legislation (Sixth Lok Sabha), paras 23 and 24]

6.20 All Sensitive Notifications mentioned in para 6.19 (2) above which are required to be laid on the Table on the day of their issue immediately before adjournment of the House for the day will be included in Supplementary List of Business so that contents of the notifications are known to Members in advance.

All such notifications should therefore, be delivered by the Ministry concerned in the Table Office not later than 1400 hours along with a copy of letter addressed to the Speaker seeking permission to lay the notifications on the same day. Clear and precise subject of the Notification(s) together with the provisions in the Acts requiring their laying on the Table should be indicated in the forwarding communications, as the same language would be used in the Supplementary List of Business.

Ministries should also ensure the presence of the Minister concerned in the House to lay the Notifications at the specified time.

[L.S. Sectt. U.O. No. 26/1/79/T, dated the 23rd May, 1979 to the Ministry of Finance(Deptt. of Revenue)]

(xiv) Procedure for laying of Annual Reports/Audited Accounts/Audit Reports of Autonomous Bodies/Government Companies etc.

6.21 The Administrative Ministries who are responsible for laying before Parliament Annual Reports/AuditedAccounts/Audit Reports of Autonomous Bodies/Government Companies/Statutory Organisations/Nationalised Banks etc. under their control, should ensure that such reports are laid before Parliament without any avoidable delay.

6.22 With a view to avoid delays in the laying of Annual Reports/Audited Accounts/Audit Reports and in order to achieve some uniformity in this regard, every Autonomous Body/Government Company/Statutory Organisation/Nationalised Bank etc. should, after the close of the accounting year complete compilation of its accounts within a period of three months and make them available for auditing. Auditing of accounts and furnishing replies to audit objections, if any, and also translation and printing of Reports should be completed within the next six months so that the reports and audited accounts are laid before Parliament within nine months after the close of the accounting year unless otherwise stipulated in the relevant Act etc. under which the body has been set up. If for any reason the report and audited accounts cannot be laid within the stipulated period of nine months, the concerned Minister should lay within thirty days of the expiry of the prescribed period or as soon as the House meets, whichever is later, a statement explaining the reasons why the report and accounts could not be laid within the stipulated period.

[Para 3.5 of the 1st Report (5th Lok Sabha) of the Committee on Papers Laid on the Table presented to Lok Sabha on 8th March, 1976]

6.23 Both the Hindi and English versions of Annual Reports/Audited Accounts/Audit Reports etc. should be laid on the Table simultaneously. If both Hindi and English versions of a report etc. are not sent to this Secretariat simultaneously, it would not be possible to include the item in the List of Business for being laid on the Table.

[O.M. No. 26/1(ii)/82/T, dated 5th July, 1982 and 10th February, 1983]

6.24 The administrative Ministry concerned should, while laying the Annual reports/Audited Accounts/Audit Reports in respect of the organisations under their control, also lay along with the Annual Reports/Audited Accounts/Audit Reports a 'Review' on the working and financial health of every organisation suggesting remedial measures, where necessary. Even in cases where Government are in agreement with the information given in the Annual Reports/Audited Accounts/Audit Reports and they have nothing to add, the administrative Ministry should lay along with the Annual Reports/

Audit Reports a statement stating that they are in agreement with the Report and hence no 'Review' is being laid.

[Paras 1.15, 1.16 and 2.15 of the First Report and Paras 1.10 and 4.18 of the Second Report of the Committee on Papers Laid on the Table (1975-76) Fifth Lok Sabha]

VII. STATEMENT BY MINISTER

Procedure regarding making of a Statement by a Minister under Rule 372

Under Rule 372, read with Direction 119 a Statement may be made by a Minister on a matter of public importance with the consent of the Speaker. The Statement should pertain to a subject for which the Minister is responsible and should explain Government's policy with regard to a specific matter of public importance or topical interest. Policy statements should be made by Ministers on the floor of the House, when the House is in session, before releasing them to the Press or public.

7.2 Whenever any major accident occurs in Railways, Air, Sea, River, Mines, Collieries etc. or developments in Defence Services or there are occurrences which they consider serious, the Minister concerned may make *suo motu* statements on the floor of Lok Sabha at the earliest opportunity. This procedure would obviate the necessity of members tabling notices of Adjournment Motions, Calling Attention Notices, Questions, etc. If any, Calling Attention Notices, Short Notice Questions and other Questions have already been received on the same subject, the points raised in those notices may also be covered by the Minister while making a *suo motu* statement.

7.3 Lengthy statements (*i.e.* exceeding three pages) may be laid on the Table.

When a statement is to be laid on the Table, procedure detailed in para 6.1 and 6.16 regarding papers laid of this brochure should be followed.

7.4 Intimation regarding a statement to be made by a Minister alongwith a copy of the proposed statement should reach the Lok Sabha Secretariat latest by 1500 hours on the previous working day so that the item may be included in the List of Business. The Lok Sabha does not sit on Saturday and as such the List of Business for Monday is issued on the preceding working day. Therefore, when a statement is to be made on a Monday, intimation to that effect should reach the Lok Sabha Secretariat by 1500 hours on the preceding working day. Where, however, a statement is sought to be made by a Minister on an urgent matter at short notice, the Minister should write to the Speaker for permission. Intimation to that effect should also be sent to the Lok Sabha Secretariat (Table Office) specifying clearly the subject thereof by the Ministry by 1000 hours on

the day on which the statement is proposed to be made so that there is time to obtain the orders of the Speaker. Even if the statement to be made by the Minister is secret in nature, a copy thereof should be supplied confidentially to the Speaker in advance.

7.5 250 copies of the Statement in English and 150 copies of the Hindi version thereof may be supplied to Lok Sabha Secretariat (Table Office, Room No. 22, Parliament House) one day in advance but in no case later than 1000 hours on the date on which the Statement is to be made or laid for being made available to members in advance. Where it is not possible to supply the required number of copies in advance six copies of the statement in the language in which it is to be made by the Minister may be furnished by 1000 hours on that day and the remaining copies must be supplied by 1030 hours at the latest.

Even where the statement is made by the Minister at short notice, 250 copies of the statement in English and 150 copies in Hindi should be furnished to Lok Sabha Secretariat (Table Office) well before the time of making the statement by the Minister. Speaker may not permit the Minister to make a statement unless copies thereof are made available in advance. Where a discussion is admitted by the Speaker on a statement made by Minister, the Ministry concerned should supply 250 copies in English version and 150 copies in Hindi version of such statement to Lok Sabha Secretariat for circulation to Members.

Soft copies of the statement to be made in both Hindi and English versions should be sent at lstableoffice@sansad.nic.in and lstableoffice@yahoo.com alongwith the authenticated copies of the statement.

7.6 As per direction 73A of the Directions by the Speaker, Lok Sabha, the Minister concerned shall make once in six months a statement in the House regarding the status of implementation of the recommendations contained in the Reports of the Departmentally Related Standing Committees of Lok Sabha.

The Procedure of making the statement under this Direction shall remain the same as specified in preceding paragraphs. However, only 25 copies in English and 25 copies in Hindi versions of this statement may be forwarded to Table office.

[L.S Sectt. O.M. No. 34/1/88/T dated the 22nd April, 1988, 34/1/89/T, dated the 3rd March, 1989, 34/1/IV/2010/T, dated the 23rd March, 2010, 34/1/XIV/2013/T, dated 30th July, 2013 and L.S. Bn. Part-II, dated the 1.9.2004, Para 456]

VIII. BILLS

(i) Statement of objects and reasons appended to Bills

The Statement of Objects and Reasons appended to Bills to be introduced in Lok Sabha should be sufficiently informative and give the salient features of the Bill.

[L.S. Sectt. No. 1/30(7)/62/L, dated the 9th August, 1962]

(ii) Financial memorandum/memorandum regarding delegated legislation attached to Bills

8.2 Rule 69(1) of the Rules of Procedure and Conduct of Business in Lok Sabha lays down that “a Bill involving expenditure shall be accompanied by a financial memorandum which shall invite particular attention to the clauses involving expenditure and shall also give an estimate of the recurring and non-recurring expenditure involved in case the Bill is passed into law”.

Under sub-rule 2 and proviso thereto, clauses involving expenditure from the Consolidated Fund of India shall be printed in thick type or in italics provided that where such a clause is inadvertently not printed in thick type or in italics, the member-in-charge of the Bill shall, with the permission of the Speaker, bring such clauses to the notice of the House.

8.3 The information supplied in the financial memorandum must invariably be complete in all respects, and should give a clear picture of the financial implications involved including complete details of the recurring and non-recurring expenditure.

8.4 Rule 70 of the Rules of Procedure and Conduct of Business in Lok Sabha lays down that “a Bill involving proposals for the delegation of legislative power shall further be accompanied by a memorandum explaining such proposals and drawing attention to their scope and stating also whether they are of normal or exceptional character”.

8.5 In the case of a Government Bill originating in and passed by Rajya Sabha with amendments, the Ministry concerned should send a letter signed by the Minister-in-charge of the Bill addressed to the Secretary-General, Lok Sabha, stating whether on account of the amendments made, the financial memorandum and/or memorandum regarding delegated legislation need any change or not. If the said Memoranda need any change, revised memoranda

should be furnished alongwith a forwarding letter together with 800 copies in diglot or 650 copies in English and 450 copies in Hindi thereof for circulation to Members of Lok Sabha. This should be done well in advance of the Bill being taken up in Lok Sabha, so that copies of the letter and revised memoranda (if any) may be circulated by the Lok Sabha Secretariat to the members in time.

[L.S. Sectt. O.M. No. 898-L/56, dated 14th April, 1956, O.M. No. 1/30(8)/62/L, dated 9th August and 28th December, 1962; O.M. No. 1/30(3)65-L, dated the 15th September, 1965 and O.M. No. 1/7(1) 65-L, dated the 19th October, 1965]

(iii) Bill seeking to replace Ordinance

8.6 Whenever a Bill seeking to replace an Ordinance with modifications of its provisions is to be introduced, in the House the modifications contained in the Bill should be specifically explained in a memorandum attached to the Bill.

[L.S. Sectt., O.M. No. 15/18(2)/74-L, dated the 7th September, 1974]

(iv) Publication of Bills in the Gazette before introduction

8.7 If a Bill is published in the Gazette before introduction with the permission of the Speaker under rule 64, a motion for leave to introduce the Bill is not required to be moved. The next stage in respect of such Bill is introduction. If any changes are to be made in the Bill after it is published and before it is introduced then motion for leave to introduce the Bill has to be moved as in the case of any other Bill.

8.8 Instances have, however, occurred in the past where the same Bills as published in the Gazette, were not introduced but changes were made by Government in the Bills, as published, in the light of opinions received and fresh Bills were introduced. The practice of the Lok Sabha Secretariat, therefore, is not to print copies of Bills for introduction which are published in the Gazette under rule 64 as a matter of course. Copies of such Bills for introduction are only printed as soon as definite intimation is received from the Ministry concerned that Government intend to introduce the Bill in the same form as it was published in the Gazette under rule 64.

8.9 In order to ensure timely printing of the copies of the Bill for introduction in case where a Bill as published in the Gazette of India is to be introduced in the House, the Ministry concerned should arrange to send the notice of the intention to introduce the Bill at least a week in advance of the date on which the Bill is sought to be introduced in Lok Sabha.

8.10 If a Bill requires the recommendation of the President for introduction or consideration under the Constitution, the recommendation should also be forwarded to the Lok Sabha Secretariat in the proper form alongwith the notice for introduction of the Bill so that the printing of the Bill is not delayed on that account.

8.11 Introduction of a Bill (whether a Private Member's Bill or a Government Bill), published in the Gazette before introduction, is not to be opposed.

[Rule 64, L.A. Debate, 18th August, 1926, p. 66]

(v) Introduction of Government Bills

8.12 The Ministry of Law should send simultaneously two proof copies each of the English and Hindi versions of the Bills for introduction to the Lok Sabha Secretariat at least ten days in advance of the date of their introduction and in an even flow as far as possible so as to avoid accumulation of work with the printers.

8.13 Under Direction 19B of the Directions by the Speaker, copies of Bills for introduction (other than secret Bills, Finance Bills and Appropriation Bills) are required to be circulated to Members at least two days before the day on which the Bills are proposed to be introduced in Lok Sabha. It is not normally possible to relax this requirement as Members take objection to the Bills being introduced in the House with less than two days' prior circulation as they do not get sufficient time to study the provisions of the Bills before introduction. However, in exceptional cases where it is desired that a Bill may be introduced earlier than two days after the circulation of copies or even without prior circulation, the Minister-in-charge should give full reasons in separate memorandum for consideration of the Speaker as to why the minister wishes to introduce the Bill without making available to Members copies thereof in advance. The Ministry concerned should also furnish alongwith it to the Legislative Branch-I of the Lok Sabha Secretariat, 650 copies of such Memorandum in English and 450 copies in Hindi or 800 copies in diglot for circulation to Members of Lok Sabha.

8.14 Notice of motion for leave to introduce a Government Bill should be given by the Minister-in-charge in writing sufficiently in advance and at least a

week before the date on which the Bill is proposed to be introduced. For this purpose, the Minister may give notice in the following form:—

“To

The Secretary-General, Lok Sabha.

Subject: (Here Short Title of the Bill).

Sir,

I give notice of my intention (1) to move for leave to introduce a Bill..... (long title) and (2) to introduce the Bill during the ensuing/current session of Lok Sabha.

Yours faithfully,

Minister.”

8.15 The Minister, in whose name a Bill stands in the List of Business should be present in the House to move the motion for leave to introduce the Bill. The motion cannot be moved by any other Minister. In case the Minister in whose name the Bill stands is for any reason, unable to move the motion, she/he may request in advance the Speaker in writing to allow any other Minister to introduce the Bill on her/his behalf. Thereafter, if the Speaker gives permission, the Minister so authorised may move the motion on her/his behalf.

[L.S. Sectt. O.M. No. 471-L/57-Vol. III, dated the 19th June, 1957; No. 471-L/57-Vol. V, dated the 31st October, 1957; UO No. 12/2/69/L, dated the 3rd February, 1969; O.M. No. 1/1/(2) 69/L, dated the 19th December, 1969; No. 1/30(1)/70/L, dated the 30th January, 1970 and No. 1/7/(1)/79/L/I, dated the 24th February, 1979]

(vi) Introduction of Government Bills of “composite or hybrid” nature

8.16 As far as possible, Bills of composite or hybrid nature should be rare and only in cases where the proposed taxation and other matters connected therewith are inseparable.

8.17 Ministries should make every effort to separate taxation measures from other matters and draft Bills accordingly. In case, however, it becomes impossible on Constitutional or legal grounds to do so in any particular case, memorandum giving reasons why a composite Bill has to be brought before the House should be furnished to the Lok Sabha Secretariat for the consideration of the Speaker. The memorandum should be signed by the Minister-in-charge of the Bill. After considering the memorandum, if the Speaker gives permission, 650 copies thereof in English and 450 copies in Hindi or 800 copies in diglot may

be supplied to the Lok Sabha Secretariat for circulation to the Members of Lok Sabha. Only then the Bill will be put down in the List of Business for seeking leave to introduce it.

[L.S. Sectt. O.M. No. 1/15(2)/74/L, dated the 22nd August, 1974
LS Sectt. UO No. 1/7(1)/2008/L]

(vii) Supply of authenticated copies of Bills introduced in Lok Sabha

8.18 Whenever a secret Bill is introduced in Lok Sabha an authenticated copy thereof (both English and Hindi versions), bearing the signature of the Minister-in-charge, should be handed over to the officer at the Table at the time of its introduction.

8.19 Authenticated copies of Bills, other than secret Bills (both English and Hindi versions), bearing the signature of the Minister-in-charge should be handed over to Legislative Branch-I of the Lok Sabha Secretariat before the introduction of the Bill in Lok Sabha.

[L.S. Sectt. O.M. No. 1268-L/58, dated the 17th March, 1958]

(viii) Requirements of additional copies of Bills

8.20 Printed copies of a Government Bill can be supplied by the Lok Sabha Secretariat only after the Bill has been introduced in Lok Sabha. Only a few copies of a Bill with which a Ministry is concerned can be supplied to them. For additional copies, a printing requisition on form S. 99 (*See Appendix-I*) duly completed should be sent by the Ministry concerned to the Legislative Branch-I of the Lok Sabha Secretariat as early as possible but not later than the date on which the corrected proof copies of the Bill are passed on to the Lok Sabha Secretariat by the Ministry of Law. The Ministry concerned should, therefore, keep in touch with the Ministry of Law as regards the date of transmission of the proof of the Bill by them to the Lok Sabha Secretariat. In all cases of supply of additional copies of Bills to Ministries, etc. the proportionate cost of paper and printing will be debited against their monetary allotment.

[L.S. Sectt. O.M. No. 16-Ptg./58, dated the 12th November, 1958]

(ix) Recommendation of the President for introduction and/or consideration of Bills and moving of Amendments and Demands for Grants

8.21 It is not for the Speaker to indicate to the Government in advance whether or not recommendation of the President is required for introduction and/or consideration of a particular Bill. The Speaker gives decision if and when the matter is raised in the House on a point of order.

8.22 Separate recommendation of the President is required in respect of a Bill for each House of Parliament.

8.23 Recommendation of the President in respect of a Bill coming under the purview of articles 117(1) and (3) and 274(1) of the Constitution is reproduced *in extenso* in the Bill after the Statement of Objects and Reasons. To avoid delay in the printing of the Bills, the communication conveying the recommendation of the President under rule 348 of the Rules of Procedure and Conduct of Business in Lok Sabha, where necessary, should be sent to the Lok Sabha Secretariat simultaneously with the proof copy of the Bill from the Draftsman, or even earlier.

8.24 Communications conveying the recommendation in regard to Bills or for moving of Amendments to Bills or Demands for Grants should also specify the particular provision of the Constitution under which the recommendation has been obtained.

[L.S. Sectt. O.M. No. 625-L/56, Vol. II, dated the 22nd June, 1956; O.M. No. 1315-L/58, dated the 21st August, 1958; O.M. No. 1442-L/59, dated the 12th September, 1959; O.M. No. 1442-L/59, dated the 2nd December, 1959; O.M. No. 1/30(2)/65-L, dated the 14th April, 1956; and O.M. No. 1/30(3)/66-L, dated the 15th March, 1966]

(x) Recommendation of the President under Article 117(3) for consideration in Lok Sabha of a Bill originating in Rajya Sabha

8.25 Where a Bill which comes under the purview of article 117(3) of the Constitution of India is transmitted to Lok Sabha after having been considered and passed in Rajya Sabha or when a motion for concurrence in the recommendation of Rajya Sabha to join in the Joint Committee of the Houses on the Bill is to be considered in Lok Sabha, the Minister concerned should forward to the Lok Sabha Secretariat the necessary recommendation of the President in terms of rule 348 of the Rules of Procedure and Conduct of Business in Lok Sabha separately even though a similar recommendation had been sent earlier to Rajya Sabha when the Bill was pending in the House.

[L.S. Sectt. O.M. No. 481-L/55, dated the 12th May, 1955]

(xi) Procedure regarding Government amendments to Bill referred to Select or Joint Committee

8.26 Notices of amendments to the clauses of a Bill before a Select or Joint Committee can be given by Members of the Committee only. Accordingly,

notices of all Government Amendments to a Bill referred to or under consideration of a Select or Joint Committee should be signed by the Minister who is a Member of that Committee and delivered at the Parliamentary Notice Office at least a day before the date of the sitting at which the amendments are to be moved. Amendments not so signed will not be accepted by the Lok Sabha Secretariat.

8.27 Where the amendments are required to be circulated to the Members of the Committee urgently at a time when the Committee is sitting, the Ministry concerned should ascertain in advance from Committee Branch-II of the Lok Sabha Secretariat the List No. and Serial Nos. to be allotted to the amendments. After this has been done, copies of the amendments should be handed over by the Ministry to the Officer of the Lok Sabha Secretariat present at the sitting who will arrange for their distribution.

[L.S. Sectt. O.M. Nos. 4-CII/54, dated the 19th October, 1954 and the 22nd January, 1965]

(xii) Requirement of additional copy of Select/Joint Committee Reports

8.28 In the case of Bills referred to Select/Joint Committees, if the Ministries concerned require more than a few printed copies of the Report (together with the Bills as amended by the Committee), a similar procedure as mentioned in para 8.20 above should be adopted and requisition sent to the Committee Branch-II of the Lok Sabha Secretariat sufficiently in advance of the date of presentation of the Report to Lok Sabha.

[L.S. Sectt. O.M. Nos. 16-Ptg./58, dated the 12th November, 1958 and 43-CII/54, dated the 15th January, 1965]

(xiii) Bills passed by Lok Sabha

8.29 After a Bill is passed by Lok Sabha, a copy of the Bill as passed is sent to the Draftsman, Ministry of Law, for scrutiny. After the Draftsman has returned the Bill with suggestions for changes, if any, they are submitted to the Speaker. The changes accepted by the Speaker as correction of patent errors etc. are incorporated in the Bill before it is transmitted to Rajya Sabha.

8.30 In the above process after a Bill is passed by Lok Sabha, the Lok Sabha Secretariat requires at least four days in the case of voluminous Bills and at least two days in the case of small Bills to transmit the same with a message to Rajya Sabha.

8.31 No request may, therefore, be made to transmit a Bill to Rajya Sabha earlier than that. The business of the Houses may be adjusted accordingly.

[L.S. Sectt. O.M. Nos. 1/20/61/L, dated the 5th September, 1961 and 1/30(1)/65/L, dated the 26th March, 1965]

(xiv) Assent to Bills

8.32 Whenever a particular Bill has to be assented to by the President by a particular date, an intimation to that effect should be sent by the Ministry concerned to the Lok Sabha Secretariat sufficiently in advance of the date on which it is to be passed by Lok Sabha.

[L.S. Sectt. O.M. No. 612/L-54, dated the 28th April, 1954]

(xv) Withdrawal of a Bill pending in Lok Sabha

8.33 When a Bill pending in Lok Sabha is sought to be withdrawn by Government, a statement containing the reasons for which the Bill is being withdrawn, signed by the Minister Incharge, together with 650 copies thereof in English and 450 copies in Hindi or 800 copies in diglot should be forwarded to Lok Sabha Secretariat by the Ministry concerned sufficiently in advance of the date on which the motion for withdrawal is sought to be moved.

8.34 The copies of the statement are required for circulation to the member of Lok Sabha sufficiently in advance so that they may study the matter and come prepared for a discussion if they so desire.

[Direction 36]

IX. UNION BUDGET

(i) Points made by Members in the course of General Discussion on the Union Budget

Subject to the availability of time and the convenience of the Ministers, the Ministers while replying to the discussion on Demands for Grants may also deal with such other points made by members in the course of general discussion on Union Budget as had not been replied to by the Minister of Finance in reply to the General discussion on the Union Budget.

[L.S. Sectt. O.M. No. 801-L/555, dated the 25th March, 1955]

(ii) Presence of Ministers at the time of guillotine

9.2 Ministers concerned with the Ministries whose Demands for Grants have not been discussed in Lok Sabha and are to be guillotined should be present in the House at the time of guillotine so that they may answer any points which may be raised by members.

X. NOTICES

General Rules of Procedure for giving Notices under the Rules of Procedure and Conduct of Business in Lok Sabha

Rule 332 of the Rules of Procedure and Conduct of Business in Lok Sabha (Fourteenth Edition) reads as under:—

“332 (1) Every notice required by these rules shall be given in writing addressed to the Secretary-General and signed by the member giving notice and shall be left at the Parliamentary Notice Office which shall be kept open for this purpose between the hours to be notified from time to time on every day except Sunday or a public holiday.

(2) Notices left at the Parliamentary Notice Office after the hours notified under sub-rule (1) shall be treated as given on the next day.”

It may be seen from the above rule that the Parliamentary Notice Office will not open on Saturday, Sunday or on any public holiday, unless otherwise directed to receive the notices.

Para 40(2) of the Handbook for Members Page 59 (Seventeenth Edition) reads as under:—

“.....The hours specified under rule 332 for notices (except notices on matters of urgent public importance raised after ‘Question Hour’ which are required to be given by the members from 1700 hours to 1800 hours on the day prior to the day/date on which the members desire to raise their matters in the House being received by Parliamentary Notice Office are between 1000 hours and 1515 hours on working days. Notices left at the Notice Office after 1515 hours are treated as given at 1000 hours on the next working day.”

“.... An e-portal for the benefit of members has been introduced w.e.f. 17th July, 2016. members who wish to submit their notices online can also do so. The Parliamentary Notice Office will continue to receive physical notices from Members who choose to submit the same.”

10.2 Under the rules, notice of an amendment to a Bill, Resolution or a Motion is ordinarily required to be given at least one day before the day on which the Bill, Resolution or Motion is to be considered.

10.3 The Rules Committee (Fourth Lok Sabha) considered the question of inadequacy of the period of notice for tabling amendments to Bills, Resolutions and Motions and decided that Members might be requested to table such notices at least two days before the day the Bills etc. are to be taken up in the House.

10.4 All notices required to be given by Ministers under the Rules of Procedure and Conduct of Business in Lok Sabha should be given accordingly. It should be ensured that notices of amendments to Bills are given as soon as possible but in no case later than 1515 hours on the day before the day the relevant Bill is to be taken up in the House and got delivered in time in the Parliamentary Notice Office, Room No. 23 Ground Floor, Parliament House, New Delhi (Telephone No. 23034610). It should also be ensured that English and Hindi versions of the amendments are sent simultaneously.

10.5 The above time-limit is required to be adhered to by Government in order to ensure timely distribution of Parliamentary Papers and to obviate complaints from members that they did not get adequate time to study the amendments. In special cases where it is not possible for the Minister to give timely notice of amendments the grounds for waiving the period of notice should also be stated when sending the notice of amendments for consideration of the Speaker.

L.S. Sectt. O.M. Nos. 22/1/74, dated the 31st December, 1974; 22/1/76-T, dated the 8th March, 1976; 1000-L/56, dated the 14th May, 1956, and Minutes of sitting of Rules Committee (Fourth Lok Sabha) held on 9th March, 1970; O.M. No. 1/11(2)/78/L-I, dated the 4th May, 1979 and O.M. No. 1/10(3)/81/L-I, dated the 5th September, 1981]

XI. COMMITTEES (GENERAL)

(i) Appointment by Government of Committees consisting of Members of Lok Sabha either wholly or partly and supply of information thereto

If a Ministry/Department proposes to set up a Committee to investigate or inquire into any matter, it should ascertain from the Lok Sabha Secretariat whether any Committee of Parliament is already engaged on an examination of the same matter.

11.2 If the Committee of Parliament or sub-Committee thereof is already so engaged, no other Committee should be set up unless the appointment of such Committee is clearly unavoidable in the public interest.

11.3 Where the appointment of such Committee is considered necessary, no Member of Parliament should be appointed as a member of such a Committee except after previous consultation with the Parliamentary Committee already engaged in the examination of the matter and such consultation being made through the Lok Sabha Secretariat.

11.4 The report of any Committee so set up should not be published without prior consultation with the said Parliamentary Committee through the Lok Sabha Secretariat. If any difference of opinion arises between the Ministry and the Parliamentary Committee, the guidance of the Speaker should be sought.

11.5 The procedure detailed in paragraphs 11.1 to 11.4 will not apply to purely Departmental Committees composed entirely of officials which may be set up to examine specific questions and whose reports are not intended to be published.

[D.P.A. O.M. No. 119(1)/57-PA, dated the 25th June, 1957]

11.6 Members of Lok Sabha who are appointed to serve on Committees or Commissions of Enquiry set up by the Government of India are entitled to T.A. and D.A. for attending the meetings of such Committees/Commissions of Enquiry on the same scale as provided in Sections 3 and 4 of the Salary, Allowance and Pensions of Members of Parliament Act, 1954 (as amended). The payment of T.A. and D.A. is governed by Supplementary Rule 190B read with Supplementary Rule 190A(b)(ii). The intimation of such payments to Members should invariably be given to the Lok Sabha Secretariat and the Pay and Accounts Officer, Lok Sabha in time soon after the meeting is over and the payment has been made.

(ii) Supply of information regarding appointment of Committee and other bodies

11.7 In order to enable the information relating to the appointment of Committees by Government or Statutory Bodies, their terms of reference, composition etc. which are notified in the Gazette of India or through Press Notes being made available to members simultaneously with its publication in the Gazette/Press Note, the Ministries are required to forward to the Lok Sabha Secretariat, 550* copies each of the notification published in the Gazette/Press Note containing the relevant information for distribution to members.

11.8 The procedure contemplated above relates to Committees after these have been constituted even if M.Ps are not represented thereon. The Convention to be observed by each Ministry prior to the constitution of such Committee is set out in the Department of Parliamentary Affairs. O.M. No. 119(i)57-PA, dated 25.6.1957 [*See item (i) above.*].

[*L.S. Sectt. O.M. No. 94-CC/59, dated the 9th March, 1959*]

11.9 Whenever a Committee or a Body on which Lok Sabha is represented wholly, or partly is set up or abolished or dissolved, an intimation in this regard may be conveyed to the Lok Sabha Secretariat immediately alongwith a copy of the notification or Act under which its Constitution/abolition/dissolution has been notified.

[*L.S.S. O.M. No. 9/1/C1/86, dated 29th August, 1986*]

(iii) Manner of addressing communications and procedure for circulation of documents issued by Ministries to Members of Parliamentary Committees

11.10 All communications and documents for circulation in connection with the matters required to be placed before the Parliamentary Committees including Select and Joint Committees of Lok Sabha and their Chairperson may be addressed to the Lok Sabha Secretariat and not to the Chairperson and Members of the Committees directly.

[*L.S. Sectt. O.M. No. 4-CII/54, dated the 15th December, 1954*]

11.11 A sufficient number of copies of papers intended to be circulated to all Parliamentary Committees should be sent well in time to the Lok Sabha Secretariat. Where otherwise specified fifteen additional copies should be sent in each case to the Lok Sabha Secretariat as a reserve.

*As measure of economy, instead of 550 copies only five copies of such notifications/resolutions are sent to the Lok Sabha Secretariat for being placed in the Parliament Library for reference by members.

11.12 Where the documents are required to be circulated to members of the Committee urgently at a time when the Committee is sitting, such documents should be handed over to a senior officer of the Lok Sabha Secretariat present at the sitting.

11.13 When any document which is to be circulated to the members is required to be treated as 'Secret' or 'Confidential' the matter should be brought to the notice of a senior officer of the Lok Sabha Secretariat concerned who should also be intimated as to what extent and upto what time the matters contained in the document are to be treated as secret and confidential by the members.

[L.S. Sectt. O.M. No. 33-CII/54, dated the 23rd September, 1954]

(iv) Points of Conduct and Etiquette for the guidance of witnesses appearing before Parliamentary Committees or their Sub-Committees

11.14 The witnesses should note the following points while appearing before a Parliamentary Committee:—

1. Due respect to the Chairperson and the Committee/Sub-Committee should be shown by the witness by bowing while taking seat.

2. The witness should take the seat earmarked for her/him opposite to the seat of the Chairperson.

3. The witness should take the oath, or make affirmation if so asked by the Chairperson. The oath or affirmation will be administered by the Secretary of the Committee. The witness will take the oath or make affirmation standing in his seat and bow to the Chair just before taking the oath or making the affirmation and immediately afterwards.

4. The witness should answer specific question put either by the Chairperson, or by a member of the Committee or by any other person authorised by the Chairperson. The witness may be asked to place before the Committee any other points that have not been covered and which a witness thinks are essential to be placed before the Committee.

5. All submissions to the Chair and the Committee should be couched in courteous and polite language.

6. When the evidence is completed and the witness is asked to withdraw, he should, while leaving, bow to the Chair.

7. The witness should not smoke or chew when he is seated before the Committee.

8. *Subject to the provisions of rule 270 of the Rules of Procedure and Conduct of Business in Lok Sabha, the witness should note that the following acts shall constitute breaches of privilege and contempt of Committee:—

(a) Refusal to answer questions.

(b) Pre-verification or wilfully giving false evidence or suppressing the truth or misleading the Committee.

(c) Trifling with the Committee, returning insulting answers.

(d) Destroying or damaging a material document related to the enquiry.

[L.S. Sectt. O.M. No. 74-PAC/57, dated the 11th June, 1957]

(v) **Evidence of Government Officials before Parliamentary Committees**

11.15 Direction 59(1) of the Directions by the Speaker provides that—

“Where a Ministry or Department or Undertaking is required to give evidence before a Committee on any matter, the Ministry or Department or Undertaking shall be represented by the Secretary or the Head of the Department of Undertaking as the case may be:

Provided that the Chairperson of the Committee may, on a request being made in this behalf, permit any other senior officer to represent the Ministry or Department or Undertaking before the Committee.”

11.16 The Secretary of the Ministry/Department of the Government of India or the Head of the Public Undertaking being the principal witness before a Parliamentary Committee when that Ministry/Department or Public Undertaking is required to give evidence before the Committee, may, if necessary, be

*Clarification.....

Where an officer wishes to rely upon any of the proviso to rule 270 the practice has been for her/him not to state the matter in the form of an objection then and there before the Committee, but to give an interim reply that is necessary for her/him to look into the paper and take a little time before giving an appropriate or a considered reply to the question. She/he can then get into touch with the Chairperson or the Secretary of the Committee and state the difficulties and the Chairperson will indicate what further steps she/he should take in the matter and whether it is necessary to bring the Minister into the picture or not.

(Extracts of D.O. No. PSS 154/57 dated the 6th July, 1957 from Shri M.N. Kaul, Secy. to Shri S.B. Bapat. Jt., Secy. O & M)

accompanied by minimum number of senior officers, normally not lower in rank than of a Joint Secretary or Financial Adviser in the case of a Public Undertaking, so as to assist the Secretary in giving evidence before the Committee. Where, however, it is absolutely essential to have assistance of officer of a lower rank, the Secretary may bring such officer but should send intimation in advance. It is reiterated that the number of persons to be brought for assistance should be the very minimum.

[L.S. Sectt. O.M. No. 47/2/CI/75, dated the 31st July, 1975 and O.M. No. 301/2/PU/78, dated the 8th August, 1978]

11.17 In case a Secretary is unable to appear before the Committee owing to some unavoidable reasons, she/he may intimate to the Lok Sabha Secretariat in advance for the information of the Chairperson the reasons for absence and also the name of the Officer to be deputed to appear before the Committee on her/his behalf. If the Chairperson desires the attendance of the Secretary in a particular matter she/he may consider the question of postponement of examination of the matter to a later date.

[L.S. Sectt. O.M. No. 26-PAC/55, dated the 13th October, 1955]

(vi) Intimation about additional copy of Reports required by Ministries to be sent to Lok Sabha Secretariat in advance

11.18 Limited number of copies of reports of Parliamentary Committees are printed for circulation to Members of Parliament, Ministries and for sale to public. In case the Ministries require additional copy of any report of Parliamentary Committee, advance intimation in writing may be sent by them to the Lok Sabha Secretariat before the report is sent by this Secretariat to printers for final printing. Additional copies of the report will have to be purchased by the Ministries. A certain amount will have to be deposited as advance with the Sales Counter, Lok Sabha Secretariat, for the purpose, where the number of copies of the reports required by the Ministries is large.

(vii) Nomination/Election of Members of Lok Sabha to various Government Committees/Bodies

11.19 There are a number of Government Committees/Bodies to which members of Lok Sabha are nominated by the Speaker, Lok Sabha or elected by the House in accordance with the provisions of the relevant statutes/resolutions

etc. governing the constitution of such Committees/Bodies. The nomination/ election of members to these Committees/Bodies are processed by the Lok Sabha Secretariat in pursuance of the requests/notices of motion received from different Ministries/Departments of the Government of India from time to time. To avoid delay on account of procedural aspects, the notices of motions or request of the Ministries should comply with the following:—

- (a) Motions should be drafted in accordance with the standard formats, duly signed by the Minister concerned and addressed to the Secretary-General, Lok Sabha. The notices of motions should be sent to the Lok Sabha Secretariat well in time only after issue of summons for a session. As notices received prior to issue of summons are treated as invalid, no action could be taken on such notices.
- (b) At least 12 working days are required during session period to complete the process of an election to a Government Body. Therefore, the notices of motions received during the middle or towards end of a session particularly monsoon and winter sessions are unlikely to be processed for want of time.
- (c) The motions and the requests of the Ministries should specify (i) the particular statutory or other provisions under the Acts or Rules under which the members of Lok Sabha are to be nominated/elected to a Government Body and the exact tenure for which members are to be nominated/elected, (ii) the names of the members who were nominated/ elected to the Body during the previous term and the reasons for present vacancies, and (iii) whether or not the holder of the office of the membership of the Government Body has been exempted by law from incurring disqualification under article 102(1)(a) of the Constitution, and if not, a clarification to the effect that the office of the Government Body does not attract disqualification as per criteria laid down under the provisions of the Parliament (Prevention of Disqualification) Act, 1959 or judgements pronounced by Courts on the subject, if any.
- (d) A copy of the Act of Parliament and the rules made thereunder or relevant extracts thereof pertaining to the Body to be supplied.

[MPA O.M. No 1-1/2005-CB, dated 26.07.2007]

- (e) One copy of the notification/resolution regarding appointment of members of Lok Sabha on such Government Committees/Bodies are

requested to be sent to Committee Branch-I, Lok Sabha Secretariat in addition to five copies for being placed in the Parliament Library.

(viii) Nomination of an Officer in each Ministry for dealing with information called for by the Committee on the Welfare of Scheduled Castes and Scheduled Tribes

11.20 A senior officer in each Ministry should be nominated to be responsible for furnishing information called for by the Committee on the Welfare of Scheduled Castes and Scheduled Tribes, dealing with their recommendations and taking appropriate action on other requests. The name and designation of the officer nominated for the purpose together with telephone number etc., should be communicated to the Deputy Secretary (SCTC), Lok Sabha Secretariat. Any change in the incumbent should also be communicated immediately.

(ix) Supply of copies of material by the Ministry/Department/Public Undertaking etc. for circulation to the Members of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes

11.21 Sixty copies in English and thirty copies in Hindi of all material and documents alongwith their soft copies in Hindi and English versions are required to be furnished to Lok Sabha Secretariat (SCTC Branch) for circulation to the Members of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes, Copies in Hindi should be supplied along with the copies in English within the time stipulated in the communication sent to the Ministry by the Lok Sabha Secretariat to facilitate timely circulation of papers to the members of the Committee.

(x) Proceedings of the Sittings of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes

11.22 Rule 275(2) provides that “No part of the evidence, oral or written, report or proceedings of the Committee which has not been laid on the Table shall be open to inspection by any one except under the authority of the Speaker”. Copies of evidence or extracts therefrom cannot, therefore, be supplied to anyone.

11.23 However, in accordance with Direction 65 of the Directions by the Speaker, relevant pages of verbatim proceedings of the sittings of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes containing the speeches of the representatives of the Ministries who give evidence before the Committee, are sent to them for confirmation and return. The corrections, if any,

shall be made neatly and legibly by the witness in ink in own hand-writing and shall be confined to either grammatical errors or such other patent errors as marginally incorrect figures, etc. and inaccuracies which may have occurred in the process of reporting and not for the purpose of improving their literary form or altering their substance by additions and deletions. The corrected copy bearing the signature of the witness concerned should be returned in a sealed cover within 48 hours of its receipt failing which the copy as sent is to be taken as authentic.

11.24 It is not permissible to take copies of these proceedings nor can they be quoted anywhere or made use of in any manner without the prior written permission of the Committee, as such an act would constitute a breach of privilege of the Committee.

The proceedings should be treated as Secret.

(xi) Supply of information or intimating action taken on the recommendations of the Committee on Subordinate Legislation

11.25 The Ministries/Departments of the Government of India should follow the following procedure with regard to supply of information or intimating action taken on the recommendations of the Committee on Subordinate Legislation:—

- (i) Communication furnishing information on points raised by the Committee on Subordinate Legislation should ordinarily be signed by an officer not below the rank of Deputy Secretary.
- (ii) Communications intimating action taken on the recommendations of the Committee on Subordinate Legislation should be signed by an officer not below the rank of Joint Secretary.
- (iii) In cases where the recommendations of the Committee are not accepted by Government the reply of the Ministry/Department should have the approval of the Minister concerned and it should be so stated in the said reply.

*[Seventh Report of the Committee on Subordinate Legislation
(Sixth Lok Sabha) Para 64]*

(xii) Important recommendations of the Committee on Subordinate Legislation to be followed by the Ministries while dealing with Subordinate Legislation Framing of Rules

Time Limit for framing of Rules under an Act

11.26 Ordinarily rules should be framed under an Act as soon as possible after the commencement of the Act and in no case this period should exceed six months. If no rules are framed within a reasonable period after the commencement of the Act the Committee will taken up the matter with the Ministry concerned and report to the House the cases where it is felt that undue delay has occurred in framing the rules.

In case, a Ministry/Department finds that for any unavoidable reasons it is not possible for them to adhere to the prescribed time-limit (of six months to frame the rules) in an exceptional case, they should at the expiry of six months from the commencement of the relevant Act, explain the reasons to the Committee and seek a specific extension of time from them.

[Para 34, 5R (2LS); Para 24, 18R (5LS); Paras 11-12, 13R (8LS) and Ministry of Parliamentary Affairs O.M. No. 32(13)/96-R&C, dated 25 March, 1996]

Publication of Orders

11.27 (i) Publication of Statutory Orders in the Official Gazette

The Committee desire that all Rules framed by Government, pursuant to Constitutional or statutory provisions, should invariably be published in the Gazette for public information.

[Para 10, 7R (4LS) and Ministry of Parliamentary Affairs O.M. No. 32(7)/85-R&C, dated 18 September, 1986]

(ii) Gazette notification—publishing of Hindi version of the rules in the Gazettes

In cases where due to urgency, English version of a notification containing Rules is first published, a foot-note should be given to the notification that its Hindi version will be published later on, and, when the Hindi version is published subsequently, an indication should be given therein regarding the previous publication of its English version also mentioning therein the Notification No. and the date of the Gazette in order to facilitate easy referencing.

[Para 49, 14R(6LS)]

(iii) Printing of Extraordinary Gazette Notifications

The Extraordinary Gazette which is the time-bound publication and is used to publish urgent material must be printed and made available on the appointed date.

[Para 2.11, 24th R (10LS) and 21st R (15LS) and Ministry of Parliamentary Affairs O.M. No. 32(13)/96-R&C, dated 25 March, 1996]

(iv) Issuing of corrigenda to rectify errors creeping up in the Rules

The responsibility of a Ministry/Department should not cease with the sending of a notification to the Press. After the rules/regulations, etc. have been published in the Gazette, the Ministries/Departments concerned should take immediate steps to examine whether the same have been correctly printed, and if necessary to issue corrigendum thereto. This recommendation should be strictly complied with by the Ministries/Departments of Government of India in future.

[Para 45, 17R(5LS); Para 13, 2R (10LS) and Ministry of Parliamentary Affairs O.M. No. 32(7)/85 R&C, dated 18 September, 1986]

Laying of Orders**11.28 (i) Delay in laying of Orders**

All the Ministries should ensure that all 'Orders' required to be laid before the House are so laid within a period of 15 days after their publication in the Gazette if the House is in session, and if the House is not in Session, the 'Orders' should be laid on the Table of the House as soon as possible (but within 15 days) after the commencement of the following session.

Whenever 'Orders' are laid on the Table after an inordinate delay, an explanatory note giving the reasons for such delay should be appended to the 'Orders' when so laid.

[Para 38, 6R(3LS); Para 29, 6R(2LS); Paras 13-18 & 31, 9R(5LS); Paras 40-43, 5R(5LS); Para 32, 2R(1LS); Para 47-48, 3R(1LS)]

(ii) Laying of regulations formulated under the Rules

When the principal rules are required to be laid before Parliamentary, all statutory orders issued under the rules should also be laid on the Table.

[Para 29, 10R(5LS); Para 12, 6R(1LS); Para 28, 17(5LS)]

Regulations made under rules should not be considered on a separate footing than the rules in so far as their publication and laying is concerned. When the rules are required to be published and laid before Parliament, the regulations should also be subject to the same conditions as are laid down in the Parent Act.

[Para 18, 14R(5LS)]

(iii) Laying of Rules—Statement of Objects and Reasons to be appended

Whenever rules framed by the Government under any Act are laid on the Table of the House, a statement of Objects and Reasons and also a statement containing explanatory notes on the rules in respect thereof should also be appended thereto for the information of Members. When new Rules amending the original rules are laid on the Table of the House, the relevant extracts from the original rules should also be attached to such rules.

[Para 80, 6R(1LS)]

(iv) Laying Provision

The following provision should be incorporated in every Bill involving proposals for delegation of Rule making power:—

“Every rule made under this section shall be laid as soon as may be after it is made, before each House of Parliament while it is in session for a total period of thirty days which may be comprised in one session or in two successive sessions and if, before expiry of the session in which it is so laid or the session immediately following, both Houses agree in making any modification in the rule or both Houses agree that the rules should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be so however, that any such modification or annulment shall be without Prejudice to the validity of anything previously done under that rule.”

[Para 78-79, 6R, (1LS); Para 45, 7R (2LS)]

It is the responsibility of Ministry concerned to ensure that a regulation, rule, sub-rule, bye-law etc. laid on the Table of the House for full period prescribed in Act. The computation of days of the notification or the dates of 30 days on which it was tabled in the House lies with the Ministry concerned of the Government of India.

[Rule 234, Chapter XXI of Manual on the Business & Procedure in Lok Sabha, Vth Edition, Vol. 5]

(v) Laying of Rules/Orders/Notifications etc. of States under President's Rules

In the case of a State under President's rule in pursuance of a proclamation issued under Article 356 of the Constitution, the rules orders notifications, etc. relating to that State Government which are required to be laid before Parliament during the President's rule may be permitted to be so laid within a period of 30 days instead of the usual period of 15 days laid down for the Government of India rules etc.

[Para 12, 4R (4LS)]

Draft Rules and final Notifications

11.29 (i) Procedure to be adopted in drafting of Rules

With a view to ensure timely framing of rules under the Acts passed by the Parliament, the following should be followed:—

- (1) The framing of draft rules should be initiated simultaneously with the drafting of the proposed Bill so that the draft rules become ready by the time the Bill is introduced in the House.
- (2) Whenever a Bill is introduced in Parliament and in particular those Bills which propose setting up of a Commission or Tribunal, there should be a 'Note' in the Memorandum of Delegated Legislation appended to the Bill to the effect that the draft rules have also been prepared under that Bill.
- (3) To overcome undue delays on account of protracted interministerial correspondence or where consultation with the Ministry of Law or other Ministries/Departments is involved the concerned Ministry should convene meetings of all the concerned agencies so that the matters could be sorted out at the earliest without entering into protracted correspondence.
- (4) The Ministry/Department of Government should have the services of a Law Officer exclusively for framing/vetting the Rules. The Law Officer can be from the Ministry of Law who could be taken on deputation by the concerned Ministry.

[Para 6.14, 2R (12LS) and Ministry of Parliamentary Affairs
O.M. No. 32(13)/96-R&C, 25 March, 1996]

(ii) Publication of Draft Rules

Where rules are required to be published in draft form for inviting public comments/suggestion, adequate opportunities should be given

to the public to go through the draft rules and offer their comments. To ensure this, the particulars about (i) the date of Gazette in which the draft Rules were published; (ii) the date on which the Gazette copies containing the draft Rules were made available to the public; and (iii) the last date fixed for receipt of public comments thereon, should specifically be mentioned in the preamble to the final rules.

[*Para 28, 1R (4LS) and Ministry of Parliamentary Affairs O.M. No. 32(7)/85-R&C, dated 18 September, 1986*]

(iii) Publication of Draft Rules for eliciting public opinion sufficient time to be given

When the Acts give a right to the public to send their comments on certain drafts rules, it is only reasonable that sufficient time should be given to them to study the draft rules and send their comments before they are finalized. A period of not less than 30 clear days, exclusive of the time taken in publishing the draft rules in the Gazette and dispatching the Gazette copies to various parts of the country, should be given to the public to send their comments on such draft rules.

[*Para 31, 6R (1LS); Para 32, 4R (5LS); Paras 14-15, 7R (10LS)*]

(iv) Delay in Publication of the Rules in final form

In cases where no objection/suggestion on the draft rules were forthcoming the final rules should be published within a period of three months and in cases where a large number of objections/suggestions were received, the gap should not be more than six months. These recommendations and guidelines should be observed by the Ministry scrupulously in all such cases with a view to minimize the gap between the publication of draft rules and their final notification.

[*Para 68, 24R (7LS); Paras 31-32, 4R (8LS);, Para 2.3, 5R (10LS) and Ministry of Parliamentary Affairs O.M. No. 32(8)/88-R&C, dated 3 February, 1989*]

Requirements in Rules

11.30 (i) Giving of retrospective effect to the Rules

Normally all 'Orders' should be published before the date of their enforcement or they should be enforced from the date of their publication. However, if in any particular case, the 'Orders' have to be given retrospective effect in view of any unavoidable circumstances the retrospection having otherwise legal validity, a clarification is required to be given, either by way of an explanation in the 'Orders' or in the form of a foot-note to the relevant 'Orders' to the effect that no one will be adversely affected as a result of retrospective effect being given to such 'Orders'.

Even in cases where the Government has the power to give retrospective effect to subordinate legislation, such power should be exercised only in unavoidable circumstances, and the rules/regulations framed thereunder should in each case be accompanied by an explanatory note or memorandum affirming that no one was likely to be adversely affected as a result of retrospective effect given thereto.

[Para 34, 14R (5LS); Paras 8-11, 19R (5LS); Paras 4.2-4.4, 5R (10LS) and Ministry of Parliamentary Affairs O.M. No. 32(7)/85-R&C, dated 18 February, 1986]

(ii) Rules to be self-contained and so drafted as to facilitate referencing

The Rules should, as far as possible, be self-contained and drafted in a manner that no difficulty is caused to the public in locating and referencing the rules and that legislation by reference should be avoided.

[Para 1.7, 8th R, 14 (LS)]

Examination of Bills

11.31 (1) Memorandum regarding delegated Legislation

- (i) The memorandum accompanying a Bill should give full purport and effect of the delegation of power to subordinate authorities and also the points which may be covered by the Rules, the particulars of subordinate authorities or the persons who are to exercise the delegated power and the manner in which such power is to be exercised;
- (ii) that Government should provide memoranda in respect of all Government Bills which are pending before the House and which contain proposals for rule-making powers; and
- (iii) that in future all Bills introduced in the House should invariably contain detailed memoranda on the lines indicated in (1) above.

[Para 6, 1R (1LS); Para 18, 2R(3LS); Para 1.7, 5R (10LS)]

(2) Limits of delegation should be well defined

The limits of delegation should be well defined in an Act and the authority for important matters envisaged clearly flow from an Act and clearly should not be implied from its provisions.

[Para 48, 22R (8LS)]

Implementation of Recommendations

11.32 (i) Implementation of recommendations of the Committee

With a view to ensure speedy implementation of their recommendations, the Committee have fixed a time-limit of six months within which the Ministries/Departments of Government of India should implement their recommendations. If in any particular case it is not possible for a Ministry/Department to adhere to this time-limit, they should ask for extension of time from the Committee after explaining the difficulties in implementing the recommendation within the prescribed time-limit. The Ministries should, in fact, endeavour to implement their recommendations within a period of three months of the presentation of their Report as the period of six months fixed by the Committee was the maximum period within which the recommendations must be implemented.

[Para 93, 16R (5LS); Para 221, 20R (7LS) and Ministry of Parliamentary Affairs OM No. 32(13)/96-R&C, dated 25 March, 1996]

(ii) Action Taken Reports of the Committee

The Ministry of Parliamentary Affairs should also process the Action Taken Reports of the Committee so that the instructions/guidelines of general nature could be incorporated in their comprehensive guidelines and where the department concerned accepts a recommendation, it will communicate the acceptance to the Lok Sabha/Rajya Sabha Secretariat, under intimation to the Ministry of Parliamentary Affairs.

[Para 8.3, 21R (15LS) and Chapter 11 of Manual of Parliamentary Procedure in the Government of India.]

(xiii) Supply of Information by the Ministry/Department for consideration of the Joint Committee on Offices of Profit

11.33 After Constitution of a new Lok Sabha, the Ministries/Departments of the Government of India should follow the procedure with regard to supply of the following information to the Lok Sabha Secretariat in respect of the Committees/Board/Corporation etc. constituted by the Government for which they are responsible for consideration of the Joint Committee on Offices of Profit:—

- (i) Name of the Committee/Board/Corporation, etc.;
- (ii) Nature of the Committee/Board/Corporation, etc. (*Adhoc* or Standing);
- (iii) Act/Rule or Order under which the same was constituted (copies of relevant Acts/Rules etc. may be supplied);

- (iv) Composition of the Committee/Board/Corporation etc. (number of official and non-official and whether *Chairperson* and Secretary are officials or non-officials);
- (v) Mode of appointment of members;
- (vi) Qualification for membership;
- (vii) The terms of office of its members;
- (viii) The remuneration payable to the members of the Committee/Board/Corporation etc. including pay, travelling allowance, daily allowance house rent allowance, compensatory allowance, sitting fee, etc. (actual rates of payment may be specified);
- (ix) Functions of the Committee/Board/Corporation, etc. (Detailed function may be given stating *inter alia* whether they perform executive, legislative or judicial functions and whether they have financial powers);
- (x) Capital structure etc. (in case the body is a Public Undertaking).

The procedure contemplated above relates to Committees after they have been constituted even if Members of Parliament are not represented thereon.

Similar information should be furnished in respect of the Committees/Boards/Corporations etc. constituted during the term of the Lok Sabha.

Information in respect of the Committees/Boards/Corporations, etc. which are composed wholly of officials or which have been constituted for a temporary period of which have ceased to exist may not be supplied.

[L.S.S O.M. No. 21/2/1/80/C-II, dated the 5th February, 1981]

(xiv) Nominations of an M.P. on Government Committees/Bodies constituted by Central Government/State Governments

11.34 The Ministries of Government of India and the State Governments should obtain prior approval of the Speaker, Lok Sabha or the Chairman, Rajya Sabha as the case may be before nominating any Member of Parliament to any Government Committee/Body unless the Act under which such Committee/Body has been set up provides for appointment of an MP or where Members of Parliament are saved from incurring disqualification by the provisions in the relevant Act itself as is the case with the Rubber Board, Coffee Board, Tea Board etc.

[L.S.S O.M. No. 21/2/1/88/C-II, dated the 12th October, 1988]

(xv) Laying of Annual Reports, Audited Accounts, Audit Reports and ‘Review’ thereon of the Autonomous Organisations, Government Companies, Private and Voluntary Organisations receiving Government Grants, etc. on the Table of the House

11.35 The Ministries/Departments of the Government of India should follow the undermentioned recommendations of the Committee on Papers Laid on the Table with regard to the laying of the Annual Reports, Audited Accounts, Audit Reports and ‘Review’ thereon of the Autonomous Organisations, Government Companies, Private and Voluntary Organisations receiving Government Grants, etc. on the Table of the House:—

- (i) Autonomous Organisation which lay their Annual Reports only should not take unduly long time in laying them after the close of the accounting year. In such cases, the administrative Ministries should ensure that the Annual Report are invariably laid before Parliament within six months after the close of the accounting year.

[Paragraph 1.17 of the First Report (Fifth Lok Sabha)]

- (ii) Both the English and Hindi versions of Reports/Documents should be laid on the Table simultaneously.

[Paragraph 2.15 of the First Report (Fifth Lok Sabha)]

- (iii) Normally the Annual Reports and Audited Accounts of Autonomous Organisations should be presented to Parliament together to enable the House to have a complete picture of the working of that body. This decision should not be taken to imply that laying of reports and accounts could be delayed to any length of time. The Annual Report together with the audited accounts and audit report thereon for a particular year should be laid on the Table within nine months of the close of the accounting year unless otherwise stipulated in the Act or rules under which the Organisation has been set up. To comply with this requirement, proper time schedule should be laid down for compilation of Annual Report and accounts and their auditing. Normally a period of 3 months would be sufficient for compilation of accounts and their submission to audit; the next 6 months might be given for auditing of accounts; for printing of the report and sending it to Government for laying. If for any reason the Annual Report, Audited Accounts and Audit Reports cannot be laid within the stipulated period of nine months, the Ministry should lay within 30 days of expiry of the prescribed

period or as soon as the House meets, whichever is later, a Statement explaining the reasons why the Report and Accounts could not be laid within the stipulated period.

[Paragraph 3.5 of the First Report (Fifth Lok Sabha)]

- (iv) As in the case of the Reports of the Autonomous Organisations, Annual Reports of Government Companies should also be laid within nine months of the close of the accounting year. Where it is not possible for the Government to lay the Annual Report of any company within the period, they should lay on the Table a Statement explaining the reasons for not laying the Reports within 30 days from the expiry of the period of nine months and if the House is not in session at that time, the Statement should be laid on the Table within seven days of reassembly of the House.

[Paragraph 4.16 of the Second Report (Fifth Lok Sabha)]

- (v) The Annual Reports and Accounts of Private and Voluntary Organisations receiving recurring grant-in-aid to the tune of Rs. 25 lakhs and above should be laid on the Table of the House. In the case of Private and Voluntary Organisations receiving grant-in-aid of Rs. 10 lakh and below Rs. 25 lakh all the Ministries and Departments of the Government of India should include in their Annual Reports a Statement showing the quantum of funds provided to each of those Organisations and the purpose for which they were utilized for the information of the Members of Parliament.

*[Paragraph 4.16 of the Nineteenth Report (Seventh Lok Sabha)
Paragraph Nos. 1.12 and 1.13 of Nineteenth Report (Fourteenth Lok Sabha)]*

- (vi) The Societies/Organisations receiving one time assistance of Rs. 50 lakh or above should be required to lay their Annual Reports and Audited Accounts before Parliament. In the case of Societies receiving one time assistance of Rs. 10 lakh and below Rs. 50 lakh, all the Ministries/Departments of Government of India should be required to include in their own Annual Reports a Statement showing the quantum of funds provided to each of these Societies and the purpose for which the funds were utilised, for the information of the Members of Parliament.

[Paragraph 1.9 of the Twentieth Report (Tenth Lok Sabha)]

11.36 The Ministries/Departments of Government of India were reiterated to follow the aforesaid recommendations, while laying Annual Reports and other documents on the Table of the House.

[L.S.S. No. 18/1/2012-13/CH/CPL dated 19 March, 2013]

XII. COMMITTEES (FINANCIAL)

(i) Circulation of the Annual Reports, etc. issued by the Ministries to the Members of the Public Accounts Committee, Estimates Committee and Committee on Public Undertakings

Copies of Annual Reports of Ministries which are supplied to all Members of Parliament through the Lok Sabha and Rajya Sabha Secretariats need not be circulated separately to the Members of the Public Accounts Committee, Estimates Committee and Committee on Public Undertakings through the Public Accounts Committee, Estimates Committee or Public Undertakings Branches, as the Members of these Committees are invariably the Members of Lok Sabha/Rajya Sabha.

12.2 Copies of these Reports may however be supplied, separately for use in these Committees including Departmentally Related Standing Committees on specific requests made by Lok Sabha Secretariat in this regard.

(ii) Supply of information regarding setting up of new Government Companies/ Statutory Corporations

12.3 As and when any new Government Company or Statutory Corporation is set up in the public sector, an intimation to that effect may be sent to the Lok Sabha Secretariat for the information of the Committee on Public Undertakings. The administrative Ministry concerned may also furnish to the Lok Sabha Secretariat two sets of Articles and Memorandum of Associations/ Statute relating thereto. A copy each of the Annual Reports and Accounts of the Company/Corporation and the Budget Estimates, if presented to the Lok Sabha, may also be similarly sent, soon after their presentation.

[L.S. Sectt. O.M. No. 12(5)-PU/64, dated the 2nd July, 1964]

(iii) Nomination of an Officer in each Ministry for dealing with information called for by the Public Accounts Committee/Estimates Committee/ Committee on Public Undertakings

12.4 A senior officer in each Ministry should be nominated to be responsible for furnishing information called for by the Public Accounts Committee/Estimates Committee/Committee on Public Undertakings, for taking appropriate action on their requests and for dealing with their recommendations. The name and

designation of the officer nominated for the purpose should be communicated to the Lok Sabha Secretariat. Any change in the incumbent should also be communicated immediately.

In case of Committee on Public Undertakings, in addition to nomination of a nodal officer by the concerned Ministry/Department, a senior officer not below the rank of General Manager of concerned PSU also be nominated under intimation to the Lok Sabha Secretariat.

(Model Draft No. XI, Practice and Procedure, Volume II, PU Branch)

[Para 5 of Introduction—23rd Report of P.A.C. Vol. I—First Lok Sabha and Para 7 of Introduction—42nd Report of P.A.C. Vol. I—Second Lok Sabha]

The above procedure will also be followed by the respective Ministries in the case of the Railway Convention Committee and the Departmentally Related Standing Committees.

(iv) Supply of Secret Information by Government to the Financial Committees of Parliament

12.5 A convention has been established that secret documents required by the Financial Committees of Parliament during their examination of matter before them, are confidentially made available in the first instance to the Chairperson of the concerned Committee unless it is certified by the Minister that their disclosure would be prejudicial to the safety or interest of the State. The Chairperson gives due consideration to the wishes of the Ministry before making any document available to the Members of the Committee. Any difference of opinion between the Ministry and the Chairperson is settled by discussion and in the last resort may be referred to the Speaker.

[D.O. No. 60-ECI/56, dated the 26th May, 1956 from Shri S.L. Shakhdher to Shri N.N. Wanchoo, Jt. Secretary, Ministry of Defence]

The above procedure will also be followed by the respective Ministries in the case of the Railway Convention Committee and the Departmentally Related Standing Committees.

(v) Submission of notes/statements to the Public Accounts Committee

12.6(i) Copies of all memoranda, notes, etc. submitted to the Public Accounts Committee by the Ministries pursuant to action taken on the recommendations of the Committee or Undertakings given to the

Committee by the representatives of the Ministries at the time of the examination of the Accounts relating to them should invariably be dated and signed by the Secretary or Joint Secretary incharge of the Ministry concerned in Token of her/his having approved the same.

[L.S. Sectt. O.M. Nos. 46(3)-FC/52, dated the 5th November, 1953 and 65(3)-FC/55, dated the 16th April, 1955]

- (ii) 30 copies of English version and 10* copies of Hindi version along with soft copy in word format as well as PDF format (searchable) of written information pursuant to the advance questionnaire issued by the Committee should be submitted within the stipulated time and in any case at least one week before the date fixed for oral evidence.
- (iii) 30 copies of English version and 10* copies of Hindi version along with soft copy in word format as well as PDF format (searchable) of written information asked for on the points arising from the evidence given before the Committee or pursuant to undertakings given to the Committee by the representatives of the Ministries at the time of examination of the accounts should be submitted within the time stipulated in the communication sent to the Ministry by the Lok Sabha Secretariat.
- (iv) 30 copies of English version and 10* copies of Hindi version along with soft copy in word format as well as PDF format (searchable) of the statements/memo duly vetted by Audit, containing the views of the Government on all the recommendations including those which are accepted by Government pursuant to action taken on the recommendations of the Committee should be submitted in the prescribed proforma (Appendix-II).
- (v) 15 copies of English version and 10* copies of Hindi version of the statements/memoranda duly vetted by Audit, containing the views of the Government on all the recommendations including those which are accepted by Government showing action taken on the recommendations contained in Chapter-I of action taken Reports as also final replies in respect of those recommendations in respect of which interim replies/ no replies had been furnished earlier should be submitted within a period of 6 months or less, as may be specified, from the date of presentation of the action taken Reports.

*Depending on number of members desiring Parliamentary papers in Hindi.

- (vi) 5 copies of all notes, memoranda etc., if not vetted by the Audit, should be sent by the Ministries to their Principal Audit Officers while forwarding advance copies to the Lok Sabha Secretariat.

12.7 All notes, memoranda etc., should be invariably be shown to audit before their formal submission to the Committee. In the case of the written information asked for on point arising from the evidence, when it is not possible for the Ministry to send the information duly vetted by Audit within the stipulated period, advance copies of the notes transmitted to Audit should simultaneously be sent to the Lok Sabha Secretariat to enable the Committee to finalise their Report without delay.

[L.S. Sectt. O.M. Nos. 46(3)-FC/52, dated the 5th November, 1953 and 65(3)-FC/55, dated the 16th April, 1955]

12.8 In order to minimize delay in the submission of notes explaining the reasons for excess over the voted grants/charged appropriations, Audit will inform the Ministries concerned of the case in which excesses have occurred as soon as the Appropriation Accounts are finalized and sent to the press for the first proof. The Ministry of Finance (Budget Division) will be responsible for furnishing the explanatory notes, duly vetted by Audit, to the Committee Simultaneously along with the Appropriation Accounts.

[Paragraph 3.9 of 31st Report of P.A.C.—Fourth Lok Sabha]

[Paragraph 2.3 of 227th Report of P.A.C.—Fifth Lok Sabha]

[Paragraph 8.3 of 23rd Report of P.A.C.—Thirteenth Lok Sabha]

12.9 The memoranda, notes, detailed Action Taken Replies/statements, etc., duly vetted by Audit, to be submitted to the Committee pursuant to action taken on the recommendations of the Committee should be sent within six months from the date of presentation of the Report of the Committee to the House.

[Para 1.10—5th Report of P.A.C.—Fourth Lok Sabha]

12.10 According to the time schedule prescribed for the furnishing of Action-Taken Notes on the recommendations of the Public Accounts Committee, notes duly vetted by Audit are required to be furnished within a period of six months. However, in order to comply with the prescribed limit of six months. (from the date of presentation of the report to the Parliament) Ministries can send copies of advance Action Taken Notes (unvetted by Audit). In case it is anticipated that final Action Taken Notes (duly vetted by Audit) are not likely to be finalised and submitted to the Lok Sabha Secretariat within the prescribed

period of six months, the Ministries should in such cases ask for formal extension of time for submission of the final notes.

The Ministry of Finance (Department of Expenditure) have *vide* O.M. No. F. 12(7)-Coord./E/77, dated 13 August, 1976 circulated general instructions on the subject.

[L.S.S. F. No. 19/1/76/PAC]

(vi) Furnishing of Remedial Action Taken Notes on the non-selected Paragraphs/Reports from C&AG Reports

12.11 As recommended by the PAC, the Ministry of Finance (Department of Expenditure), has developed an online portal known as 'Audit Paragraphs Monitoring System (APMS)'. The C&AG, the Ministries, the PAC and Monitoring Cell have each been given a dash board to access the portal. After a report of the C&AG has been laid in Parliament, the C&AG is required to upload actionable observations and paragraphs of the reports on the APMS portal (<https://apms.nic.in>). The concerned Ministries are required to upload Action Taken Notes on each of the paragraphs within a specified time for vetting by C&AG. The C&AG either approve/accept the ATNs or give their vetting remarks within a specified period. Thereafter, the Ministries are required to upload final ATNs and the entire process is required to be completed within 4 months from the C&AG reports being laid in Parliament. The APMS portal, as recommended by the PAC, also features a system to monitor the timely submission of Action Taken Replies by Ministries and Departments to the recommendation contained in the reports of the PAC. The PAC Branch shall upload the reports of the Committee on the APMS Portal as soon as a report is presented to Parliament. Thereafter, the Ministry concerned are required to upload their Action Taken Notes and Final Action Taken Statements, on the PAC Report, on the APMS Portal within 6 months of the presentation of the PAC Report to Parliament.

[Recommendation Para No. 5 of PAC Report No. 11 (15th Lok Sabha)]

(vii) Furnishing information to the Public Accounts Committee which could not be furnished to Audit before the finalisation of Audit Reports

12.12 Information in respect of draft paragraphs for the Audit Reports which the Ministries are unable to furnish to Audit within the prescribed or agreed period and which is not, therefore, taken into account in the finalisation of the Audit Reports should be furnished to the Committee through Audit as soon as available so as to avoid any difference of opinion before the Committee over facts.

[Paragraph 6 of Introduction, 29th Report of P.A.C.-2nd Lok Sabha]

The procedure outlined in paragraphs 12.6 to 12.11 above, except Audit, will be followed by the Ministry of Railways (Railway Board) in case of the Railway Convention Committee, 30 copies in English and 10 copies in Hindi of the above mentioned material should be furnished within the stipulated time.

(viii) Furnishing of material by the Ministries to the Estimates Committee/ Public Accounts Committee/Committee on Public Undertakings

12.13 The material forwarded to the Estimates Committee should invariably be signed and dated by the Secretary/Additional Secretary/Joint Secretary incharge of the Ministry concerned or if for any reason, *e.g.*, being on tour etc. it is not possible for them to do so, the letter should indicate that the material has been so approved. The material to be forwarded under the signature of above mentioned officers may include:—

- (i) Preliminary material called for by the Estimates Committee.
- (ii) Replies to Questionnaire.
- (iii) Replies to points arising out of the evidence of representatives of the Ministry/Undertaking before Estimates Committee.
- (iv) Replies showing action taken by Government on the recommendations contained in the Reports of the Estimates Committee.
- (v) Statements of action taken or proposed to be taken by Government on the recommendations contained in Chapter-I and the final replies to the recommendations contained in Chapter-V of the Action Taken Report.
- (vi) 30 copies in English and 10* copies in Hindi along with soft copy in word format as well as PDF format (searchable) of the above mentioned material should be submitted within the time stipulated in the communication sent to the Ministry by the Lok Sabha Secretariat. All the materials furnished to Committee should be indexed and paginated for the easy reference of Members.

12.14 The copies of replies showing Action Taken on the recommendations of the Committee [*vide* item (iv) above] should be submitted in the prescribed proforma.

12.15 The procedure outlined in this item will apply to the Committee on Public Undertakings also. This procedure will also apply *mutatis mutandis* to the Public Accounts Committee, the Railway Convention Committee and the Departmentally Related Standing Committees.

[L.S. Sectt. O.M. No. 3(10)-ECI/63, dated the 9th September, 1963]

*Depending upon number of members desiring Parliamentary papers in Hindi.

(ix) Transport arrangements for the tours of Parliamentary Committees

12.16 As per the guidelines regarding tours of Parliamentary Committees (2005) issued by Hon'ble Speaker, Lok Sabha, the following arrangements should be made to provide transport facilities to Members of all Parliamentary Committees during their study tours or study tours of their sub-Committees, Study Groups, etc. by the Ministries of the Government of India as well as offices and institutions subordinate to them or connected with them:—

- (i) Members and officers are to be provided with transport facility during their stay at the place of visit. Transport shall also be provided to receive the members/officers on arrival as also to see them off at the Airport/Railway Station.
- (ii) One car is sufficient for two members/officers. An additional car to meet any exigency may also be arranged.
- (iii) Considering the extreme climatic conditions in various parts of the country, AC cars may be arranged wherever necessary.
- (iv) In case a member is with her/his spouse and she/he wants a separate car, the member concerned will have to bear the entire expenditure incurred on using the car exclusively.
- (v) Wherever considered appropriate, an AC coach, instead of a car each for two members/officers, may be engaged and utilised for transport requirements of the Committee members and officers.
- (vi) For making arrangements for the reception and departure of the Committee, a separate van to carry the luggage of members/officers may be arranged.

As per the said guidelines, Lok Sabha Secretariat will bear expenditure on transport. A consolidated Bill showing the actual expenditure incurred on cars, coaches used for the transport shall be submitted by the nodal organization along with original vouchers and trip sheets for reimbursement of the Expenditure by the Lok Sabha Secretariat.

(x) **Proceedings of the Sittings of the Public Accounts Committee/Estimates Committee/Committee on Public Undertakings/Railway Convention Committee**

12.17 Under rule 275(2) of the 'Rules of Procedure and Conduct of Business in Lok Sabha', "no part of the evidence, oral or written report or proceedings of a Committee which has not been laid on the Table shall be open to inspection by any one except under the authority of Speaker". Copies of evidence or extracts therefrom cannot, therefore be supplied to anyone.

However, in accordance with Direction 65 of the Directions by the Speaker, pages of verbatim proceedings of the sittings of a Parliamentary Committee, containing the speeches of the representatives of the Ministries who give evidence before the Committee are sent to them for confirmation and return. The corrections, if any, shall be made neatly and legibly by the witnesses in ink in their own handwriting and shall be confined to either grammatical errors or such other patent errors as wrong figures, etc. and inaccuracies which may have occurred in the process of reporting and not for the purpose of improving their literary form or altering their substance by additions and deletions. The corrected copy bearing the signature of the witness concerned should be returned in a sealed cover within two days of its receipt or by a date fixed by the Lok Sabha Secretariat failing which the copy as sent is to be taken as authentic. Relevant portions of verbatim proceedings forwarded to Official Witnesses for confirmation are to be invariably returned to Lok Sabha Secretariat.

12.18 It is not permissible to take copies of these proceedings, nor can they be quoted anywhere or made use of in any manner without the permission of the Committee, as such an act would constitute a breach of privilege of the Committee.

The proceedings should be treated as Secret.

(xi) **Coordination of the action taken by Government on the recommendations of the Estimates Committee/Public Accounts Committee relating to more than one Ministry of Government of India**

12.19 The Government of India have laid down a procedure for examination of the recommendations and issue of replies thereto. The basic features of the procedure are as follows:—

- (a) The recommendations of the Estimates Committee and Public Accounts Committee have been divided into three categories, viz.;
 - (i) recommendations of a purely administrative character relating to the Ministry concerned;
 - (ii) recommendations relating to a single Ministry but involving financial issues; and

- (iii) recommendations which would concern not only the Ministry reported upon but a number of other Ministries or all the Ministries.

So far as the recommendations of the first two categories are concerned it has been provided that they would be dealt with by the Ministry concerned and in consultation with the officer of the Finance Ministry accredited to it where financial issues are involved:—

- (b) Recommendations of the Estimates Committee falling in the third category comprise two groups, *viz.*;
 - (i) recommendations raising general questions of financial and budgetary nature; and
 - (ii) recommendations dealing with more general policy questions.

It has been provided that the first group of recommendations should be referred to the Ministry of Finance (Department of Expenditure) who would coordinate action in consultation with the Ministries concerned, the final reply being issued either by the Ministry reported upon or the Ministry of Finance as might be mutually agreed upon.

12.20 As regards the recommendations falling in the second group the Ministry concerned would prepare draft replies and refer them to the Cabinet Secretariat for consideration. The Cabinet Secretariat would advise the Ministry reported upon as to the further action to be taken.

12.21 The institutional arrangements prescribed by the Ministry of Finance [*vide* their O.M. No. F. 12(24)-(Coord.)/76, dated 28th July, 1976.]* shall be observed by the Ministries in order to ensure timely submission of Action Taken Notes on recommendations made by the P.A.C. The said O.M. is reproduced below for ready reference:—

“Subject: Timely submission of Action Taken Notes on recommendations/ observations made by the Public Accounts Committee.

The Public Accounts Committee have taken a serious view of the delays on the part of the Government initiating and reporting Action Taken on their recommendations/observations. It has been decided to have the following institutional arrangements to monitor timely submission of Action Taken Notes on the recommendations of the Public Accounts Committee.

- (a) The Integrated Financial Adviser in each Ministry would be responsible for examining the PAC Report as a whole and would be

*See also be paragraphs 31.10 to 31.12 of 227th Report of PAC (Fifth Lok Sabha).

'focal point' responsible directly to the Secretary, She/he would also coordinate and watch progress, monitor delays and take necessary action to expedite the Action Taken Notes. It will be the responsibility of the Integrated Financial Adviser to seek extension of time from the Lok Sabha Secretariat in respect of the Action Taken Notes which for unavoidable reasons, cannot be sent within the prescribed period of 6 months from the date the relevant PAC Report is presented to Lok Sabha. Copies of all the communication addressed to the Lok Sabha Secretariat, regarding Action Taken Notes will also be endorsed to the Ministry of Finance, Department of Expenditure (Monitoring Cell).

NOTE: In respect of the Ministries/Departments where the Integrated Financial Scheme has not yet been introduced the above functions will be performed by the Internal Financial Adviser concerned, who will also keep the Associate Financial Adviser informed of the progress from time to time.

- (b) The Ministry of Finance, Department of Expenditure (Monitoring Cell) will be 'focal point' for the Government as a whole to coordinate and watch progress, monitor delays etc. with the Ministries concerned."

[Ministry of Finance (Department of Expenditure) O.M. No. F. 10(2)-E(Coord.)/60, dated the 3rd February, 1960]

(xii) Implementation of the Recommendations made by the Financial Committees of Parliament and Press Statements by Government Officers on the Reports of Parliamentary Committees

12.22 Direction 102(1) of the Directions by the Speaker provides that Government should as early as possible after the presentation of the Report of the Committee on Estimates or the Committee on Public Accounts or the Committee on Public Undertakings furnish the Committee, in the first instance, with a statement showing action taken on the recommendations contained in the Report. The statement should contain the views of Government on all the recommendations including those which are accepted by Government.

12.23 Where Government are not in a position to implement a recommendation made by the Estimates Committee or the Public Accounts Committee or the Committee on Public Undertakings and have reasons to disagree with the recommendations of the Committee, the Ministry concerned should in consonance with the well-established Parliamentary practice, place

their views before the Committee which may consider the views of Government in the matter for presenting a further Report to the House.

(xiii) Statement of action taken or proposed to be taken on the recommendations contained in the Action Taken Reports

12.24 Direction 102(3) provides that Government is required as early as possible, after the presentation of the Action Taken Report of the Committee on Estimates or the Committee on Public Accounts or the Committee on Public Undertakings, to furnish statement of action taken or proposed to be taken by them, on the recommendations contained in Chapter-I and the final replies to the recommendations contained in Chapter-V of the report. The replies so received are consolidated in the form of a statement and after Chairman's approval, laid on the Table of the House.

12.25 Similarly, if there are any factual statements in the Report of a Parliamentary Committee on which Government have reasons to disagree, such matters should always be brought to the notice of the Committee in the first instance and not given publicity, through Press or otherwise.

12.26 Under the Parliamentary Law of Privilege, statements, comments or observations on the contents of the Report of a Parliamentary Committee made without the knowledge of the Committee or without the permission of the Speaker may involve and be considered a breach of privilege of the House.

The above procedure will also be followed by the respective Ministries in the case of the Railway Convention Committee and the Departmentally Related Standing Committees.

(xiv) Action taken by the Ministries/Departments on the Recommendations contained in the Original Reports of the Public Accounts Committee/ Estimates Committee/Committee on Public Undertakings

12.27 Rule 23 of Rules of Procedure of the Estimates Committee (Internal Working) provides as follows:—

“While forwarding the Report to the Government, the Ministry concerned shall be asked by the Lok Sabha Secretariat to furnish a statement showing action taken by them on the recommendations contained in the Report of the Committee within six months from the date of the presentation of the Report.

No extension beyond six months shall ordinarily be granted except in very-exceptional circumstances upto another period of three months with the approval of the Chairperson only.”

12.28 The procedure outlined in this item will apply to the Public Accounts Committee and Committee on Public Undertakings also.

[L.S. Sectt. O.M. No. 3/16/EC/67, dated the 27th February, 1968]

The above procedure will also be followed by the respective Ministries in the case of Railway Convention Committee and the Departmentally Related Standing Committees.

(xv) Comments by the Ministries on the Action Taken Reports presented by Estimates Committee

12.29 Once the Estimates Committee have presented their report to the Lok Sabha giving their further observations/recommendations on the action taken by the Ministry concerned on their original report and statements of action taken or proposed to be taken on the recommendations/observations contained in the Action Taken Report have been laid on the Table of the House, it may normally be regarded as the completion of the process of examination so far as the Committee is concerned. It would, thereafter, be left to the House itself or individual Members to press for particular recommendations made by the Committee, which have not been accepted by the Government, if they so desire. It is, therefore, not necessary for the Ministry to furnish further comments on the Action Taken Statement laid on the Table, unless specifically desired by the Committee in respect of any particular recommendation.

The above procedure will also be followed by the respective Ministries in the case of the Public Accounts Committee, Railway Convention Committee and the Departmentally Related Standing Committees.

(xvi) Supply of Soft copies of the materials/reply etc.

12.30 It may please be noted that the Ministries/Departments/Undertakings/Organisations etc. giving reply/material to a Parliamentary Committee should invariably supply the soft copy thereof in word format as well as PDF format (searchable) in English and Hindi versions (along with the hard copies) to the branch concerned.

XIII. DEPARTMENTALLY RELATED STANDING
COMMITTEES (DRSCs)

(i) Functions of the Committee—

Procedure to be undertaken by the Committee Branches

After selection of the subjects by the Committee for examination, the concerned Ministry shall be requested by the Committee Branch concerned to supply requisite number of copies bilingually of the background notes/ Preliminary material on each of the subjects to this Secretariat by specified date for information and use of the members of the Committee.

13.2 While furnishing above information, the Ministry concerned shall communicate the name of a senior officer (not below the rank of Deputy Secretary) designated as Liaison Officer, for the purpose of coordinating all the matters connected with the work of the Committee to this Secretariat along with her/his designation and telephone numbers (Official and Residence).

(ii) Oral evidence of the representatives of the Ministry on the subject selected by the Committee

13.3 After receipt of the background note/preliminary material from the Ministry, the Committee Branch concerned shall prepare a List of Points arising out of the background note/preliminary material for use of the members of the Committee and ask the representative of the Ministry to appear before the Committee for oral evidence on the specified date and time.

(iii) Ministry/Department/Organisation to be represented by the Secretary of the Ministry etc. or Head of the Organisation

13.4 Whenever the Committee decide to take evidence of representatives of a Ministry/Department, the Secretary shall represent the Ministry or Department or the Head of the Department as the case may be.

13.5 When a Ministry or Department is required to give evidence before the Committee on any matter, an O.M. indicating the date, time and place of the sitting of the Committee for taking evidence shall be sent to the Secretary of the Ministry drawing her/his attention specifically to Direction 59(1) of the Directions by the Speaker. The Secretary of the Ministry or Head of the concerned Public

Undertaking shall be requested to bring with her/him senior officers, normally not lower in rank than that of a Joint Secretary, to assist her/him in giving evidence before the Committee. As far as possible, the List of Points for discussion will also be sent to the Ministry for furnishing written replies at the earliest.

(iv) Furnishing of written replies to the Committee on the List of Points

13.6 The Ministry concerned should send written replies (requisite number of copies bilingually) to points arising out of the evidence of the representatives of the Ministry/Department/Organisation to the Secretariat within the time stipulated in communication.

(v) Supply of Secret information by Government to the Departmentally Related Standing Committees (DRSCs)

13.7 As per established conventions, all the secret documents required by DRSCs during their examination of matter before them, are confidentially made available in the first instance to the Chairperson of the concerned Committee unless it is certified by the Minister concerned that the documents cannot be made available on the ground that its disclosure would be prejudicial to the safety or interest of the State. The Chairperson may give due consideration to the views of the concerned Ministry/Department/Statutory/Government Organisation before making any secret document available to the members of the Committee/sub-Committee. Any difference of opinion between the Ministry/Department/Statutory/Government Organisation and the Chairperson may be settled by discussion and if no satisfactory arrangement is arrived at, the matter then be placed before the Speaker for decision.

(vi) Furnishing of Action Taken Replies by the Government

13.8 While forwarding the report to the Government, the Ministry/Department concerned shall be asked to furnish a statement showing the action taken by the Government, on the recommendations/observations contained in the Report of the Committee within three months from the date of presentation of the Report. No extension beyond three months shall ordinarily be granted except in very exceptional circumstances upto another period of one month with the approval of the Chairperson of the Committee only. In case, no reply is received during this period, the matter shall be placed before the Chairperson for orders.

(vii) Laying of Action Taken Statements

13.9 While forwarding the ATR to the Government, the Ministry concerned shall be asked to furnish as early as possible statement of action taken or proposed to be taken by them on the recommendations contained in Chapter I and the final replies to the recommendations contained in Chapter V of the Action Taken Report. The Replies so received shall be consolidated in the form of a 'Statement' and after the Chairperson's approval, laid on the Table of the House.

(viii) Comments by Ministries on Action Taken Reports presented by Committee

13.10 Once the Committee have presented their Report to the Lok Sabha/ Rajya Sabha giving their further observations/recommendations on the action taken by the Ministry concerned on their original report and statements of action taken or proposed to be taken on their recommendations/observations contained in the Action Taken Report have been laid on the Table of the House, it may normally be regarded as the completion of the process of examination of the subject by the Committee. It would, thereafter, be left to the House itself or individual members to press for implementation of a particular recommendation made by the Committee, which has not been accepted by the Government, if they so desire. It is therefore, not necessary for the Ministry to furnish comments on the Action Taken Statements laid on the Table, unless specifically desired by the Committee in respect of any particular recommendation.

(ix) Status of implementation of recommendations of the Committee under Direction 73(A)

13.11 In terms of Direction 73A, the Minister with regard to the Ministry concerned, shall make once in six months a statement in the House regarding the status of implementation of recommendations contained in the Reports of DRSCs. In case, no statement is made by the Minister within six months, the Committee concerned should immediately on the expiry of the said period, taken up the matter with the Ministry concerned.

13.12 The Statement of a report should be made by Minister concerned within six months after its presentation to the House if the House is in session on the relevant date and if the House is not in session, the statement should be made as soon as possible but within 15 days after the commencement of the following session. However, no statement by Minister under Direction 73A is necessary with regard to the Reports on Bills.

13.13 Any commitment made in the Minister's statement on the floor of the House is indeed an assurance. The only difference in this case being that implementation of the commitment would be pursued by the DRSC concerned and not by the Committee on Government Assurances.

(x) Circulation of the Annual Reports etc. issued by the Ministries to the Members of the Departmentally Related Standing Committees

13.14 Copies of the Annual Reports of Ministries which are supplied to all members of Parliament through the Lok Sabha and Rajya Sabha Secretariats need not be circulated to the Members of DRSCs through the DRSCs Branches, as the Members of these Committees are invariably the Members of Lok Sabha/Rajya Sabha.

13.15 Copies of these Reports may, however be supplied, separately for use in these Committees on specific requests made by Lok Sabha Secretariat in this regard.

(xi) Examination of Bills referred to the Committee

13.16 As soon as a Bill is referred to a Committee for examination, the concerned Committee Branch shall ask the Ministry concerned to furnish a background note and associated papers relating to Bill and circulate the same to Chairperson and members of the Committee, prepare the questionnaire, if necessary, on the basis of the Bill under consideration and other materials, call for replies thereof from the concerned Ministry/Department and circulate the same among members; invite the Secretary of the concerned Ministry/Department for evidence on the Bill, if the Committee so directs issue a press advertisement (and put the text of the Bill on internet) to eliciting views from the public on the various provisions of the Bill in writing or by e-mail and shift the memoranda thus received and place relevant suggestions before the Committee along with the comments of the Ministry/Department thereon.

(xii) Procedure to deal with the Report(s) on Bill (s)

13.17 After presentation of a Report on a Bill referred to the Committee, the Secretariat to the Committee shall, after the Bill has been passed by the House(s), prepare a memorandum/statement indicating whether the observations/recommendations offered by the Committee were discussed/accepted/not accepted/amendments other than those suggested by the

Committee were accepted. For this purpose necessary information may be obtained from the Ministry concerned. The memorandum/statement shall be put to the Chairperson of the Committee for approval. After approval, the same may be circulated to the Members of the Committee.

(xiii) Supply of Copies of Demands for Grants of the Ministries

13.18 As soon as the Demands for Grants of the Ministries are laid on the Table of the House, the Ministry shall immediately send the requisite number of copies of the same to the concerned Committee Branch of Lok Sabha Secretariat.

(xiv) Supply of Soft copies of the materials/reply etc.

13.19 It may please be noted that the ministries/departments/undertakings/organisations etc. giving reply/material to a Parliamentary Committee should supply the soft copy thereof, bilingually (along with the hard copies) to the Branch concerned.

XIV. COMMUNICATIONS FROM THE GOVERNMENT OF INDIA

Addressing of Communications to the Speaker

Communications from officers of the Government of India with regard to official matters should not be addressed to the Speaker, Lok Sabha. All official Communications are to be addressed to the Secretary-General, Lok Sabha.

XV. DRAWAL OF ALLOWANCES BY MEMBERS

Appointment of Members of Parliament to the Committees or Commissions of Enquiry set up by the Government of India

Members of Lok Sabha who are appointed to serve on Committees or Commissions of Enquiry set up by the Government of India are entitled to Travelling and Daily Allowances for attending the meetings of such Committees/ Commissions of Enquiry. The intimation of such payments to Members should invariably be given to the Lok Sabha Secretariat and the Pay and Accounts Officer, Lok Sabha in time soon after the meeting is over and the payment has been made.

XVI.DAK

(i) **Procedure for taking delivery of Parliamentary Papers relating to day-to-day Sittings of Lok Sabha**

Parliamentary Papers will be delivered by the Lok Sabha Secretariat to messengers of the respective Ministries, Departments etc., only on the production of a specific authority from the office concerned. For this purpose, the passes issued by the Lok Sabha Secretariat for the particular Session of the Lok Sabha in favour of the messengers of the various Ministries, Departments etc. should be utilised. The signatures of the messengers on these passes should be countersigned by an officer of the Ministry concerned who should also indicate thereon that the holder of the pass is authorised to collect from the Lok Sabha Secretariat, papers intended for that Ministry/Department, as the case may be.

16.2 Unless the condition specified above, which has been laid down to prevent serious irregularities, is strictly observed by the messengers deputed by the Ministries/Departments, etc., for the purpose, no paper will be handed over to them by the Lok Sabha Secretariat.

16.3 The messengers deputed by the Ministry to collect Parliamentary Papers may be given strict instructions that they should not take away papers meant for their Ministry without signing for them in the Register and that they should not carelessly leave behind papers, especially advance copies of questions or Memos. or U.O. Notes relating to questions, after having signed for them.

[Lok Sabha Sectt. O.M. No. 5/2/84-D, dated the 16th July, 1984]

16.4 All advance copies of admitted Starred and Unstarred Questions will be forwarded along with a Memo., which will, show the numbers of all questions forwarded on that day. Similarly the numbers of U.O. Notes relating to questions will be written on the envelopes containing them. The correct receipt of the papers relating to questions may please be verified by the Ministry concerned as soon as these are delivered to them by their messengers.

16.5 Papers will be delivered to the messengers from 06.00 hours onwards. In case some particular paper is required earlier, the Distribution Branch of the Lok Sabha Secretariat may be contacted on phone (Nos. 23034497 and 23034992) to ascertain whether the papers are ready.

16.6 A further batch of advance copies of questions is made available at 13.30 hours every day. Messengers may please be deputed to collect the same from the Lok Sabha Secretariat at 13.30 hours each day, also.

16.7 Often many urgent Parliamentary papers are delivered to the Ministries during the night by the messengers of the Lok Sabha Secretariat. In all such cases the person who receives such papers may please be instructed to note the time of their receipt in the Messenger Book of the Lok Sabha Secretariat. If the person receiving such communication in the Ministry does not note the time of its receipt, the messenger of the Lok Sabha Secretariat has instructions to note down the time of delivery in the presence of the person in the Ministry to whom the communications have been delivered. In such cases this entry will be taken as authentic.

[L.S. Sectt. O.M. F. 10/1/164-D, dated the 11th May, 1964]

(ii) Procedure for delivery of communications relating to Questions and Half-an-hour Discussions

16.8 All communications to Lok Sabha Secretariat about questions or Half-an-hour Discussions should be addressed to Officers concerned of Question Branch by name and the messengers instructed to deliver the same in the room of the officer or in Question Branch, Room No. 324, Parliament House Annexe latest by 17.00 hrs. on week days including Saturdays. The telephone numbers of the Officers signing the communications may also be indicated. On Sundays and closed holidays, communications may be delivered in the Distribution Branch located in Parliament House Annexe. Communications received after 17.00 hrs. on week days and closed holidays will be treated as having been received on the next working day.

16.9 Copies of answers to questions or copies of statements to be laid on the Table in answer to questions should be delivered in the Distribution Branch located in Parliament House Annexe, in separate covers with a forwarding note. In order to avoid any chance of statements to be laid in answer to questions being mixed up with other papers to be laid on the Table or any other papers, bundles containing copies of statements to be laid in answer to questions may carry the description on the wrapper and marked 'For Question Branch' in bold letters and also the description of the questions to which the replies or the statements relate.

While sending the copies of replies to questions, the concerned Ministries should thoroughly check that the bundles contain the replies to all the questions

which are to be answered by them on the following day and, if any reply is found missing, *it will be their responsibility* to furnish the requisite number of copies thereof.

*L.S. Sectt. O.M. No. 13/3/79-Q, dated the 21st December, 1979;
13-3-84-Q, dated the 28th July, 1984; and 13/3/(xiv)/89-Q, dated
the 4th July, 1989]*

(iii) Supply of information regarding official and residential addresses and telephone numbers of Ministers, Secretaries and Officials dealing with Parliamentary work

16.10 Ministries should furnish in duplicate, the latest information regarding the official and residential addresses and telephone numbers of Ministers, Ministers of State and Deputy Ministers as well as of the Secretaries and other Officers in the Ministries dealing with Parliamentary work at least 10 days before the commencement of every session in the prescribed proforma (Appendix-III).

Subsequent changes, if any, in the official and residential addresses and telephone numbers of Ministers and the officers concerned should be intimated to the Lok Sabha Secretariat as soon as possible to obviate delay in the delivery of the Parliamentary papers and urgent communications intended for them.

*[L.S. Sectt. O.M. No. 5/3/1/64, dated the 23rd July, 1964;
O.M. No. 5/3/1/80-D, dated the 5th February, 1980 and
L.S. Sectt. O.M. 19/9/XV/2009-Q, dated the 3rd February, 2009]*

(iv) Procedure for delivery of official papers outside office hours and on Sundays and Holidays

16.11 Three days after the termination of a session and up to one week before the commencement of the next session, the Distribution Branch of the Lok Sabha Secretariat shall remain open from 9.00 hours to 19.00 hours for receipt of official communications etc. All urgent and immediate communication should therefore, be delivered between 19.00 hours and 9.00 hours which are not addressed to any officer of the Lok Sabha Secretariat by name, at the residence of Executive Officer of the Distribution Branch.

[L.S. Sectt. O.M. No. 9/1/1/63-D, dated the 10th January, 1963]

XVII. MESSENGER SERVICE

Messenger Service within the Lok Sabha Chamber

Under Lok Sabha Secretariat Office Memorandum No. 632—Adm. (G)/50, dated the 20th January, 1950 all Ministers are required to instruct their Jamadars and Messengers who will be detailed for duty in the Parliament House during session of Lok Sabha to report themselves, in their appropriate and clean uniforms for full dress rehearsal of duties to be performed by them in the Outer Lobby during the sittings of Lok Sabha, to the Joint Director Security, Outer Lobby in front of DMSS Branch, Parliament House at 1100 hours on the date intimated to Ministries through circular issued before the commencement of each Session.

17.2 The names of Jamadars and Messengers who are deputed for duty in the Parliament House during a Session of Lok Sabha should be communicated to the Lok Sabha Secretariat sufficiently in advance of the date of commencement of a session so that their attendance may be checked at the time of rehearsal.

17.3 The instructions to be observed by these Messengers while on duty in the Outer Lobby are contained in the Lok Sabha Secretariat Instructional Order No. 755, dated the 28th March, 1956, copies of which have already been supplied to all the Ministries. These instructions should be explained by the Ministries to the staff concerned. During the rehearsal on the due date, the nature of the duties to be performed by the staff on the Messengers Service will be further explained. Actual demonstration of the work will also be given in the presence of the Officers of the Lok Sabha Secretariat.

XVIII. PRESENCE OF MINISTERS IN LOK SABHA

(i) Presence of Ministers in Lok Sabha

Whenever a Minister, in whose name an item stands in the List of Business, is not in a position to be present in the House, the Speaker should be informed of it in advance together with the reasons for the absence and the name of the Minister who would attend to that item.

However, it has been seen that in practice some times authorisation letters from Ministers for laying of papers and other items are received very late. At times the Ministers being out of station are unable to attend the parliamentary proceedings. Speakers of Lok Sabha have from time to time emphasised (upon the Minister of Parliamentary Affairs) the need for presence of Ministers during the Sessions of Parliament and in case it is not possible for the concerned Minister to remain present in the House due to unavoidable circumstances, an intimation from the minister concerned to this effect should invariably be addressed to the Speaker so as to reach her/his office before 1000 hours on the day the item is listed, so that any other Minister can be permitted to lay papers on behalf of the Minister who is absent. Similarly in all cases the minister who is supposed to lay the paper should invariably make a personal request to the Speaker, instead of the minister who has been authorised.

[L.S. Sectt. O.M. 12/1/(3)/66/T, dated the 29th March, 1966, 22nd April, 1966 and 29th July, 1966, L.S. D.O. No. 22/1/VIII/2006/T, dated, 10th August, 2006, L.S.S. U.O. No. 22/1/XIII/2008/T, dated 9th May, 2008 and Ministry of Parliamentary Affairs O.M. No. 28(6)/2008—Leg. Ist dated 21st May, 2008 and LSS U.O. No. 22/1/X/2012/T, dated 4th June, 2012]

18.2 Ministers concerned with the Ministries whose Demands for Grants have not been discussed in Lok Sabha and are to be guillotined should be present in the House at the time of guillotine so that they may answer any points which may be raised by Members.

(ii) **Supply of advance copies of English and Hindi versions of speeches and statements to be made by Ministers in response to Calling Attention Notice or *suo motu* on an important matter from a prepared text**

18.3 Whenever a Minister has to make a statement in response to a Calling Attention Notice or *suo motu* on an important matter, the Ministry/Department

concerned should ensure that 250 copies of the statement in English and 150 copies in Hindi are supplied to Lok Sabha Secretariat (Table Office, Room No. 22, Parliament House) along with the soft copies (to be received through e-mail address *lstableoffice@sansad.nic*. in one day in advance but in no case later than 1000 hrs. on the date on which the statement is to be made or laid for being made available to members in advance. Where it is not possible to supply the required number of copies in advance, six typed copies of the statement in the language in which it is to be made by the Minister may be furnished by 1000 hours on that day and the remaining copies supplied by 1030 hrs. along with the soft copies thereof, at the latest.

Even where the statement is made by the Minister at short notice, 250 copies of the statement in English and 150 copies in Hindi should be furnished to Lok Sabha Secretariat (Table Office) along with the soft copies thereof, well before the time of making the statement by the Minister. Speaker may not permit the Minister to make a statement unless copies thereof are made available in advance.

[L.S. Sectt. O.M. No. 34/1(4)/77/T, dated the 1st November, 1977 and
34/1/89/T, dated the 3rd March, 1989]

XIX. PASSES AND CAR LABELS

(i) Procedure regarding Official Gallery Cards and General Passes

As a result of the review undertaken in respect of Official Gallery Cards and General Passes issued to officers of the various Ministries in the past, it was noticed that the number of passes issued to each Ministry as asked for was very much on the high side. Most of the Officers for whom passes were asked for were not required to visit the Parliament House regularly on official business.

19.2 In the interest of security it is not considered advisable to issue such a large number of passes for entry into the Parliament House and accordingly the Ministries should examine their respective lists with a view to curtailing the number of passes for each session of Lok Sabha. It may please be borne in mind that such of the officers as are required to come to Parliament House on official duty only occasionally, can obtain temporary permits from the Reception Office, Parliament House as and when required.

19.3 The Ministries should apply for the minimum number of Official Gallery Cards and General Passes required for a Session of Lok Sabha, for which the applications would reach the Lok Sabha Secretariat by the date intimated to Ministries through O.M. issued before the commencement of each Session.

19.4 Requests for Official Gallery Cards and General Passes must be signed by an official not below in rank of Deputy Secretary and must furnish in all cases the names and designations of persons for whom cards and passes are required. Particular sectors or rooms in Parliament House or Parliament House Annexe where entry is desired may also be invariably mentioned. The numbers of Identity Cards with photographs issued by the respective Ministry/Department to the officers and staff concerned should also be indicated against their names.

19.5 It has been observed in the past that Official Gallery Cards on sessional basis are requisitioned by the Ministries for all the personal staff attached to the Ministers (*i.e.* Private Secretary, Additional Private Secretary, Assistant Private Secretary and Personal Assistants). It is felt that it is not necessary to issue Sessional Official Gallery Cards for all of them. The Ministries are therefore, requested to include in their lists the names of only Private Secretaries and Additional Private Secretaries attached to Minister/Ministers of State and Private Secretaries of Deputy Ministers. Other personal staff will be issued such passes

on day-to-day basis whenever they are required to be present in that Gallery in connection with their duties.

19.6 Admission to the Official Gallery is restricted to persons whose presence there is absolutely necessary in connection with the business under discussion before the House. This rule will be strictly enforced by the Parliament Security Service staff on duty. In order to avoid overcrowding in the Official Gallery, all the Ministries are requested to cooperate with the Lok Sabha Secretariat in the observance of this rule, and to emphasise on the officials of their Ministries holding Official Gallery Cards that they should come to the Official Gallery only when their presence in the Gallery is essential and they should leave it as soon as the Question Hour or the business relating to their Ministry is over in the House.

Whenever S.P.G. protectees occupy their seats in Lok Sabha Chamber, three front/right side seats are reserved for SPG officials in Official Gallery.

19.7 The two front rows of seats in the Official Gallery will be reserved for Officers of the rank of Additional Secretary and above and whose presence in the Gallery is necessary in connection with the business before the House. It has also been decided to earmark a specified number of seats in the Official Gallery for the personal staff attached to Ministers/Parliament Assistants. The Ministries are accordingly requested to instruct them to adhere to the seating arrangements made in the Gallery.

19.8 Official Gallery Cards and General Passes are NOT TRANSFERABLE. The Ministries should therefore, instruct Officers holding Official Gallery Cards and General Passes to keep the passes very carefully in their personal custody and under no circumstances to permit persons other than those in whose names the passes are issued.

19.9 General Passes issued without any special endorsement will entitle the holders to gain admission to the Parliament House only. Separate Official Gallery Cards are issued to the officers for admission to the Official Gallery.

19.10 The Ministries should instruct the officials working under them to whom Official Gallery Cards and General Passes are issued to put their signature on the cards and passes in the space provided for the purpose. They should also instruct the officials to whom such cards and passes are issued to keep their Identity Cards issued by the Ministries of Home Affairs and Defence with them whenever they come to the Parliament House and produce them when asked to do so for identification whenever necessary.

19.11 The Visitors' Book maintained in the Official Gallery of the Lok Sabha will be kept near the entrance of that Gallery. Officials holding "Sessional" or day-to-day cards or passes for that Gallery should sign in the book giving their name, designation, Ministry/Department, reason for the visit, etc. The Ministries are requested to co-operate with the Lok Sabha Secretariat in the proper maintenance of the Visitors' Book.

19.12 Instances have occurred during the previous sessions when Officials of the Ministries attempted to gain admission to the Parliament House on the production of General Passes issued to them for the earlier sessions of Lok Sabha. Attention is invited to the instructions printed on the back of these passes, according to which, such passes must be returned to the Lok Sabha Secretariat within three working days after the termination of the session for which they are issued, is over. To avoid recurrence of such incidents, it has been decided not to issue any Official Gallery Card or General Pass unless those issued during the previous session are returned to the Lok Sabha Secretariat. The Ministries should therefore, follow these instructions carefully and return the General Passes within three working days and Official Gallery Cards issued to their staff immediately after the termination of the session for which these are issued.

19.13 The General Passes of only those Jamadars and other Grade 'D' officials who are attached to Ministers, Ministers of State and Deputy Ministers and who will attend the rehearsal of the duties to be performed by them in the Chamber, on a date prescribed for the purpose, will be endorsed. 'Available for Outer Lobby and Central Hall as and when required'. All such Grade 'D' officials who are required to attend the rehearsal should bring with them their General Passes issued by the Lok Sabha Secretariat for the session on the day along with their photo identity cards issued to them by their respective offices so that their passes may be endorsed accordingly.

[L.S. Sectt. O.M. No. 8/1/64-PN, dated the 7th January, 1964]

(ii) Measures to check over-crowding in the Official Gallery of the Lok Sabha

19.14 Complaints have been received in the Lok Sabha Secretariat from time to time about over-crowding in the Official Gallery. It has been pointed out that whenever there is something of general interest coming up for discussion in the Lok Sabha, there is a tendency on the part of officials from different Ministries to take time off from their seats for watching the proceedings of the Lok Sabha from the Official Gallery. As a result the Official Gallery gets over-crowded and it

becomes difficult for officers actually concerned with the business going on in the House as well as senior officers to find seats in the Gallery. In this connection attention is also invited to O.M. No. F-II(33)-Admn. dated the 20th August, 1963 from the Ministry of Parliamentary Affairs to all the Ministries etc.

19.15 The seating capacity in the Official Gallery is limited. In order, therefore, to regulate entry into the Official Gallery and to afford all possible facilities to officials whose business brings them there, the following procedure will, as usual, be observed for regulating admission into the Official Gallery:

- (1) Entrance to the Official Gallery will be strictly regulated by the Parliament Security Service Staff on duty in the Official Gallery.
- (2) Officers who would like to be present in the Gallery should in advance, intimate the Parliament Security Service (Telephone No. 23034661) their names and designations and the time during which they would like to be present in the Official Gallery. Seats will be kept in advance for each such officer for the period in question and if there are no seats available, the Parliament Security Service will inform the officers concerned accordingly so that they may not be inconvenienced.
- (3) During the Question Hour preference will be given to the representatives of those Ministries which are responsible for answering questions on that day. The Security Assistant on duty in the Official Gallery will regulate entry into the Gallery in accordance with the indications on the Questions List of the day.
- (4) Normally there should not be more than one officer from a Ministry present in the Gallery during Question Hour. If special requests are received for more than one officer to be present in the Official Gallery efforts will be made to provide the necessary accommodation for them.
- (5) After the Question Hour is over, the chairs in the front row should be vacated in favour of officials concerned with the main business before the House as shown on the Order Paper, unless they have business immediately after the Question Hour and they have also previously arranged for seats for their continued stay in the Gallery with the Security Assistant on duty. The three chairs in the front row are ordinarily reserved for the official Draftsman and other senior representatives from the Ministry concerned.

- (6) The two front rows of seats in the Official Gallery will be reserved for officers of the rank of Additional Secretary and above at all times. Officers below the rank of Additional Secretary may, therefore, be asked not to occupy seats as a matter of course in the two front rows in the Official Gallery. Similarly a few seats in the back rows have been earmarked for the personal staff attached to Ministers and Parliament Assistants.
- (7) On certain occasions chairs in the front row may be reserved for high ranking officials who are concerned with the business before the House such as the Comptroller and Auditor-General.
- (8) After adequate provision for the Ministries concerned with the business before the House has been made, other officials who are particularly required by Ministers to wait on them in the Official Gallery will be allowed to occupy any of the remaining seats.
- (9) On special occasions when the number of officials seeking entry into the Official Gallery is more than the seating capacity of this Gallery, entry into the Gallery will be specially regulated.
- (10) Officers must make it a point to leave the Gallery as soon as their particular business is over so as to make room for others whose presence in the Official Gallery is required in connection with the business before the House.
- (11) The Visitors' Book maintained in the Official Gallery of the Lok Sabha will be kept near the entrance of that Gallery. Officials holding 'Sessional' or day-to-day cards or passes for that Gallery are requested to sign in the book giving their name, designation, Ministry/Department, reasons for the visit etc.

[L.S. Sectt. O.M. No. 8/1/64-PN, dated the 1st February, 1964]

(iii) Closure of the Central Hall to holders of Official Gallery Cards and General Passes on the occasion of President's Address

19.16 On the occasion of the President's Address to Parliament the holders of Official Gallery Cards and General Passes issued with or without restrictions by the Lok Sabha Secretariat or by the Rajya Sabha Secretariat will not be permitted into any of the Galleries, Lobbies or the vestibules adjacent to the Central Hall on that day during the Address.

It has been observed that during the functions in Central Hall, ADC of the Governors in uniform try to gain entry in Central Hall. Their entry is restricted up to their vehicles only.

[L.S. Sectt. O.M. No. 28/1/64-PN, dated the 3rd February, 1964]

(iv) Procedure regarding issue of Sessional Car Labels for entry in the Parliament House Estate

19.17 With a view to relieving traffic congestion in the Parliament House Estate, before the commencement of every session, special car park labels ('P' Labels) are issued to the Secretaries of Ministries/Departments for official cars used by them. These would be parked in the P-Block Parking on First-come-first serve basis and others in the parking area behind Rail Bhavan. In Annexe or Parliament Library the vehicles would be allowed inside up to the parking area.

Keeping in view the present security environment in the country, it has become necessary to introduce rigorous checks and stringent access control in the Parliament House Estate. Consequently, besides other things, procedure regarding issue of Parking Labels has been reviewed. For this purpose, following guidelines have been framed for strict compliance by the Ministries/Departments of the Government of India:—

- (i) One 'P' Label would be issued for the vehicles used either by PSs/PAs or APSs to the Ministers;
- (ii) One 'P' Label each would be issued for vehicles to be used by Secretary/Special Secretary of Ministries/Departments;
- (iii) One 'P' Label would be issued for the vehicles of Joint Secretary incharge of Parliament Section of each Ministry/Department of Govt. of India; and
- (iv) Two 'P' Labels would be issued for use of staff cars of Ministries/Departments.

Ministries are accordingly requested to apply for the parking labels for the vehicles to be used by them keeping in view the above guidelines giving particulars of the vehicles together with its registration number, well before the commencement of the ensuing session. Each request would be dealt with on merit.

19.18 The 'P' Label enables the holder to enter the Parliament House Estate only in connection with the Official business in the Parliament House. If a vehicle displaying the 'P' Label tries to use any road merely as a shorter route, it is liable to be intercepted in the middle by the Traffic Police on duty.

19.19 It has been observed from the past experience that certain Ministries do not exercise any coordination before forwarding to the Lok Sabha Secretariat their requisitions for special car labels with the result that individual requests from various Departments, attached and Subordinate Offices continue to pour in throughout the session. It has also been observed that while staff cars were being made full use of in connection with official business in the Parliament House, the 'P' labels on private cars were being used more often than not for merely passing through the Sansad Marg and the Lok Sabha Marg in order to cut short the route. This is clear misuse of the 'P' Labels which, besides creating difficulty for the Police in enforcing the traffic rules, causes a great deal of inconvenience to Members and Ministers. The Ministries should send in requisitions for a minimum number of 'P' Labels for their senior officers and staff cars which they consider most essential.

These 'P' Labels are valid only for the session period for which they are issued and therefore should be removed after the session is over. No vehicle would be allowed during inter-session period on the basis of sessional car labels inside Parliament House precincts.

19.20 Requests for the supply of 'P' Labels should be forwarded to the Lok Sabha Secretariat sufficiently in advance of the commencement of each session.

[L.S. Sectt. O.M. No. 30/1/63-PN, dated the 11th October, 1963 and O.M. No. 24/5/64-PN, dated the 10th August, 1964]

(v) Entry of Vehicles in PH Complex and Parking Labels

19.21 The entry of vehicles in Parliament House has been categorized and therefore different kind of parking labels and Radio Frequency Tags are issued to facilitate entry from earmarked Iron Gates only. As such the vehicles of Hon'ble Members, Presiding Officers of Lok Sabha, Rajya Sabha, Deputy Chairman, Rajya Sabha, Deputy Speaker, Lok Sabha, Z+&SPG Protectees, Official vehicles of Lok Sabha/Rajya Sabha and Ministry of Parliamentary Affairs are permitted inside the Parliament House through Iron Gate 1, 2, (Presently Closed) 8 and TKR-I/II through TKR III. The other vehicles such as self-driven vehicles of Ex-MPs, Media, Officers of Lok Sabha/Rajya Sabha Secretariat, Ministry of Parliamentary Affairs and Allied Agencies having valid annual 'P' Labels and RF tags are permitted through Iron Gate No. 8, PH only and may be parked in Plot No. 118. However, all of these vehicles are permitted in PHA and PLB through TKR I & II.

The staff cars of Ministries/Departments of Government of India are issued sessional parking labels that are not allowed inside the Parliament House but may be parked in parking area in front of IG 8, PH subject to availability of space. Other vehicles having sessional labels may be parked in open parking area near Vayu Bhawan, across Vijay Chowk. However such vehicles may be allowed entry for PHA and PLB up to parking lots through TKR-I & II.

In view of the prevailing security scenario, it has become necessary to have rigorous check and stringent access control in the entire PH Estate. Consequently, procedure regarding issuing of parking labels has been further restricted to the following categories only in respect of Ministries/Departments of Government of India:—

- (i) Two 'MP' labels, one each for official car and personal car of Ministers;
- (ii) One sessional label for the vehicles used by personal staff of Ministers;
- (iii) One sessional label each for the vehicles used by Secretary/Spl. Secretaries.
- (iv) One sessional label for the vehicle of Joint Secretary in-charge of Parliament Section of each Ministry/Deptt. of GoI; and
- (v) Two sessional labels for staffs cars of each Ministry/Department.

The sessional labels are valid during session period only. All other officials coming to attend any meeting/seminar/conference or accompanying/escorting VIPs (*e.g.* Governors, Chief Ministers, Foreign dignitaries etc.) to Parliament House Complex, whether during session or inter-session periods, must obtain casual entry permits and parking labels in advance in order to facilitate their entry.

XX. PROCEEDINGS OF THE HOUSE

Confirmation and correction of Ministers' Speeches in Lok Sabha

Computerised copies of speeches made or answers to supplementary questions given in Lok Sabha on a day by Ministers are forwarded to them for confirmation and correction of inaccuracies, if any, the following morning. After making corrections, if any, neatly, legibly and in ink, they are required to send those transcripts back to the Editorial Branch by 1500 hours next day. The slip pasted on the transcript should be signed by the Minister by way of authentication. This time limit is required to be followed strictly as edited verbatim record of proceedings is put on Lok Sabha website which is a time-bound programme. If they are not received back by the said date and time, reporters' version is taken as correct and included in the uploaded version of Debate. Corrections received after the time-limit are not incorporated in the Debates.

20.2 Minor corrections only, namely, those in respect of grammatical errors, misreporting of Quotations, figures, names, etc., are allowed. Any alteration of the substance of the speeches/answers to questions or their supplementaries by additions or deletions is not allowed. As and when necessary, text of a corrected speech may be got checked from the recorded tapes or the reporters' notes.

20.3 Text of uncorrected Debates is available on Lok Sabha Website <http://Loksabha.nic.in>. This facility can be used for taking printouts and making corrections.

XXI. PUBLICATIONS

(i) Supply of copies of Publications/Reports by the Ministries and their Departments for distribution to Members of Lok Sabha

During the session period *i.e.* one week before the commencement of a session till one week before its termination, the publication/reports etc. intended to be circulated among the members of Lok Sabha be sent to the Lok Sabha Secretariat for distribution.

21.2 Not less than 70 copies of Hindi version and 70 copies of English version each of the publications/Reports intended for distribution to members of Lok Sabha should be supplied to the Lok Sabha Secretariat. It should be ensured that the aforesaid number of copies of both the versions are supplied simultaneously to the Lok Sabha Secretariat as the supply of only one version is likely to invite complaints from members interested in the other version. Where, however, a Ministry is in a position to supply the Publication/Report in English version only, 70 copies thereof intended for distribution to all Members should be supplied.

21.3 In view of the great demand from the Hindi knowing Members of Lok Sabha for supply of Hindi version of publications, circulars, etc., 70 copies of the Hindi version of all publications and circulars should invariably be supplied to the Lok Sabha Secretariat along with the English versions.

21.4 The circulation of publications sent to the Lok Sabha Secretariat during the inter-session periods shall only be undertaken at the commencement of the following session unless the publication is of such an important nature that it cannot wait.

21.5 The Publication/paper desired to be distributed to members of Lok Sabha shall bear the names of the sponsoring Ministry and of the Author on it and be sent to the Lok Sabha Secretariat at least 24 hours in advance of the date of which it is required to be distributed. The purpose for which the Publication/Paper is sought to be circulated shall be clearly stated in the forwarding communications.

21.6 As regards the Annual Reports on the activities of various Ministries / Departments, 70 copies each of English and Hindi versions or 70 copies (diglot) bound together in one volume should be sent to the Lok Sabha Secretariat

sufficiently in advance, so that copies of Annual Reports are placed at Library in PLB for consultation by members and some copies are also kept at the Publications Counter so that these may be made available in the House as and when required, at least a week before the Demands for Grants of concerned Ministries are taken up. These may also be made available to the concerned Standing Committee well before the relevant Demands for Grants are taken up for consideration. It should be ensured that English and Hindi versions of these publications are sent Simultaneously.

[As per HS orders dated 21.11.2016, F.No. 18/6(2)/2016/L-I]

21.7 On the termination of each Session of Lok Sabha, the undistributed copies of the publication shall be returned to the Ministries concerned. The Ministries will be requested through an O.M. to collect their undistributed publications within 10 days of the issue of the said O.M. In case the copies are not collected by the stipulated time, it shall be presumed that the copies are not required by the Ministry/Department concerned and these shall be weeded out by the Lok Sabha Secretariat.

[L.S. Sectt. O.M. Nos. 5/1/62/D, dated the 25th April, 1962; 8/2/63/D, dated the 7th May, 1963; 8/P/65-D, dated the 14th September, 1967; 14/5/63-TR, dated the 2nd February, 1965; 542-L/55, dated the 14th April, 1955; 542-L/58, dated the 21st March, 1958; 9/1/63/L, dated the 12th March, 1963; 9/1(1) 77/L, dated the 25th January, 1977 and No. 9/1(2)/79/L-I dated the 20th December, 1979]

(ii) (a) Simultaneous Interpretation of proceedings of Lok Sabha—(a) Advance Supply of Background Material for the use of Interpreters

21.8 The proceedings of Lok Sabha are simultaneously interpreted into Hindi and English by Parliamentary Interpreters for the benefit of those members who would like to listen to the proceedings in one or the other language. For this purpose the Ministries and Departments of the Government of India are required to supply the following material in advance to the Simultaneous Interpretation Service of the Lok Sabha Secretariat:—

- (1) Two copies (in English and Hindi) of the texts or the gists of Ministers' speeches proposed to be made while—
 - (a) initiating discussion on a Bill or a Motion;
 - (b) intervening in a debate when the intervention is pre-planned; and
 - (c) replying to the debate when the reply has been or can be prepared in advance.

(2) The advance copies of the speeches and statements etc. received from Ministries are treated confidential till they are made on the floor of the House.

[L.S. Sectt. O.M. Nos. 3/2/64-Int., dated the 15th July, 1964 and 3/2/64-Int., dated the 11th November, 1964]

(3) A Minister may speak either in English or in Hindi or in the language mentioned in direction 115 (B) of the Directions by the Speaker, Lok Sabha after obtaining permission of the Speaker for answering Starred Questions and Supplementaries thereon provided advance intimation with relevant material if any in this regard is sent to this Secretariat every time the Minister wishes to speak in a language other than Hindi or English.

[Vide LSS UO No. F. 21/7/2003/T, dated 9th September, 2003 with reference to D.O. No. MOS (I.C.)/NES/VIP/2003/267, dated 20th August, 2003 received along with relevant advance material.]

(b) Guidelines for extending the services of Parliamentary Interpreters to various Ministries, Departments, etc., on request

Requests are received from various quarters for requisitioning the services of Parliamentary Interpreters in connection with Conferences/Meetings etc. Such requests are considered on payment basis when the Lok Sabha is not sitting and subject to the exigencies of work. Such requests will be entertained in respect of categories of Conference/Meeting specified below in the given order of priority.

The following guidelines are laid down for this purpose:

Two copies (in English and Hindi) of the background material prepared for the meetings of Committees/Conferences mentioned below shall be made available in advance to the Simultaneous Interpretation Service of the Lok Sabha Secretariat.

- (i) Meetings of Parliamentary Consultative Committees attached to the various Ministries;
- (ii) Meetings of the Union Cabinet;
- (iii) Chief Ministers' Conferences and meetings of the National Development Council presided over by the Prime Minister;
- (iv) State Ministers' Conferences presided over by Union Ministers and inaugurated by the Prime Minister;

- (v) Inaugural and other ceremonial functions attended by important personages such as President, Vice-President, Prime Minister and Speaker;
- (vi) Conferences and meetings organized by official and semi-official bodies, *e.g.* Social Welfare Board, Central Advisory Board for Education, Central Labour Council, etc., held under the aegis of various Ministries;
- (vii) Conferences organized by non-official voluntary organisations having a special position in public life, *e.g.* FICCI, Indian Medical Council, Trade Union Congresses convened under the sponsorship of respective Ministries;
- (viii) Interpretation assistance at talks with foreign dignitaries held under the aegis of respective Ministries of the Government of India; and
- (ix) Interpretation assistance to Courts, judicial and quasi-judicial bodies in matters pertaining to the Ministries and Departments of the Govt. of India.

(iii) Supply of Reports/Publications etc. issued by the Ministries and Departments to the Parliament Library

21.9 Three Copies in English and Two copies in Hindi of all Reports/ Publications along with their soft copies issued by Ministries and their Attached and Subordinate Offices should be supplied immediately after their publication, direct to the Joint Director, Acquisition Section, Room No. FB048, 'I' Block, Parliament Library Building, Pandit Pant Marg, New Delhi-110 001.

21.10 Ten copies of the ordinances along with their soft copies issued from time to time by the Ministries and Departments of the Government of India should be supplied direct to the Joint Director, Acts & Bills Section, Room No. FB060, 'I' Block, Parliament Library Building, Pandit Pant Marg, New Delhi-110 001 immediately on their publication in the Gazette of India.

21.11 Each Minister/Department should also furnish to the Joint Director, Acquisition Section, Room No. FB048, 'I' Block, Parliament Library Building, Pandit Pant Marg, New Delhi 110 001 a monthly statement of all publications issued by them. The statement should also include agreements entered into with

foreign Government etc. and Reports of Committees/Commissions appointed by the Ministries etc.

[L.S. Sectt. O.M. Nos. 18-LY/51, dated the 18th April, 1951; 18-LY/54, dated the 9th December, 1954; 18-LY(BA)/58, dated the 3rd September, 1958; 25(I) RR-59, dated the 19th February, 1959; 18-LY(BA)/60, dated the 30th July, 1960; 20-LY (GC)/66, dated 18-LY (BA)/60, dated the 30th July, 1960; 20-LY (GC)/66, dated the 15th February, 1966]

(iv) Supply of Reports and other literature published by Ministries, Departments, Autonomous/Semi-autonomous bodies etc. which are intended to be laid on the Table of Lok Sabha to Parliament Library

21.12 In cases where Reports and Accounts, etc. published by the Autonomous/Semi-autonomous bodies are to be laid on Table of Lok Sabha by the Government, copies of such publications along with their soft copies may be sent to the Joint Director, Acquisition Section, Room No. FB048, 'I' Block, Parliament Library Building, Pandit Pant Marg, New Delhi-110 001 by the Ministries concerned immediately after these have been laid on the Table of the House. However, when Lok Sabha is not in session and the Ministry for special reasons desires to place copies of a particular report in the Parliament Library for the advance information of members before its being laid on the Table of the House during the following session, the fact should be clearly stated in the forwarding memorandum.

21.13 The procedure mentioned above will be applicable *mutatis mutandis* to all other publications also *viz.*, publications of Ministries and attached and subordinate offices or allied organizations, besides those of autonomous/semi-autonomous Undertakings.

[L.S. Sectt. O.M. No. F-18-LY(BA)/58, dated the 30th April, 1958]

(v) Supply of copies of Reports, Statements etc. for placing in the Parliament Library in reply to questions in the House

21.14 Specific reference should invariably be made in the forwarding memo to Reports, etc. sent for being placed in the Parliament Library which have been referred to or which are intended to be referred to in answer to a question or a statement in the Houses. Such material and soft copies thereof should be made available to the Joint Director, Ground Floor Library, Room No. G041, 'A' Block,

Parliament Library Building, Pandit Pant Marg, New Delhi-110 001 at least one clear day before the question, etc. is likely to be taken up the House.

[L.S. Sectt. O. M. No. F-18-LY(BA)/58, dated the 26th March, 1958]

(vi) Supply of Reports and other literature issued by various Autonomous / Semi-autonomous Bodies in the Public Sector to the Parliament Library

21.15 Public Undertakings and other Autonomous/Semi-autonomous Bodies under the administrative jurisdiction of the Ministries should be instructed to supply 3 copies in English and 2 copies in Hindi of all their publications along with their soft copies to the Joint Director, Acquisition Section, Room No. F048, 'I' Block, Parliament Library Building, Pandit Pant Marg, New Delhi-110 001 as and when published.

21.16 Ministries should also supply to the Joint Director, Acquisition Section, Room No. FB048, 'I' Block, Parliament Library Building, Pandit Pant Marg, New Delhi-110 001 two copies along with soft copies of the Articles of Association, Memoranda or Resolution, etc. creating such bodies. Whenever any amendments are made to the Articles of Association, Memoranda or Resolution concerning such bodies, copies along with soft copies thereof should invariably be furnished, without delay, to the Joint Director, Acquisition Section, Room No. FB048, 'I' Block, Parliament Library Building, Pandit Pant Marg, New Delhi-110 001. The Ministries/Departments etc. should also furnish list of all such bodies/institutions etc. under their jurisdiction and whenever there is any change in the list the requisite information should be sent to Joint Director, Acquisition Section, Room No. FB048, 'I' Block, Parliament Library Building, Pandit Pant Marg, New Delhi-110001 without delay.

[L.S. Sectt. O. M. No. 18-LY(BA)/58, dated the 20th February, 1958 and 10-LY(BA)/58, dated the 30th July, 1960]

XXII. QUESTIONNAIRES ETC.

Supply of copies of Questionnaire, issued by Government to elicit public opinion to Members of Lok Sabha

Copies of Questionnaire issued by Ministries, their Attached or Subordinate Offices or Committee or Commissions appointed by Government to elicit public opinion on any matter under investigation by them should also be made available to Members of Lok Sabha through the Distribution Branch (Publications Counter) of the Lok Sabha Secretariat.

Three Hundred copies of English version and One hundred and fifty copies in Hindi version of such questionnaires may be sent to the Lok Sabha Secretariat as soon as, the questionnaires are issued for distribution to Members who ask for them.

[L.S. Sectt. O.M. No. F.-128-D/58, dated the 5th April, 1958]

XXIII. PARLIAMENTARY RESEARCH AND TRAINING INSTITUTE FOR
DEMOCRACIES (PRIDE) [ERSTWHILE BPST)

The Parliamentary Research and Training Institute for Democracies (PRIDE) of the Lok Sabha Secretariat is entrusted with the task of providing institutionalized opportunities for systematic training, orientation, and practice-oriented studies in the various disciplines of parliamentary institutions, processes and procedures. The activities of the PRIDE among others include organizing the following Programmes:—

- (i) Orientation Programmes for newly-elected Members of Parliament and of State Legislatures.
- (ii) Lecture Series for Members of Parliament on issues of topical interest.
- (iii) Round Table Discussion.
- (iv) Professor Hiren Mukherjee memorial annual parliamentary lecture.
- (v) Computer Programmes for Members of Parliament and their Personal Secretaries and Personal Assistants.
- (vi) Study Tours and attachment Programmes for Presiding Officers, Parliamentarians and parliamentary officials from foreign countries.
- (vii) Training Courses for officials of Lok Sabha, Rajya Sabha and State Legislature Secretariats, and
- (viii) Study Visits by groups of officials/students from India and abroad.
- (ix) The PRIDE also organizes Orientation Programmes for media persons accredited to the Press Galleries of Parliament and Familiarization programmes for Media Persons accredited to Press Galleries of State Legislatures.
- (x) Apart from this, two International Training Programmes, namely, Parliamentary Internship Programme (PIP) for foreign parliamentary officials and International Training Programme in Legislative Drafting for officials of foreign parliaments and governments of one month duration each are conducted every year.

- (xi) The PRIDE also organizes Customized Training Programmes and Study Visits for parliamentary officials of foreign countries on their request. The PRIDE also conducts Seminars and Workshops for parliamentarians and Parliamentary staff from time to time.
- (xii) The PRIDE also coordinates training of Lok Sabha Secretariat offices outside PRIDE to other institutions in the country. The officers of the Secretariat are also sent for training abroad to foreign Parliaments and Institutions from time to time.
- (xiii) Besides this, the PRIDE also conducts one day Study Visit by students/officials of schools/colleges/institutes from different parts of the country regularly. Study Visits are also organized for tribal visitors, sarpanchs, women panchayat Members and others from rural lands of India. Such visits offer a very good opportunity to the participants to have a first hand and direct knowledge about the working of the India Parliamentary System and so see for themselves the Parliament House and the Parliament Complex.

23.2 One of the important activities of the PRIDE is to organize Appreciation Courses in Parliamentary Process and Procedures for Probationers/Officer Trainees of various All India and Central Services such as Indian Administrative Service, Indian Foreign Service, Indian Police Service, Indian Forest Service, Indian Revenue Service, Indian Information Service, etc. Study Visits and Training Programmes for Middle and Senior Officials of various Ministries/Departments of Government and Public Undertakings are also organized on request. The Bureau also organizes every alternate year a week long Appreciation Course in Parliamentary Processes and Procedures for Professors and Assistant Professors, Readers, and Lecturers of Colleges and Universities.

23.3 The aim of these Programmes is to provide the participants the much needed direct exposure to the environment, culture and tradition of parliamentary institutions so as to enable them to appreciate better the nature of their role and place in the overall context of parliamentary system, leading to a more informed response of their work in relation to Parliament. Ministries/Departments/Public Undertakings desiring that Appreciation Courses might be arranged for their officers, could approach the Bureau of Parliamentary Studies and Training, Parliament Library Building, New Dehli, by writing to Secretary-General, Lok Sabha or may write to PRIDE at bpst@sansad.nic.in requesting facilitating of the Programmes/Visits.

XXIV. PARLIAMENTARY MUSEUM AND ARCHIEVES (PMA)

Parliamentary Museum and Archives (PMA) Branch looks after acquisition collection accessioning, maintenance and preservation of the objects, *arte-facts* and materials pertaining to the Parliament and Parliamentary Institutions in India and even abroad. These include rare objects, relics, models of India States/ Union Territories Legislature buildings and foreign Parliament buildings, art works, paintings/portraits, photographs (including CDs/DVDs), gifts (received from Hon'ble Speaker Office), mementoes/souvenirs, antiques such as old/historical furniture, pens, writing pads, wigs/dresses of Parliamentary officers, commemorative stamps and coins, books, Officials records, manuscripts and private papers of eminent parliamentarians, works pertaining to the origin, growth, structure and functioning of parliamentary institutions in India and their predecessor institutions/bodies, etc. It also serves as the nodal Branch to supply photographs on demand and setting up of Parliamentary Exhibitions on important occasions. Some of the gifts received from Hon'ble Speaker's Office are kept in the Parliament Museum for display.

24.2 Documentary Archives Unit mainly concerns itself with the acquisition storage and preservation of precious records, Private papers, stamps/First Day Covers on eminent personalities and Parliamentary events issued by the Department of Posts, historical documents and other documentary materials for promotion and dissemination of research and other literary activities in the field of Parliament and democracy. This Section acquires books on Constitutional developments, Parliamentary activities and books on and by former and present Speakers/Deputy Speakers, Lok Sabha, Chairpersons/Deputy Chairpersons, Rajys Sabha, Members of Parliament and Secretaries-General for display at various Exhibitions organized by Parliamentary Museum and Archives. This section also conducts study of the collections with a view to helping research and dissemination of fresh knowledge.

24.3 Photographs and Photo Archives Unit acquires, accessions, classifies, preserves and displays photographs concerning Parliamentary activities including those relating to Indian Parliamentary delegations visiting foreign countries and foreign Parliamentary delegations visiting India. Parliamentary Museum and Archives also serves as the nodal Branch to supply the photographs on demand to various branches of Lok Sabha and Rajya Sabha Secretariats, Members of Parliament, Government Agencies etc. To have copies for the

posterity, all the accessioned photographs are digitized. Digital copies on DVDs/ Hard Disk format are also maintained of all the accessioned photographs. This Unit maintains an up to-date pictorial records of the activities of Parliament and of eminent Parliamentarians and its present collection has 19535 photographs of Parliamentary events and eminent dignitaries, and passport size photographs of Members of 1st to 16th Lok Sabha, most of which have been digitized for better preservation and quick retrieval.

24.4 Ministries/Departments desiring to deposit any archival/historical material such as notes, articles, records, manuscripts, private correspondence with/of eminent leaders, speeches, messages, memoirs, diaries, rare objects, relics, art, pieces, paintings, mementos, photographs or any other material of archival/historical value about the Constitution and activities of the Central Legislative Assembly, Council of States, Constituent Assembly, Provisional Parliament, Lok Sabha, Rajys Sabha, etc. may send these to the Parliamentary Museum and Archives, Lok Sabha Secretariat, FB-94, FB-096, Parliament Library Building, New Delhi-110001 (Tel No. 011-23034131, 23034226, Fax No. 011-23035326) for permanent preservation and display. If desired, the material received would be returned after making necessary copies.

24.5 Exhibition Section arranges periodic exhibitions. It is displayed in easy-to-understand form, with a glance chart and graphs with data concerning the history, organization and operation of Parliamentary institutions. To coincide with the coming into being of each Lok Sabha, Parliamentary Museum and Archives organizes an Exhibition highlighting the activities and achievements of Parliament with particular reference to the work done by the outgoing Lok Sabha and the Rajya Sabha during the same period. In organizing the Exhibition, the Parliamentary Museum and Archives takes the assistance of the concerned government agencies, such as the Bureau of Outreach & Communication (BOC) and Photo Division, Press Information Bureau, Ministry of Information and Broadcasting, etc. The Exhibition is designed and set up with the help of the Exhibition Wing of Bureau of Outreach & Communication (BOC) and External Publicity Division, Ministry of External Affairs (for setting up exhibition abroad).

24.6 Arts Objects and Models Sections focuses on collection, maintenance and preservation of items pertaining to History of Parliament of India such as gift items (received from Hon'ble Speaker's Office), models and photographs of Indian State/Union Territories Legislature Building and Foreign Parliaments Buildings, etc.

XXV. PARLIAMENT MUSEUM

The Parliament Museum, set up in Hall No. G-118 in the Parliament Library Building, was inaugurated by Dr. A.P.J. Abdul Kalam, the then President of India, on 14 August 2006 and was opened for the general public from 5 September, 2006. The Museum has been conceptualized, designed and operationalised by the internationally renowned museologist, Dr. Saroj Ghose. Being a member of the International Council of Museums, Parliament Museum is now recognized internationally.

25.2 The hi-tech story-telling Museum depicts the continuum of democratic heritage in India by way of walk-through period settings with sound-light-video synchronization, large screen interactive computer multi-media and immersive visualization with multi-screen panoramic projections, virtual reality and animatronics.

25.3 Apart from the general visitors, a large number of school children, high constitutional dignitaries, foreign diplomats and other eminent personalities visit the Museum on a regular basis. An interactive website (www.parliamentmuseum.org) provides an opportunity of the virtual tour of the Parliament Museum. For the benefit of visually challenged visitors, India's rich democratic heritage has been inscribed in Braille language at different places in the Museum.

25.4 The Museum is open to the public from 1100 am to 500 pm on all working days except Sundays, Mondays and gazetted holidays. Requests of group visits may be sent (with complete particulars) to Parliament Museum, Hall No. G-118, Parliament Library Building, New Delhi-110 001 [Tel. No. 011-23035318, 23035325, 23035326 (fax)] or may be mailed at museum-lss@sansad.nic.in. Access to the Museum is from the Reception office of the Parliament Library Building located at Pandit Pant Marg, opposite Gurudwara Rakab Ganj.

XXVI. LOK SABHA TELEVISION CHANNEL

Live Telecast of Proceedings of Lok Sabha

With the formation of Lok Sabha Television Channel in 2006, the live coverage of Lok Sabha proceedings is being covered by LSTV Channel. Owned and operated by Lok Sabha Secretariat, LSTV is committed to telecast uninterrupted live proceedings of the Lok Sabha. The Channel also telecast the all-important Parliamentary events and functions including Presidential address to the joint sitting of both Houses. The channel also produces and showcases programmes revolving around different facets of democracy including legislation, governance, social, economic, legal and political issues. LSTV provides a great platform for information and knowledge-based source for the wider audience, especially youth. Furthermore, the channel extends its horizon to bring out programs on science, culture, environment and related aspects. LSTV Unit works as the nodal branch for LSTV Channel.

Lok Sabha TV (LSTV) is operational since July 24, 2006. The channel was started with the aim of becoming an interface between common people of this country and the Lower House of the Parliament. The idea was to show the participation and activities of their elected representatives in the Parliament. It was the initiative of Former Lok Sabha Speaker Shri Somnath Chatterjee who brought the idea of 24x7 Parliamentary Channel with the objective to inform and educate the citizens about the functioning of Parliament.

The studios of Lok Sabha TV are located in Parliament Library Building. A special control room equipped with HD multi-camera set up and modern equipment is operated from Parliament House Room No. 50 to telecast live proceedings of Parliament. To enhance the reach of the channel, a dedicated Mobile App was launched and Website of Lok Sabha TV Channel was relaunched by Lok Sabha Speaker Smt. Sumitra Mahajan on Sept. 11, 2018. The website (www.loksabhatv.nic.in) has placed the LSTV Channel on the internet domain to extend its reach to a wider, younger audience on the one hand and to help people seeking to address their concerns on the other.

XXVII. PRESS AND PUBLIC RELATIONS WING

The publicity-related work including media coverage of various parliamentary events, activities and functions of the Lok Sabha is handled by the Press and Public Relations (PPR) Wing (located at G-128, Parliament Library Building, Phone-23035022 and during sessions at Room No. 55, Parliament House, Phone 23034887). This work involves maintenance of liaison with the print, electronic and online media and various publicity organizations of the Government and other media organizations accredited to cover the House.

27.2 In order to ensure the wide publicity of various parliamentary functions, the Wing coordinates/liases with Doordarshan, All India Radio (AIR), Lok Sabha TV, Rajya Sabha TV, Photo Division, Films Division, Press Information Bureau (PIB), Photo Sections of Press Trust of India and United News of India, non-governmental electronic media and official photographers to arrange for TV and photographic coverage of Parliamentary functions and Films Division and All India Radio for coverage of parliamentary events in their Newsreel and News Bulletins, respectively.

27.3 Press correspondents accredited to the Lok Sabha, photographers accredited to the PIB and PIB-accredited camerapersons of electronic Channels also invited to various important functions held in the Parliament Complex for coverage of the events.

27.4 The Wing facilitates publicity to the Reports of Parliamentary Committees, other publications of the Lok Sabha Secretariat which are of public importance and are available on sale. In addition to distributing copies of Reports and Press Releases received from the Parliamentary Committees to media organizations, sufficient number of copies of Reports of Parliamentary Committees are supplied to the Press Information Bureau for distribution to its Regional Offices and Information Centres.

27.5 The Wing serves as the liaison agency between the Lok Sabha Secretariat and Government Publicity Organizations, Ministries/Departments. The Wing arranges for distribution of parliamentary papers such as Agenda papers, Bulletins Part I and II, Sets of Questions with Answers, papers Laid on the Table and Bills as introduced in the House to media organisations when the House is in Session.

APPENDIX I
[Vide Para 8.20 at page 39]

निआ 3/WH3
एस 99/S-99

भारत सरकार
GOVERNMENT OF INDIA
मांग-पत्र

REQUISITION FOR WORK

केन्द्रीय प्रकाशन शाखा द्वारा बांटे या बेचे जाने के लिए नहीं

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(See rules 8 to 30 to the Rules for Printing and Binding, 1935 edition)

सेवा में/To

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निदेशक, मुद्रण का कार्यालय/Office of the Director of Printing,
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(क)	(ख)	(ग)	(घ)	(ङ)	(च)	(छ)
Sanctioned under Director of Ptg. Memo. No. and date	No. of pages of mss.	Size of Publication	Style of Binding	No. of Fair copies required	Category of department	Budget head of account to which cost is debitabile and name of Accounts Officer
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*The prescribed period is 7 days for confidential or secret work and 14 days in other cases.

APPENDIX II

[Vide Para 12.6 (iv) at page 67]

Action taken on the recommendations of the Public Accounts Committee

Name of Ministry.....

Recommendation of the Committee (Text)

[S. No.Appendix to

.....No. of Report (Yearly)]

Action taken by Government

(Text of note/memo. etc.)

(O.M./U.O. Note No.———

Dated).

APPENDIX III

[Vide Para 16.10 at page 86]

Contact numbers, addresses of Ministers, Secretaries and officials dealing with Parliamentary work

Name of Ministry.....

	Office		Residence	
	Ministry	Parliament House	Address	Telephone No.
Name of the Minister/ Minister of State/Deputy Minister/Secretary of the Minister/Officer in-charge of Parliamentary work/Parliament Assistant	Room No.	Telephone No.	Room No.	Telephone No.
I. Minister				
II. Minister of State				
III. Deputy Minister				
IV. Secretary of the Ministry				
V. Officers Incharge of Parliamentary work— Deputy Secretary Under Secretary Section Officer Parliament Assistant				

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