

CHAPTER I

LOK SABHA—COMPOSITION, BUSINESS AND PROCEDURE

1. Composition.—(1) According to the Constitution, Lok Sabha, shall consist of—

- (a) not more than five hundred and thirty members chosen by direct election from territorial constituencies in the States;
- (b) not more than twenty members to represent the Union territories, chosen in such manner as Parliament may by law provide; and
- (c) not more than two members of the Anglo-Indian Community nominated by the President, if he is of opinion that the community is not adequately represented in Lok Sabha.

[Articles 81 & 331]

- (2) The Representation of the People Act, 1950, as amended and article 331 of the Constitution provide the following composition of Lok Sabha:

- (i) From States 530 members (all elected)
- (ii) From Union territories 13 members (all elected)
- (iii) Anglo-Indians 2 members (if nominated
by the President under
Article 331 of the
Constitution)

Total545 members

2. Duration of Lok Sabha.—(1) Lok Sabha, unless sooner dissolved, continues for five years from the date appointed for its first meeting, and the expiration of the said period of five years operates as dissolution of the House.

(2) The said period may, if a Proclamation of Emergency is in operation, be extended by Parliament by law for a period not exceeding one year at a time and not extending in any case beyond a period of six months after the Proclamation has ceased to operate.

[Article 83]

3. Sessions of Lok Sabha.—(1) Normally three sessions of Lok Sabha are held in a year as follows :—

- (1) Budget SessionFebruary, March, April and May.
- (2) Autumn or Monsoon Session July, August and September.
- (3) Winter Session November and December.

(2) Summons for each session alongwith a provisional calendar of sittings, chart showing grouping of ministries, dates of sittings, dates of ballots and last dates of receipt of notices of questions and a Bulletin—Part II giving information in respect of various matters connected with the business for the session are issued to members before the commencement of the session.

When the House, after being adjourned *sine die*, is not prorogued and its sittings are re-convened by the Speaker, the duration of the re-convened period is distinguished as next part of the same session. No fresh summons are issued to members, but they are informed about the date of reconvening of the sitting by a D.O. letter issued under the signatures of Secretary-General alongwith other Parliamentary papers as mentioned above, stating the date, time and place of commencement and duration of the next part of the Session.

4. Address by the President.—(1) At the commencement of the first session after each general election to Lok Sabha and at the commencement of the first session of each year, the President addresses both Houses of Parliament assembled together and informs Parliament of the causes of its summons.

[Article 87]

(2) The President arrives in the Central Hall in a procession alongwith the Chairman, Rajya Sabha, the Speaker, Lok Sabha, the Prime Minister, the Minister of Parliamentary Affairs and the Secretaries-General of the two Houses. Members take their seats in the Central Hall at least five minutes before the President arrives.

(3) As soon as the Presidential procession enters the Central Hall, the Marshal announces the arrival of the President and almost simultaneously two trumpeters positioned in the Gallery above the dais sound a fanfare till the President reaches his seat on the dais. The Members rise in their places and remain standing until the President has taken his seat. Immediately, thereafter, the National Anthem is played by the band of Rashtrapati Bhavan which is suitably positioned in a Lobby of the Central Hall. The National Anthem is again played on the conclusion of the Address.

Immediately, thereafter the President leaves in procession and members remain standing in their places till the procession leaves the Central Hall.

(4) Seats in the two or three front rows in the Central Hall are reserved for the Prime Minister, Ministers, Deputy Chairman, Rajya Sabha, Deputy Speaker, Lok Sabha and Leaders of Opposition Parties and Groups in Rajya Sabha and Lok Sabha. In the second row in sectors 1 to 8, seats are reserved for the members of Panel of Chairpersons and Chairpersons of Parly. Committees on both the sides of gangway in the Central Hall.

(5) The President's Address is the most solemn and formal act under the Constitution. Utmost dignity and decorum befitting the occasion is to be maintained. Any act or disturbance on the part of member which mars the dignity of the occasion is punishable by the House to which he belongs.

(6) No member leaves the Central Hall when the President is addressing.

(7) Members who have not already made and subscribed the oath or affirmation are admitted to the Central Hall on the occasion of the Address on production of the certificate of election granted to them by the Returning Officer or on introduction by a sitting member or on production of the summons.

(8) Half-an-hour after the conclusion of each of the Hindi and English versions the Address, Lok Sabha meets in its own Chamber when a copy of the Address duly authenticated by the President is laid on the Table of the House by the Secretary-General. Thereafter copies of the Address are distributed to members in the Lobby through specially set up booths. Members who do not collect the copies from the Lobby can obtain them from the Publications Counter later on.

(9) Discussion on matters referred to in the President's Address takes place on a Motion of Thanks moved by a member and seconded by another member.

[Rule 17]

(10) According to the established practice the two members—the mover and the seconder of the Motion of Thanks—are selected by the Prime Minister. Notice of such a motion is, therefore, received through the Minister of Parliamentary Affairs.

(11) The scope of discussion on the President's Address is very wide and the functioning of the entire administration is open for discussion. The limitations *inter-alia* are that members should not refer to matters which are not the direct responsibility of the Government of India, and the name of the President should not be brought in during the debate since the Government and not the President is responsible for the contents of the Address.

(12) Members can move amendments to the Motion of Thanks. For this purpose, members can consult Lok Sabha debates containing the amendments that were moved and discussed in the previous years. A few copies of the relevant debates are kept in the Parliamentary Notice Office for ready reference.

(13) The discussion on the Motion of Thanks is concluded by the reply of the Prime Minister or any other Minister. The mover or the seconder does not have any right of reply at the end unlike other motions.

5. Oath or Affirmation by Members.—(1) Before taking her/his seat in the House every member is required under article 99 of the Constitution to make and subscribe an oath or affirmation in the following form:—

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

(2) Members may make oath or affirmation in Hindi or English or in any of the languages specified in the Eighth Schedule to the Constitution.

(3) A member should, when she/he comes to make the oath or affirmation, bring with her/him the certificate of election granted to her/him by the Returning Officer under Rule 66 of the Conduct of Elections Rules, 1961 and contact an officer of the House or Table Office (B) (Room No. 46-B) at least one hour before the commencement of the sitting and indicate the language in which she/he wishes to make the oath or affirmation so that arrangements could be made accordingly.

(4) Members returned at a general election make the oath or affirmation at the first sitting of a newly constituted House. A member

who has not made and subscribed an oath or affirmation at the first sitting may do so at the commencement of a sitting of the House on any subsequent day after giving previous intimation in writing to the Secretary-General.

(5) If a member returned at a bye-election has not been a member of the previous Lok Sabha, she/he should when she/he comes to make the oath or affirmation, in addition to following the procedure aforesaid, be accompanied by a sitting member who could introduce her/him to the Speaker.

(6) In the House, on the name of a member being called by the Secretary-General the member has to proceed from the place she/he is occupying to the right-hand side of the Secretary-General's table and hand over her/his certificate of election to the Officer at the Table. A copy of the form of oath or affirmation in the language in which the member desires to make the oath or affirmation is then handed over to her/him. The member faces the Chair while making the oath or affirmation. The member then goes up to and shakes hands with or wishes the Chair who gives her/him permission to take her/his seat in the House. The member then passes behind the Chair to the other side of the Table and signs the Roll of members. Thereafter, she/he takes her/his seat in the House.

6. Time and Duration of Sittings.—(1) Unless the Speaker otherwise directs, or the House itself decides otherwise, the House ordinarily sits from 11.00 hours to 13.00 hours and from 14.00 hours to 18.00 hours.

(2) The House normally adjourns for lunch break for one hour from 13.00 hours to 14.00 hours. The House sometimes sits during lunch break also and the Chair usually specifies the time as to when the House would re-assemble after lunch break. Sometimes, if the House decides, there may not be any lunch break. In the evening at 18.00 pm or after all the business included in the order Paper is transacted or at a time when decided by the House Chair specifies that the House would reconvene on the next working day as per calender of Sittings.

7. Government Business.—A few days before the commencement of each session, a tentative list of Government legislative and other business expected to be taken up during the session, is published in Bulletin—Part II. In case there is to be an Address by the President at the commencement of the Session, the tentative list is published in Bulletin—Part II after the President's Address on the same day.

8. Private Members' Business.—(1) The last two and a half hours of a sitting on every Friday are allotted for transaction of private members' business.

(2) Alternate Fridays are allotted for the disposal of private members' Bills and private members' resolutions. The Speaker may allot different Fridays for the disposal of different classes of such business and on Fridays so allotted for any particular class of business, business of that class has precedence.

(3) The Speaker may, in consultation with the Leader of the House, allot any day other than a Friday for the transaction of private members' business.

(4) If there is no sitting of the House on a Friday, the Speaker, may direct that two and a half hours on any other day in the week may be allotted for private members' business.

[Rule 26]

9. Quorum.—(1) The quorum to constitute a sitting of the House is 55 members including the Speaker or the person acting as such.

[Article 100(3)]

(2) Before the Speaker takes the Chair in the morning and the House commences its sitting, and when it meets again after Lunch break or after short adjournment, the Marshal ascertains that there is quorum, and after having reported to the Speaker that there is quorum, the Speaker takes the Chair. Thereafter, the Speaker presumes that there is quorum at all times except when attention may be invited to lack of quorum or the Chair *suo motu* takes notice of the lack of quorum. In either case, the bell is rung and if the House is made within the first ringing of the bell, or, if necessary, within the second or third ringing of the bell, as the Speaker may direct, the business of the House proceeds. Otherwise the Speaker may adjourn the sitting for lack of quorum.

If at the hour appointed for commencement of the sitting of the House, there is no quorum even after ringing of the bell thrice, the hour for commencement of the sitting may be postponed under orders of the Presiding Officer and members present in the House informed of it suitably by the Secretary-General.

10. Procedure regarding Questions.— (1) *Question Hour*.—

(i) Unless the Speaker otherwise directs, the first hour of every sitting is available for the asking and answering of questions.

[Rule 32]

(ii) For the purpose of answering questions in the House, the Ministries/Departments of the Government of India have been divided into five groups and the Ministers concerned answer questions by rotation.

[Rule 38]

(iii) Fixed days have been allotted to the various groups of Ministries/Departments of Government of India for answering questions in Lok Sabha. Accordingly, questions relating to groups A, B, C, D and E always come up for answer on Monday, Tuesday, Wednesday, Thursday and Friday respectively. If, however, there is no sitting of the House on any of the above five days on account of a holiday, the questions pertaining to the group of Ministries/Departments of Government of India are not put down for answer during that week.

(iv) If a sitting of Lok Sabha is fixed for any day other than allotted days or if the Session is extended beyond the scheduled date, normally, no Question Hour is provided for such sittings. However, where unless the condition of fifteen clear days for giving notices of the question is satisfied, the question hour may be fixed.

(2) *Notices of Questions*.—(i) Notice of a Question should be given in writing addressed to the Secretary-General and should specify:—

- (a) the text of the question;
- (b) the official designation of the Minister to whom the question is addressed;
- (c) the date on which answer to the question is desired; and
- (d) the order of preference, if any, for its being placed on the list of questions, where a member tables more than one notice of questions for the same day.

[Rule 34(1)]

(ii) In case, the date of answer is not mentioned in the space provided in the prescribed notice form, it is returned to the member concerned.

(iii) Separate notices for Starred and Unstarred Questions should be given for different dates. A notice should contain one question only and their parts be clearly distinguished and numbered.

(iv) A notice of question is required to be signed in ink at appropriate place with the name of the member written in block letters below the signature. The member's division number should also be indicated. Where a notice is signed by more than one member, it is deemed to have been given by the first signatory only. Each notice of a question should/therefore, be signed by only one member.

[Rule 34(2)]

(v) Unsigned notices of questions are not accepted and they are returned to the members concerned.

(vi) Notices of questions not signed in ink and bearing stamped/ carbon/digital/electronic signatures of the members are treated as invalid. Similarly, notices sent through fax/e-mails are treated as unsigned notices.

(vii) Such notices, as referred to above, tabled by members after signature are treated as fresh notices for the next available date(s).

(viii) Notices of questions tabled by members are tallied with their specimen signatures. Where the genuineness of notices is in doubt, such notices are returned to the members concerned with a request to put fresh signatures tallying with the specimen signatures provided by them.

(ix) Notices of questions, whether Starred or Unstarred, received from a member under detention for unspecified period are treated as Unstarred Question only and dealt with accordingly.

(x) A notice with the text of the question pasted thereon is treated as an invalid notice and is returned to the member.

(xi) In order to enable members to indicate the official designation of the Minister to whom the question is addressed, a publication entitled 'Demarcation of Responsibilities in Government of India' brought out by Lok Sabha Secretariat is supplied to every member for ready reference.

(xii) Notices of questions should be clear, self-contained and complete. Questions which are illegible are liable to be returned to members. Proper names wherever occurring in the text of questions may be written in block letters.

(xiii) Unless the Speaker otherwise directs, a minimum period of fifteen clear days notice is required for asking a question. Notices of

questions can be given from the day following the date of issue of summons. For a session called with usual notice, notices of questions received before the fifteenth day from the day for which they are intended to be included in the lists of questions are deemed to have been received at 1000 hours on the fifteenth day. In calculating the period of notice, both the date on which the notice is received and the date on which the answer is desired, is excluded.

[Rule 33]

(xiv) The summons for a session is accompanied with a Bulletin—Part II containing details of the allotment of days for answering questions, dates of ballots and last dates of receipt of notices of questions. Notices of questions are accepted with reference to such details.

(xv) *Inter-se* priority of notices of questions received or deemed to have been received at 1000 hours on the fifteenth day before the date of answer, is determined by ballots on that day. Separate ballots are held for notices of Starred and Unstarred Questions.

(xvi) Where identical notices of a question, whether original or carbon copies, are given by different members at the same time, names of all such members are balloted for the purpose of inclusion of name of one member in a day's lists of questions. Notices from members who do not gain priority in the preliminary ballot are treated as disallowed. Identical notices of a question received after holding of the main ballot are also treated as disallowed.

(xvii) The ballot is held either in the Lobby of the Central Hall, Parliament House (between the First Aid Post and Lounge No. 5-B) or Question Branch (Room No. 324, Parliament House Annexe) on each working day at 1330 hours through computerised auto-ballot system. The presence of a sitting member of Lok Sabha is desirable for holding the ballot. In case, sitting member is not available, the ballot is held in the presence of a senior officer (not below the rank of Joint Secretary) from the Lok Sabha Secretariat in Parliament House Annexe.

(xviii) A Copy of the ballot sheet of questions is displayed on the Notice Boards for the information of members. The result of ballot is simultaneously uploaded on the Lok Sabha website *i.e.* www.loksabha.nic.in.

(xix) For the purpose of holding a ballot, all the Starred/Unstarred Questions are entered in the computer showing individually the date of receipt, the time of receipt, whether Starred or Unstarred, the order of preference indicated by the member, whether the notices were given in English or Hindi and the answer date to which the notices have been allotted. After the data entry of all the questions is over, the ballot chart is generated for the date for which the ballot is to be held. The ballot is held through 'Auto-Balloting System' by selecting the answer date and name of the sitting member of Lok Sabha. After pressing the 'enter' button, the member can see the ballot position of all the questions on the screen of the computer for a particular date. Thereafter each notice of question is given Diary Number generated by the computer during ballot.

(3) *Starred Questions.*—(i) An asterisk(*) should be placed at the beginning of a question to which a member wishes to have an oral answer. If the member does not distinguish it by an asterisk, the question shall be placed on the list of questions for written answer.

[Rule 36]

(ii) The notice of a Starred Question may be admitted as Unstarred, where it is considered by the Speaker that the Question is of such a nature that a written reply would be more appropriate.

[Rule 44]

(iii) A member is allowed to give not more than ten notices of questions both for oral and written answers, in all, for any day. Notices received in excess of ten from a member for a day are kept for subsequent day(s) concerning that Minister(s) during the period of that session only. Members who intend to give notices for the entire session may do so by indicating their inter se preference. In case, no such preferences are indicated, notices of questions in excess of ten per day are considered for subsequent day(s) on the basis of point of time of their receipt.

[Direction 10B]

(iv) Not more than one question by the same member can be placed on the list of Starred Questions for a day. Starred Questions in excess of one, admitted in the name of a member, are placed on the list of Unstarred Questions, subject to the overall limit of not more than five questions being included in the name of any one member

in the Starred and Unstarred Lists together for a day. However, where a question included in the list of Starred Questions in the name of a member is transferred and included again in the list of Starred Questions for a subsequent day, in addition to such transferred question, one more question can be included in the list of Starred Questions in the name of the same member.

[Rule 37(1)]

(v) In the list of Starred Questions for a day, not more than twenty questions, excluding questions* transferred/postponed from another day, can be included. Questions in excess of twenty are transferred to the list of Unstarred Questions for that day.

(vi) Names of not more than two members are shown against any question in the list of Starred Questions for a day. The names are shown in the order of receipt of notices at a point of time and date. Where notices are received at the same point of time and date, priority is determined by ballot. Member whose name appears first on a question in the list can ask two supplementary questions. Other member whose name has been clubbed can ask only one supplementary. A supplementary question should be precise and pointed. It should not have any parts.

(vii) Order of preference should be indicated by each member on the notices of questions. A member who has secured one of the twenty places in the ballot for Starred Questions for a day is eligible to have one admitted question in the list of Starred Questions. Such questions for inclusion in the Starred List are considered according to the order of preference indicated by the member. In case no order of preference is indicated by the member, any one of the member's admitted questions may be included in the list of Starred Questions. The member's other admitted questions may be put down as Unstarred Questions, subject to an overall limit of not more than five questions being included in both the lists.

(4) *Unstarred Questions.*—

(i) Written answers to Unstarred Questions are deemed to have been laid on the Table at the end of the Question Hour by the Ministers to whom the questions are addressed. As these are not

* Transfer of Starred/Unstarred Question from one printed list of questions to another is not normally allowed from 3.8.1992 as per the orders of Speaker.

called for oral answers in the House, no supplementary question can be asked thereon.

(ii) The following types of questions, if admitted, are put down as unstarred questions:—

- (a) questions asking for information of statistical nature;
- (b) questions going into details; where it is obvious that the reply will be long, *e.g.* questions about resolutions of a conference or recommendations of an expert committee, and action taken thereon etc.;
- (c) questions which raise matters of local interest;
- (d) questions relating to representation in the services of communities protected under the Constitution, such as, Scheduled Castes, Scheduled Tribes and Other Backward Classes in which no question of policy is involved;
- (e) questions relating to administrative details, *e.g.* the strength of staff in a Government Office or Department;
- (f) questions on which *prima facie* there could be no scope for supplementaries, such as, matters under correspondence, diplomatic negotiations, or those which are *sub-judice*;
- (g) questions asking for statements to be laid on the Table; and
- (h) questions of interest only to a limited section of people.

(iii) Not more than five questions in all, by one member whether original or name[s] clubbed, and whether starred or unstarred, can be placed on the lists of questions for any one day. Questions in excess of five in the name of a member for any one sitting are not included in the list of Questions.

(iv) The maximum number of questions to be included in unstarred list for a day is 230. However, the overall limit of 230 questions in the list of unstarred questions for that day may exceed by the number of questions pertaining to a State or States under President's Rule subject to the maximum limit of 25.

However, this maximum limit as well as the limit of 5 questions for a member for a day may exceed by the number of *transferred (and included in the printed list) and/or postponed questions from one date to another.

[Rule 45(2)]

(v) Questions found in excess of 230/5 in the list of unstarred questions for a day are returned to the members concerned on specific request. Members, if they so desire, may table these notices of questions afresh for the subsequent date(s), if any, else such notices of questions lapse.

(vi) Questions in the name of members in the list of Unstarred Questions for a day are included in rounds according to the number of questions admitted in their names subject to the limit of 5 questions in all, whether original or names clubbed and whether starred or unstarred. Members in whose names questions have been admitted for a day can have one question each in the first round and after completing all the members in the list, the rest of the questions if any, will be appropriately included in the subsequent round(s). Priority of questions *inter se* in each round is decided in accordance with priority secured in the ballot.

(5) *Admissibility of Questions.*—The following are the main criteria governing the admissibility of questions:—

(i) questions should be clearly and precisely expressed and should not be too general incapable of any specific answer or in the nature of a leading question.

[Rule 41(2)(i)]

(ii) question containing references to previous questions and answers in Lok Sabha, should be made self-contained by quoting the number and giving very briefly the purport of the previous question and answer and the date when the question was answered.

(iii) questions asking for information as regards the correctness, or otherwise, of statements in newspapers should contain the specific points in the statements in respect of which information is desired.

* Transfer of Starred/Unstarred Question from one printed list of questions to another is not normally allowed from 3.8.1992 as per the orders of Speaker.

(iv) questions referring to newspaper articles, should be accompanied by the relevant newspaper cutting or the name of the newspaper and date.

(v) questions containing statements by the members presuppose that they make themselves responsible for the accuracy of such statements.

[Rule 41(2)(iii)]

(vi) question should not contain allegations against Ministers or members, without verifying the authenticity thereof and without giving previous intimation to the Speaker to that effect. Notices relating to any allegations based on newspaper reports are not considered for admission unless the member tabling the notice gives substantial proof to the Speaker in support of the allegations made in the question.

(vii) questions of excessive length are not admissible. Members, while framing questions, should bear in mind that a question should not ordinarily exceed 150 words.

[Rule 41(2)(vii)]

(viii) a question should not ordinarily ask for information on matters of past history.

[Rule 41(2)(xv)]

(ix) questions relating to legislation should be addressed to the Minister responsible for the subject-matter of the legislation, and not to the Minister of Law and Justice.

(x) questions relating to CBI investigations on specific matters should be addressed to the Minister responsible for the subject matter under investigation.

(xi) questions relating to statutory corporations and limited companies in which Government have financial or controlling interests are examined on merits and their admissibility is regulated generally in the following manner:—

- (a) where a question relates to a matter of policy, or refers to an act of commission or omission on the part of a Minister, or raises a matter of wide public importance although seemingly it may pertain to a matter of day-to-day administration or an individual case, is ordinarily admitted as Starred;
- (b) a question which calls for information of statistical or descriptive nature is ordinarily admitted as Unstarred;

- (c) a question which clearly relates to day-to-day administration and asks for collection of facts pertaining to the Ministries and entailing prolonged labour and time not commensurate with the results achieved is ordinarily disallowed;
- (d) the extent of ministerial responsibility in the affairs of the Corporations, which are set up under enactments of Parliament, is generally set out in the relevant statute. The admissibility of questions relating to such Corporations largely depends on the interpretation and application of the provisions of the statute. A question relating to administrative aspects of such Corporation is admitted in case it raises a matter of principle or an issue of wide public importance;
- (e) a question which seeks information about the functioning of Financial Corporations and nationalised banks is ordinarily admitted. Such questions are, however, examined keeping in view the confidentiality of the relationship between the financial institutions, banks, etc. and the customers.
- (f) a question seeking information relating to profits and loss in various Corporations, Banks, etc., which is available in the Annual Report is not ordinarily admitted. However, a question seeking information for the period for which the Annual Report has not been laid before Parliament or comparative figures for various years is ordinarily admitted as unstarred.
- (g) a question seeking information on matters which can be obtained directly from the Corporation etc., is ordinarily disallowed.

[Note:—In this connection, it may be noted that information in respect of working of the statutory corporations and limited companies in which Government have financial or controlling interests may be obtained by members directly from the corporations or the companies concerned. For this purpose, Ministries have issued directions to the statutory bodies and limited companies functioning under them to supply the requisite information to the members directly. However, in view of public security considerations, members may address their

requests for information in respect of Bharat Electronics Limited, Bangalore, Hindustan Aeronautics Limited, Bangalore and other undertakings of the Ministry of Defence to the Ministry of Defence, who would arrange, as far as possible, to supply the requisite information to the members.

Where members ask for information from a statutory corporation or government company, the matters on which such information is asked for should normally be those on which a question in Lok Sabha would be permissible, but for the autonomy of the organisation or the body to which the matter relates. In case the statutory corporation or government company does not choose to give reply to any request from members for any reason, no representation or appeal shall lie from the members either to the Government or to the Speaker. In such cases, members may avail of the normal Parliamentary opportunities available to them under the Rules.

A compilation entitled 'Statutory Corporations, companies and other bodies in which Central Government have financial or controlling interest' is brought out by the Lok Sabha Secretariat and copies thereof are made available to members.]

(xii) questions on a subject on which the Minister proposes to make a statement are kept pending until the statement is made. After the statement has been made, such questions, which are covered by the statement, are disallowed. The admissibility of other questions is decided on merits.

(xiii) questions seeking information about implementation at block or district levels of various programmes like Mahatma Gandhi National Rural Employment Guarantee Act, Mid Day Meal Scheme, Swarnjayanti Gram Swarozgar Yojana, Pradhan Mantri Gram Sadak Yojana, Indira Awaas Yojana, Jawahar Rozgar Yojana, National Social Assistance Programme, Integrated Waste Lands Development Programme, Accelerated Rural Water Supply Programme, etc. are not ordinarily admitted. Members while giving notices of questions about the implementation etc. of such programmes should restrict the information sought to State level only.

(xiv) questions on matters which are, or have been the subject, of correspondence between the Government of India and the Government of a State, are not admitted except as to matters of fact

and the answer to such a question should be confined to a statement of facts.

[Rule 42]

(xv) questions are also inadmissible on the following grounds if:—

- (a) it seeks information on matters which tend to encourage fissiparous and divisive tendencies and weaken the unity and integrity of the country;
- (b) it relates to a matter of day-to-day administration or tends to further the interest of an individual or a few individuals;
- (c) it relates to a matter falling primarily within the jurisdiction of the Chief Election Commissioner, Comptroller and Auditor General, Courts and other such functionaries;
- (d) it relates to petitions and memoranda received by Ministers which are not of public importance;
- (e) it relates to a matter under negotiation with a Government of other country and its disclosure may affect the course of negotiations to the detriment of the national interest; and
- (f) it relates to a matter within the jurisdiction of the Speaker.

[Direction 10A]

(6) *Amendment of Questions.*— (i) A question which is amended by a member as a result of correspondence, is ordinarily treated as a fresh notice, if intimation of such an amendment is not received by the Lok Sabha Secretariat within a period of fifteen clear days before the date on which the question was proposed to be asked and in such a case the member should suggest a new date for answer.

(ii) In the event, where a member is not satisfied with the grounds on which a question or part thereof has been disallowed, may represent to the Speaker for reconsideration and the Speaker's decision in this regard would be final. The notice of the question against whose disallowance a representation has been made, if agreed to, would be treated as a fresh notice of question and may be included in the list of question for answer in the next date, if available, of the Ministry concerned.

(iii) When a reference is made to a member for clarification with respect to the notice of a question and no reply is received or a reply received from the member is too late for consideration, such notice will be treated as lapsed.

[Rule 52]

(7) *Splitting up of Questions.*—Where a question as framed by a member relates to two or more different issues/matters which have no direct connection with one another, it is split up into separate questions and the member is informed accordingly.

(8) *Questions put down for wrong dates.*—Questions addressed to the appropriate Minister, but proposed to be asked on a date allotted to some other Minister are, subject to the provisions of the rules, put down on the next available day allotted for answering questions by that Minister.

(9) *Questions addressed to wrong Ministers.*—(i) When a question is addressed to a Minister not responsible for the subject matter of the question and where both the appropriate Minister and the Minister addressed answer questions on the same day, the question is put down for answer by the appropriate Minister on the same day. In case the two Ministers answer questions on different days, the question is put down for answer on a subsequent day by the appropriate Minister.

*(ii) When a question addressed to a wrong Minister has been printed in the list of questions and that fact is brought to the notice of the Lok Sabha Secretariat in time, it is normally deleted from the list in which it appears by means of a corrigendum and included in the list of subsequent day in the name of the appropriate Minister. Members concerned are informed of the changes made.

(10) *Clubbing of names of Members on a question.*—(i) When several notices of question are received on the same or allied subject, they are either consolidated or one of the questions is admitted according to the priority secured at the ballot. The names of other members are clubbed therewith. However, only two names can appear on a Starred Question. Although there is no limit to the number of names of members, which might be clubbed with an Unstarred Question,

* Transfer of Starred/Unstarred Question from one printed lists of questions to another is not normally allowed from 3.8.1992 as per the orders of Speaker.

but the name of a member cannot be shown on more than five questions, both Starred and Unstarred Questions put together independently or by way of clubbing on any one day.

(ii) Printed lists of admitted questions are circulated to the members five days in advance of the dates on which these are due for answer. In case members have any objection to their names being added to another member(s) question, or to the contents and form of question, they should inform the Secretary-General, Lok Sabha immediately on receipt of the printed list so that necessary action including issue of corrigendum etc. might be taken in time.

(11) *Answering of Starred Question(s) of absent Members.*—If on a question being called is not asked or the member in whose name it stands is absent, the Speaker may direct that the answer to it be given.

[Rule 48(3)]

(12) *Answering of Starred Questions not reached for answer.*—A Starred Question not reached for answer during the Question Hour may be answered after the end of the Question Hour with the permission of the Speaker, if the Minister concerned represents to the Speaker that the question is one of special public interest to which the Minister desires to give an answer.

If a question placed on the list of questions for oral answer on any day is not called for answer within the time available for answering questions on that day, a written answer to such question is deemed to have been laid on the Table at the end of the Question Hour by the Minister to whom the question is addressed.

(13) *Withdrawal and Postponement of Questions.*— (i) A member may, by giving notice not later than 1000 hours on the day for which such member's question has been placed on the list of questions for answer, withdraw the question or postpone it to a later date to be specified in the notice and on such later date, the postponed question, subject to the provisions of Rule 38, be placed at the end of the list for that day.

[Rule 47]

(ii) In case a question is printed in the Starred list, but the requisite information is not readily available with the Government, the Minister concerned may request the Speaker for postponement of the question

to a subsequent date during the same session and such a postponed question will have the same priority in the list of Starred Questions for the subsequent date, as it had obtained on the previous date.

(14) *Intimation regarding status of Questions.*—Status of questions is uploaded on the Lok Sabha website as soon as the lists of questions are printed/put on public domain for the information of members.

(15) *Disposal of Questions when sitting is cancelled or Question Hour is dispensed with.*—(i) When a sitting of the House is cancelled, all the questions, both Starred and Unstarred entered in the lists of questions for that day, are ordinarily treated as Unstarred Questions for the next sitting, and are printed along with the answers in the Debates of the later day. No fresh lists of such questions are printed, but at the next sitting a few copies of the lists marked unstarred are placed in the Library along with the sets of agenda papers for the sitting.

(ii) When the Question Hour of a sitting is dispensed with, but the sitting itself is not cancelled, all Starred Questions for the day are treated as Unstarred and their answers together with the answers to the Unstarred Questions are printed in the Debates of that day.

(iii) When the House does not continue with its sitting, after dispensing with Question Hour, the answers to questions included in the lists of questions for oral as well as written answer for that day are deemed to have been laid on the Table after the Question Hour at the next sitting of the House and form part of the proceedings of that day.

(iv) When the Question Hour is interrupted after having taken up the list of questions for oral answers and the list is partly disposed of and the sitting continues, answers to remaining questions in the list of questions for oral answers and answers to questions in the list of questions for written answers shall be deemed to have been laid on the Table after 12 O'clock and form part of the proceedings of the day.

[Rule 39(3)]

(v) When the Question Hour is dispensed with from a particular date for the rest of the session, all the questions, at whatever stage they may be, are treated as lapsed from that date. However, during that period there is no bar to Short Notice Questions being admitted at the Speaker's discretion and answered.

(vi) When the last one or more sittings of a session are cancelled, the questions listed for those days are treated as lapsed.

[Rule 39(4)]

(16) *Printed Lists of Questions.*—Printed lists of admitted questions are circulated to members normally five days in advance of the dates on which they are due for answer. Lists of Starred Questions are printed on green paper and Unstarred Questions on white paper. Any cases of patent errors in the questions such as wrong spelling of proper names etc., can be brought to the notice of the Joint Secretary/ Director/Deputy Secretary (Questions), Lok Sabha Secretariat by the members on receipt of the printed lists so as to enable the Secretariat to issue necessary corrigenda in this regard.

(17) *Placing of copies of answers to Starred and Short Notice Questions in the Parliamentary Notice Office/Outer Lobby.*—It is the established practice in Lok Sabha not to supply copies of answers in advance to Members. However, half an hour before the commencement of the Question Hour, thirty five sets (twenty five in English and ten in Hindi versions) of answers to Starred and Short Notice Questions are placed in the Parliamentary Notice Office of the Lok Sabha Secretariat. Thirty sets (twenty five in English and five in Hindi versions) are also placed in Outer Lobby of the Lok Sabha Chamber for reference by members.

The contents of answers (including statements, if any to be laid in reply) should be treated as confidential and not released for publication until the questions are actually asked and answered in the House. In the case of Starred Questions not reached for answer, the answers should not be released till the Question Hour is over. Moreover, answers to questions should not be taken as final as the Minister concerned has the right to make corrections till the question is actually answered. The answer should, therefore, be considered as provisional when made available in advance and taken as final in the form in which the question is actually answered in the House with such corrections as may have been made by the Minister.

(18) *Supply of copies of answers to Members.*—After the questions are answered, copies thereof are supplied to members on request. Such requests should be addressed to the Parliamentary Notice Office.

(19) *Statements to be laid on the Table of the House in answer to Questions and replies to previous Questions (whether Starred,*

Unstarred or Short Notice) referred to in replies to Questions.— A member in whose name a question stands in the starred list, or the member/person who has been authorised by the former in writing, may obtain a copy of the statement to be laid on the Table in answer to the question and replies to previous Starred/Unstarred or Short Notice Questions referred to therein from the Parliamentary Notice Office half an hour before the commencement of the sitting.

Other members may refer to the statement etc. in the Parliamentary Notice Office. For this purpose, a few sets of the statement and one set of answers to previous questions are placed in the Parliamentary Notice Office.

(20) Statements by Ministers correcting answers to Questions.— When a Minister wishes to correct any inaccuracy in the information which was given by the Minister in answer to a Starred or Unstarred or Short Notice or Supplementary Question, a notice of one's intention in this regard may be given to the Secretary-General. The notice shall be accompanied by a copy of the Statement duly authenticated by the Minister for making such corrections to the earlier reply. A few copies of statements to be made by Minister correcting such replies are placed in the Parliamentary Notice Office half an hour before the commencement of the sitting of the House. Members may either obtain copies on request or refer these statements in the Parliamentary Notice Office.

The contents of the statements should be treated as confidential and not released for publication until the statements are actually made by the Minister in the House.

After the statement has been made, in special cases, the Speaker may, permit a few clarificatory questions which are strictly relevant to the correction made by the Minister.

11. Short Notice Questions.—(i) With the approval of the Speaker and the consent of the Minister concerned, a question relating to a matter of urgent public importance may be asked with notice shorter than ten clear days. Brief reasons for asking the question with short notice should be stated in the notice. Where no reasons have been stated in the notice of the question, the notice will be returned to the member concerned. A general statement that the matter is of "wide public importance" or "public interest" would not be adequate for this purpose, as this basic criterion has to be satisfied by all questions admitted in the ordinary course also. Members should send notice of Short Notice Question on the prescribed form, copies of which are available in the Parliamentary Notice Office.

(ii) Where a notice of Short Notice Question is signed by more than one member, it is deemed to have been given by the first signatory only.

[Rule 54(3A)]

(iii) Where identical notices of a Short Notice Question are received from different members at the same point of time, a ballot may be held to determine the name of only one member in whose name the question, if admitted, may appear. The other notices which fail to secure priority in the ballot are treated as disallowed. Similarly, any other identical notice, which is received subsequently, is treated as disallowed.

(iv) Names of not more than five members can appear on a Short Notice Question. The names of members may be clubbed in the order of receipt of notices.

(v) Copies of admitted Short Notice Questions are printed on light pink paper and circulated to members not more than two days in advance.

(vi) When before the commencement of the Session, a Short Notice Question is received so much in advance that its earliest date of admission would be more than 10 days ahead, such a question would be treated as an ordinary question for all purposes.

(vii) Normally, not more than one Short Notice Question is put down for answer on any one day when there is no Calling Attention.

(viii) When a Short Notice Question is admitted and placed on the agenda, it is called immediately after the Question Hour and if the Question Hour has either been dispensed with or has not been provided for, it is called for answer as the first item of business.

(ix) In the case of a Short Notice Question appearing in the list in the names of five members, when the question is called, if the first member does not ask the question or is absent, the second, third, fourth and fifth member will be called successively to ask the question. If any of these members does not ask the question or all the members are absent, the other member, if any, authorised by the first member will be called to ask the question. If no such member has been so authorised, the written answer to the question is treated as laid on the Table of the House.

12. Questions addressed to Private Members.— (i) A question may be addressed to a private member provided the subject matter of the question relates to some Bill, Resolution or other matter connected with the business of the House for which that member is responsible.

[Rule 40]

(ii) The procedure in regard to such questions is the same as followed in the case of questions addressed to Ministers. Questions addressed to members, if admitted, are printed on yellow paper and copies thereof are circulated to members normally five days in advance.

(iii) Supplementary question on such questions are permitted. But Short Notice Questions cannot be addressed to private members.

13. Half-an-hour Discussions on matters arising out of answers to questions.—(i) Half-an-hour discussions on matters arising out of answers to questions may be held on three days in a week, namely, Monday/Wednesday and Friday in sessions other than Budget Sessions. During Budget Session, normally no Half-an-hour Discussion is put down till the disposal of Financial Business. Also no Half-an-hour Discussion is normally put down on the day on which any discussion under Rule 193 has been fixed. No Half-an-hour Discussion is fixed for the first day of the session. The subject matter of such discussion should be of sufficient public importance which has been the subject of recent question, starred, unstarred or short notice, and answer to which needs elucidation on a matter of fact.

(ii) While specifying the date of discussion, members may ensure that the date of discussion falls on any of the above three days. In case, a wrong date is given by a member, the notice is deemed to have been given for the next available date. Where no date has been specified by the member, the notice is returned to the member for specifying the date of discussion.

(iii) Members should normally give notice for raising Half-an-hour Discussion within three days of the date on which the question in respect of which facts are sought to be elucidated, has been answered.

(iv) Notice for raising an Half-an-hour Discussion should be given in writing addressed to the Secretary-General on the prescribed form available in the Parliamentary Notice Office at least three days in

advance of the day on which the matter is desired to be raised. If a notice falls short of this requirement, it is deemed to have been given for the next available date. The point or points, which are desired to be raised should be briefly specified in the notice. Where a notice is signed by more than one member, it is deemed to have been given by the first signatory only.

[Rule 55(2)]

(v) The notice should be accompanied by an explanatory note stating the reasons for raising the discussion. In cases where such explanatory note is not furnished by the member, the notice is returned to the member.

(vi) The Speaker shall decide whether the matter is of sufficient public importance to be put down for discussion or may not admit a notice which, in the opinion of the Speaker, seeks to revise the policy of Government.

(vii) Only one notice of Half-an-hour Discussion is put down for a sitting. Further, not more than one such discussion is put down in the name of any one member in a week subject to the condition that not more than two Half-an-hour Discussions can be raised by a member in the same session.

(viii) All notices admitted for a particular sitting are balloted irrespective of their subject matters and the notice securing priority in the ballot is included in the List of Business for that sitting. As regards other notices for that sitting, members are required to revive their notices for fresh dates, if they so desire.

(ix) If one Half-an-hour Discussion in the name of a member is held on a sitting, another notice from the same member is not balloted for the remaining sitting(s) of the week. Further, where a member has already raised two Half-an-hour Discussions in the same session, further notices from the same member will not be balloted for the remaining sittings of the session.

(x) If any matter put down for discussion on a particular sitting is not disposed of at that sitting, it is not set down for any further sitting unless the member so desires and in the latter case, it has to go through the ballot along with other admitted notice(s), if more than one notice is admitted for the latter sitting.

(xi) Notice of an Half-an-hour Discussion, which is admitted and put down in the List of Business during the last week of a session and cannot be taken up for want of time or other reasons, can be revived by the member in the next session provided the fresh notice of such discussion is given within one week of the commencement of the next session. It is subject to the ballot along with other admitted notices in case other notices are admitted for that sitting.

(xii) Only four members who have previously intimated to the Secretary-General are permitted to ask a question each for the purpose of further elucidating any matter of fact. A member wishing to ask a question should make such request in writing before the commencement of the sitting at which the discussion is to take place. If such requests are received from more than four members, a ballot is held to determine the names of first four members who may be permitted to ask a question each.

(xiii) There shall be no formal motion before the House nor voting. The member who has given notice may make a short statement and the members who have previously intimated to the Speaker may ask a question for the purpose of further elucidating any matter of fact. Thereafter, the Minister shall reply shortly.

[Rule 55(5)]

14. Adjournment Motion.— (1) The primary object of an Adjournment Motion is to draw the attention of the House to a recent matter of urgent public importance having serious consequences and in regard to which a motion or a resolution with proper notice will be too late.

Adjournment Motion is an extraordinary procedure which, if admitted, leads to setting aside the normal business of the House for discussing a definite matter of urgent public importance.

Subject matter of the motion must have a direct or indirect relation to the conduct or default on the part of the Union Government and must precisely pin-point the failure of the Government of India in the performance of its duties in accordance with the provisions of the Constitution or any law.

An Adjournment Motion involves an element of censure against the Government. In the event of an adjournment motion being adopted, the House automatically stands adjourned.

(2) Before the commencement of a session, notices of adjournment motion can at the earliest be given with effect from a day (which is usually the third working day before the commencement of the session) fixed in advance and notified in Bulletin—Part II. Notices received prior to that date are not considered and may be returned to the members.

Rule 332, *inter alia* provides that every notice shall be given in writing, etc. therefore a notice received through e-mail/fax/any other electronic mode is inadmissible.

(3) Notice of an adjournment motion should be addressed to the Secretary-General and given by 10.00 hours on the day on which the motion is proposed to be made. Notices received after 10.00 hours are treated as notices given for the next sitting.

(4) Copies of the notice should be endorsed separately to the (i) Speaker, (ii) Minister concerned, and (iii) Minister of Parliamentary Affairs and left in the Parliamentary Notice Office. Printed forms of notices are available in the Parliamentary Notice Office.

(5) A member can give not more than one notice for any one sitting. If a notice is signed by more than one member, it shall be deemed to have been given by the first signatory only.

A ballot is held to determine the relative priority of all notices received on the same subject for the sitting for which they are valid.

(6) As a convention, notices of adjournment motion are not taken up on the day of the President's Address. Notices received for that day are treated as notices for the next sitting.

(7) Notices for a day on which the House is adjourned without transacting any business are considered for the next sitting.

(8) The procedure for disposal of notices of adjournment motion is as follows :—

- (i) Where the Speaker is satisfied *prima facie* that the matter proposed to be discussed is in order under the rules, may give consent to the moving of the motion and at the appropriate time (*see* Direction 2) call upon the member concerned to ask for leave of the House to move the adjournment motion. If no objection to leave being granted is taken, the Speaker will declare that the leave is granted by the House. However, if objection to leave being granted is taken, the Speaker will request those members who

are in favour of leave being granted to rise in their places and if not less than fifty members rise, the Speaker will declare that leave is granted. If less than fifty members rise the Speaker will inform the member that leave is not granted to the member.

- (ii) If leave of the House is granted, the motion that the 'House do now adjourn' shall be taken up at 16.00 hours or at an earlier hour, if the Speaker after considering the state of business in the House so directs.
 - (iii) Where the Speaker is satisfied *prima facie* that the notice of an adjournment motion is inadmissible, may refuse the consent without bringing the matter before the House and the member concerned will be informed of the Speaker's decision.
 - (iv) Once a member is informed of the Speaker's decision about withholding the consent, no discussion or point shall be permitted to be raised in the House either on the subject matter of the notice or the reasons for disallowance thereof. It is not obligatory for the Speaker to read out the notice of motion to the House or to give the reasons for refusing his consent.
 - (v) If, however, the member desires to make a submission to the Speaker to reconsider the decision the Speaker may see the member concerned in Chamber later during the day or consider any written representation that the member may make. In case the Speaker is satisfied on the submission of the member that there are adequate grounds to bring up the motion before the House, would either mention it or permit the member to raise it on the following day, irrespective of the fact that the notice had been given on the previous day.
 - (vi) Where the Speaker is not in possession of full facts to decide the admissibility of notice, may either refer the matter to the Ministry concerned for obtaining of facts or before giving or refusing his consent read the notice of the motion and hear from the Minister and/or members concerned a brief statement on facts and then give his decision on the admissibility of the motion.
- (9) Some of the grounds (not to be taken as exhaustive) on which the Speaker may withhold the consent on a notice of an adjournment motion are given in Appendix.

15. Matters under Rule 377. — (1) A member who wishes to bring to the notice of the House any matter which is not a point of order or which cannot be raised under the rules relating to Questions, Short Notice Questions, Calling Attention etc. may do so under Rule 377, by giving a notice in writing addressed to the Secretary-General. The notice duly signed by the member should be accompanied by the text of the Statement proposed to be made by the Member, in the House in case the Speaker permits the member to raise the matter under Rule 377.

(2) Notices under Rule 377 can at the earliest be given on the date notified for the purpose in Bulletin-Part II circulated alongwith the summons for the Session. Notices received prior to that date are not considered. Rule 332, *inter alia* provides that every notice shall be given in writing etc. therefore a notice received through e-mail or fax or any other electronic mode is inadmissible.

(3) Standard printed forms for tabling notices under Rule 377 are available in the Parliamentary Notice Office. Each notice should deal with one matter only.

(4) Notices received during a week commencing from its first sitting till 1000 hrs. on the last day of the week on which the House sits are valid for that week. Notices should be given by 1000 hrs. Notices received after 1000 hours on a day are deemed to have been given for the next sitting of the House. It is, however, not necessary that notices given for a particular day will be allowed on that very day. Notices received at the same point of time on a day are balloted to determine their *inter-se* priority. Notices received upto 1000 hours on the last day of the week on which the House sits and not selected automatically lapse. However, a notice referred for facts under orders of the Speaker does not lapse till it is finally disposed of. It is open to the members concerned to revive their notices for the following week.

(5) Notices received after 1000 hours on the last day of the week on which the House sits, will be deemed to have been received for the day on which the next sitting of the House is to be held and these remain valid for the following week.

In order to obviate inconvenience to members, all notices given after 1000 hours and upto 1030 hours on the last day of the week on which the House sits, are deemed to have been received at the same point of time and these are balloted together to determine the

inter-se priority of members. Notices received subsequently are arranged in accordance with the date and time of their receipt.

Presently, 20[#] members are permitted to raise matters under Rule 377 per day. Their names are selected on the basis of the strength of parties. The members are permitted to read the text of the matter and the item is taken up after Question Hour and other formal items listed in the agenda paper as per Direction 2 of the Directions by the Speaker regarding relative precedence of different classes of business.

(6) A general entry regarding matters to be raised by members on a day is included in the List of Business *w.e.f.* 7 August, 1990.

(7) Where the Speaker gives consent to a matter being raised under Rule 377, the Member concerned is provided with a copy of text of the statement to be read, as approved by the Speaker. Any words, phrases or expressions which do not appear in the text approved by the Speaker are not allowed to form part of the proceedings of the House.

(8) No Member may raise more than one matter under this Rule during a week.

(9) A member who does not avail herself/himself of the opportunity to raise a matter on a day on which it is allowed, cannot claim as a matter of right that she/he should be allowed to raise it on a subsequent day unless the Speaker permits her/him to do so.

(10) The statement proposed to be made by the Member should not ordinarily exceed 150 words*. It should be specific and confined to one matter and should raise an issue which falls within the Union Government's jurisdiction. The statement should not contain any allegations of a defamatory or incriminatory nature. It should not relate to a matter which has been discussed in the same session or which is substantially identical to the matter already raised by a

[#] As per the decision taken at a meeting of the Speaker with Leaders of Parties, the number of matters to be raised under Rule 377 has been increased from 15 per day to 20 per day.

(Please *see* Para No. 1143, Bulletin-Part II, dated 21 April, 2005).

^{*} As per the decision taken at a meeting of the Speaker with Leaders of Parties the permissible size of the text has been reduced from 250 words to 150 words.

(Please *see* Para No. 1405, Bulletin-Part II, dated 24 November, 2000).

member during the session. It should also not refer to proceedings of a parliamentary/consultative committee. It should not raise purely local issue or be of concern to some individual(s) only. It should not refer to a matter which is *sub judice* or to the correspondence between the Centre and the State or between the States.

(11) Normally Ministers do not make statements on matters raised under Rule 377. However, if a Minister so desires, she/he may make a statement on the subject with the permission of the Speaker.

(12) Relevant extracts from the proceedings of the House containing a matter raised under Rule 377 are sent to the concerned Minister by the Lok Sabha Secretariat on the next working day for replying to the member concerned and a copy of the communication is also endorsed to the Minister of Parliamentary Affairs.

(13) The Ministers reply directly to the Members concerned with regard to matters raised by them under Rule 377 informing them of the Government's views or action taken. Further clarifications, if any, may be obtained by Members directly from the Minister/Ministry concerned.

(14) On the day (usually Fridays) when the Minister of Parliamentary Affairs makes a statement regarding Government Business for the following week, matters under Rule 377 are not allowed by the Speaker.

16. Submissions on Statement by Minister of Parliamentary Affairs regarding Government Business.—(1) The Minister of Parliamentary Affairs or in her/his absence any other Minister on her/his behalf normally makes a statement on the last working day of the week regarding the Government business which is likely to be taken up during the following week. A member who wishes to seek clarification on the statement or suggest an additional subject for discussion in the House during the following week, may do so by giving notice in writing to the Secretary-General. The notice, duly signed by the member, should be accompanied by the text of the submission proposed to be made, as notices not accompanied by the text of the submission are not considered.

(2) Notices for making submissions should be given in the Parliamentary Notice Office by 10.00 hours on the day on which the

item regarding statement by the Minister of Parliamentary Affairs for the following week is included in the list of business. Notices received after 1000 hours are not considered.

(3) As only ten members are permitted to make submissions on a particular day, all valid notices are balloted to select the names of ten such members and to determine their *inter-se* priority. No other member is allowed to make submission even if anyone from the ten members whose names have come in the ballot is absent.

(4) A member is permitted to suggest two topics for discussion in the House during the following week. The submission proposed to be made by the member should not exceed 50 words for each subject and should be within the parameters of Rule 352 of the Rules of Procedure and Conduct of Business in Lok Sabha.

(5) Members of the Business Advisory Committee are not allowed to make submissions.

(6) On the day submissions are made by the members, matters under Rule 377 are not allowed.

17. Calling Attention.—(1) A member may, with the previous permission of the Speaker, call the attention of a Minister to any matter of urgent public importance and the Minister may make a brief statement immediately or ask for time to make a statement at a later time.

(2) No debate is permitted on such a statement at the time it is made but each member in whose name the item stands in the List of Business may, with the permission of the Speaker, may ask a specific and brief clarificatory question relevant to the subject. The member who calls attention should not take more than ten minutes and the other members not more than five minutes each. The Minister replies at the end to all the clarificatory questions asked by members and the total time taken on a Calling Attention on a day is usually restricted to half-an-hour to forty-five minutes.

(3) Before the commencement of session notices of Calling Attention can at the earliest be given on and after the date notified for the purpose in Bulletin-Part II issued before the session which is normally three working days before the commencement of the session. Notices received prior to that date are not considered valid and are returned to the members.

(4) Notice of a Calling Attention should be given in the prescribed form and addressed to the Secretary-General. Copies of the notice should be endorsed separately to (i) the Speaker, and (ii) the Minister concerned and left in the Parliamentary Notice Office. Printed forms of notices are available in the Parliamentary Notice Office.

(5) A member can give not more than two such notices for any one sitting. If a notice is signed by more than one member it will be deemed to have been given by the first signatory only.

(6) All Calling Attention notices received in a week are kept alive during the week in which those are tabled and placed before the Speaker on the day these are received, who may select one of them for a statement by the concerned Minister at the next or any subsequent sitting of the House.

On the last day of the week on which the House sits, the notices received upto 10.00 hours on that day are considered by the Speaker and all the notices which are not selected are deemed to have lapsed and no intimation about that is given to the members.

However, a notice on a subject which has been referred to the Government for furnishing the facts does not lapse till the same is finally disposed of by the Speaker.

Notices received after 10.00 hours on the last day of the week on which the House sits are deemed to have been received for the day on which the next sitting of the House is to be held and these are treated as valid for the following week.

(7) If notices of more than one matter are received for the same day, the Speaker selects one matter which in the opinion is more urgent and important.

The Speaker may select the second matter for the same sitting if, in the opinion, the matter proposed to be raised is important and the House is required to pay its attention immediately. However, the second matter cannot be raised by the same members who raised the first matter.

The time for taking up the second matter is decided by the Speaker after taking into consideration the business of the House.

If the Prime Minister is to make a statement in response to one of the two calling attention matters on a day, that matter may be given priority.

(8) The Calling Attention item is taken up after Question Hour. When the item is reached, the Speaker calls the member in whose name the item stands to stand in his seat and call the attention of the Minister concerned to the matter as listed in the Agenda.

(9) Names of not more than five members are shown in the List of Business.

(10) Where the number of members who have given notices on a subject selected by the Speaker is more than five, a ballot is held to determine the *inter-se* priority of five members in whose names the item is to be included in the List of Business.

If the number of members giving notices on subject selected by the Speaker is five or less, their *inter-se* priority is determined with reference to the date and time of receipt of the notices. However, if more than one notice is received at the same point of time, a ballot is held to determine their *inter-se* priority.

In the ballot, the names of all members whose notices on the subject selected by the Speaker have been received upto 1000 hours on the day are included. However, in case a Calling Attention is selected for the following week on the last/or any sitting day of the week, names of all the members whose notices have been received upto the time of selection, are included in the ballot.

(11) After the ballot, five members who have secured priority in the ballot are informed about the text of the Calling Attention as admitted by the Speaker.

If any member has any objection to her/his name being added to the Calling Attention in the form in which it has been admitted by the Speaker, she/he may inform the officer at the Table, immediately (but not later than the time the House rises for the day) in writing that her/his name may not be added to the Calling Attention in the List of Business.

18. Statement by Minister.—(i) Ministers make statements in the House with prior notice to and with the consent of the Speaker, in order to keep the House informed of matters of public importance or to apprise the House about Government policy in regard to a matter of topical interest at the earliest opportunity. In Parliamentary parlance, such statements are called *suo motu* statements.

No questions are permissible at the time statement is made in the House. However, the Speaker may permit a discussion on the statement if notices under appropriate rules are tabled by members.

(ii) In order to keep the House informed of the action taken by the Ministries on recommendations made by the Departmentally related Standing Committee in their Reports, Direction 73A was incorporated in the Direction by the Speaker, Lok Sabha requiring by Ministers to make Statement regarding action taken on the recommendations made in Committee Reports.

The Minister concerned shall make once in six months a statement in the House regarding the status of implementation of recommendations contained in the Reports of Departmentally Related Standing Committees of Lok Sabha/Rajya Sabha with regard to his Ministry. The Minister desiring to make the statement intimates in advance the date on which the statement is proposed to be made and also sends a copy of the statement to the Lok Sabha Secretariat for the information of the Speaker.

After the approval of the Speaker, an entry to this effect is included in the List of Business.

19. Short Duration Discussions under Rule 193.—(1) Any member desirous of raising discussion on a matter of urgent public importance may give notice in writing to the Secretary-General specifying clearly and precisely the matter to be raised. The notice should be accompanied by an explanatory note stating reasons for raising the discussion and should be supported by the signatures of at least two other members.

(2) Notices of Short Duration Discussions are accepted from the date following the date of issue of summons for a session. *Inter-se* priority of notices on the same subject received within seven days from the date following the date of the issue of summons for a session is determined by ballot if the time gap between the issue of summons and commencement of the session is more than twenty one days. Priority of notices received thereafter is determined according to the date and time of receipt.

In case the time gap between the issue of summons and the commencement of the session is twenty-one days or less, *inter-se* priority of notices is determined according to the date and time of their receipt.

(3) Notices regarding statements to be made in the House by Ministers or statements, reports or papers to be laid on the Table are accepted from 10.00 hours on the day the List of Business wherein the item has been included, is circulated to members.

(4) In a case where a supplementary List of Business is circulated in the House in regard to a statement, notices in respect of that statement, received within fifteen minutes of circulation of the supplementary List of Business, are deemed to have been received at the same point of time and their *inter se* priority determined by ballot.

(5) In a case where an announcement is made by the Chair about a statement to be made by a Minister in the House, notices in respect of that statement are accepted from the time the announcement is made by the Chair in the House.

(6) In a case where a statement is made without being included in the List of Business or supplementary List of Business, or an announcement being made by the chair in regard thereto, notices in respect of such statement are accepted from the time the statement is actually made in the House.

(7) All notices, received within fifteen minutes of announcement by the Chair, or statement by the Minister under items (5) and (6) above are deemed to have been received at the same point of time and their *inter se* priority determined by ballot.

Explanation.—The period of fifteen minutes referred to in items (4) and (7) above is computed from the time of completion of circulation of List of Business or the announcement by the Chair or the statement of the Minister, as the case may be.

(8) All such notices are to be delivered in the Parliamentary Notice Office only and these are not to be passed on to any officer at the Table of the House. In any case the time of receipt of the notice in the Parliamentary Notice Office alone is taken into account for determining the *inter se* priority of notices.

(9) In a case where notices of Short Duration Discussion on a subject matter are received in general form as well as on the statement made by a Minister on the same subject in the House and it is decided to have a discussion on the subject, the notices in general form are not taken into account and only those seeking discussion on Minister's statement are considered.

(10) The Speaker decides the admissibility of a notice of Short Duration Discussion. If an early opportunity is otherwise available for the discussion of the matter, the Speaker may refuse to admit the notice.

(11) There is no formal motion before the House in respect of such a discussion and as such there is no question of voting on it.

(12) The member who has given notice may make a short statement and any other member who has previously intimated to the Speaker may be permitted to take part in the discussion subject to the time limit for the speeches, if any, prescribed by the Speaker.

(13) The member who raises the discussion has no right of reply.

(14) Unless the Speaker otherwise directs, No-Day-Yet-Named Motions and Short Duration Discussions are arranged in such a way that no member moves or raises more than two of these during a session. (*See Direction 113C*)

20. No-Day-Yet-Named Motions under Rule 184.—(1) Save in so far as otherwise provided in the Constitution or in the Rules of Procedure and Conduct of Business in Lok Sabha, no discussion on a matter of general public interest can take place except on a motion made with the consent of the Speaker. Notice of such a motion is to be given in writing addressed to the Secretary-General. Alongwith the notice, the member concerned should specify the points for discussion on the motion and also furnish an explanatory note in order to enable the Speaker to decide the admissibility of the notice.

(2) With regard to tabling of notices of motions under this rule and the date and time of their receipt, the procedure outlined in sub-paras (2) to (8) of para 19 would *mutatis mutandis* apply.

(3) In a case where notices of motion on a subject matter are received in general form as well as on the statement made by a Minister on the same subject in the House and it is decided to have a discussion on the subject, the notices in general form are not taken into account and only those seeking discussion on Minister's statement are considered.

(4) The Speaker decides the admissibility of a motion or a part thereof.

(5) The admitted motions are published in Bulletin—Part II from time to time. These are placed before the Business Advisory

Committee. The Committee selects the motions for discussion in the House according to the urgency and importance of the subject and allots time for the same. The selected motion is included in the List of Business.

(6) When notices of Government motion, and a private member's motion are received on the same subject, only the Government motion is admitted.

(7) Whenever necessary, the Speaker prescribes time limit for speeches.

(8) The mover of a motion has a right of reply.

(9) A motion which is in the form that a policy or situation be taken into consideration is disposed of under rule 342 and not put to vote. Only substitute motions moved to such a motion are put to vote.

(10) Motions other than motions which are disposed of under Rule 342 are, however, put to vote. Amendments can be moved to such motions.

(11) Unless the Speaker otherwise directs, No-Day-Yet-Named Motions and Short Duration Discussions are arranged in such a way that no member moves or raises more than two of these during a session. (*See Direction 113C*)

21. Motions for modification of regulations, rules etc. laid on the Table.—(1) 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 and the period specified in the Constitution or the relevant Act has to be completed before the House is adjourned *sine die* and later prorogued, unless otherwise provided in the Constitution or the relevant Act. If the period is not so completed, the regulations, rules etc., are relaid in the following session or sessions until the said period is completed in one session.

[Rule 234]

(2) Before completion of the above period, any member may give notice of a motion for modification by way of an amendment to such regulation, rule, sub-rule, bye-law etc. The Speaker decides the admissibility of the motion.

(3) The Speaker, in consultation with the Leader of the House fixes a day or days or part of a day for consideration and disposal of the motion.

[Rule 235]

(4) The mover of the motion has a right of reply before it is put to vote.

22. Bills.—(1) *Definition.*—A Bill is a draft of a legislative proposal which when passed by both the Houses of Parliament and assented to by the President becomes an Act. It has to pass through various stages before it becomes an Act.

(2) *Stages of a Bill.*—(i) *First Reading i.e. Introduction.*—The legislative process starts with the introduction of a Bill in either House of Parliament. A Bill can be introduced either by a Minister or by a Private Member. In the former case it is known as a Government Bill and in the latter case it is known as a Private Member's Bill. It is necessary to ask for leave of the House to introduce a Bill. If leave is granted, the Bill may be introduced. After a Bill has been introduced, it is published in the Gazette. But before introduction, a Bill may, with the permission of the Speaker, be published in the Gazette. In such cases, no leave to introduce the Bill in the House is asked for and it is straightaway introduced. If the motion for leave to introduce a Bill is sought to be opposed, advance intimation to the effect specifying clearly and precisely the objections to be raised should be given to the Secretary-General by 1000 hours on the day on which the motion is included in the List of Business. The Speaker may allow a brief explanatory statement to be made by the member who opposes and the member who moves the motion. Thereafter, without further debate, the Speaker may put the question to the vote of the House. Where, however, leave to introduce a Bill is sought to be opposed on the ground that the Bill initiates legislation outside the legislative competence of the House, the Speaker may permit a full discussion thereon.

The motion for introduction of a Finance Bill or an Appropriation Bill is not opposed. A Money Bill cannot be introduced in Rajya Sabha nor can it be referred to a Joint Committee of the Houses.

[Rules 64, 72 and 73]

Reference of a Bill to the Standing Committee:

After the introduction of the Bill in either House, it is generally referred by the Chairman, Rajya Sabha or the Speaker, Lok Sabha, as the case may be, to the concerned Standing Committee for examination and report. The Committee is required to make a report on the Bill in the given time which is normally three months but can be extended by the Chairman, Rajya Sabha or the Speaker, Lok Sabha, as the case may be. The reports of the Standing Committees shall have persuasive value and are treated as considered advice given by the Committees. In case the Government accepts any of the recommendations of the Committee(s), it may bring forward official amendments at the consideration stage of the Bill.

[Rules 331H, 331N]

(ii) *Second reading i.e., Consideration.*—The Second reading of the Bill can be divided into two stages. The first stage consists of a general discussion on the Bill when the principles underlying the Bill are discussed. It is open, at this stage, to the House to refer the Bill to a Select Committee of the House or to a Joint Committee of the two Houses or to circulate it for the purpose of eliciting opinion or straightaway take it into consideration. Generally, at this stage, only those Bills which have not already been referred to the concerned Standing Committee, are referred to Select/Joint Committee. However, a Bill which has already been referred to concerned Standing Committee may also be referred to a Select Committee of the House or to a Joint Committee of the two Houses.

[Rules 74 and 75]

If a Bill is referred to Select/Joint Committee, the Committee considers the Bill clause by clause just as the House does, Amendments can be moved to various clauses by members of the Committee. The Committee can also take evidence of associations, public bodies or experts who are interested in the measures. After the Bill has thus been considered, the Committee submits its report together with the Bill as amended by the Committee to the House. If a Bill is circulated for the purpose of eliciting opinion thereon, such opinions are obtained through State/Union territory Governments. Opinions so received are laid on the Table of the House. Thereafter the next motion in regard to the Bill should be a motion for reference to a Select/Joint Committee.

The Second stage of the second reading comes after the motion that the Bill (or the Bill as reported by the Select/Joint Committee, as the case may be) be taken into consideration, is adopted. This stage consists of consideration of the Bill clause-by-clause.

Discussion takes place on each clause of the Bill and amendments to clauses are moved at this stage. The amendments moved to a clause are disposed of first and then the clause is put to the vote of the House. The amendments form part of the Bill if they are accepted by the House. The second reading is over after all the clauses, schedules, if any, Enacting Formula, Preamble, if any, and the Long Title of the Bill have been put to vote and disposed of.

[Rules 88 and 92]

(iii) *Third Reading i.e., passing.*—Thereafter the member-incharge can move a motion that the Bill (or the Bill, as amended, as the case may be) be passed. This is known as the Third reading of the Bill. At this stage debate is confined to arguments either in support or rejection of the Bill without referring to the details further than it is absolutely necessary. Only formal, verbal or consequential amendments are allowed at this stage.

[Rules 93 and 94]

For passing an ordinary Bill a simple majority of members present and voting is necessary. But in the case of a Bill to amend the Constitution a majority of the total membership of the House and a majority of not less than two-thirds of the members present and voting is required.

[Arts. 100 and 368]

(iv) *Assent.*—After the Bill is passed, it is sent to the other House and there also it passes through the three stages of Reading, the first stage being laying of the Bill in the other House. When a Bill is passed by both Houses, it is presented to the President for assent. Only after the assent is given, the Bill becomes an Act. The President can give or withhold assent to the Bill or can return the Bill if it is not a money Bill for reconsideration of the Houses. If the Houses pass the Bill again with or without the amendments recommended by the President, the President shall not withhold assent.

[Art. 111]

(v) *Joint Sitting*.—If a Bill passed by one House is not agreed to by the other House or the Houses have finally disagreed as to the amendments to be made in the Bill, or more than six months elapse from the date of receipt of the Bill by the other House without the Bill being passed by it, the President may summon a joint sitting of both Houses for the purpose of deliberating and voting on the Bill. If at the joint sitting of the Houses the Bill is passed by a majority of the total number of members of both the Houses present and voting, with the amendments, if any, accepted by them, the Bill is deemed to have been passed by both the Houses. This provision, however, does not apply to Money Bills and Constitution Amendment Bills.

[Art. 108]

23. Other procedural requirements in respect of Bills.—

(1) Notice for introduction of a Bill should be accompanied by the text of the Bill together with its Statement of Objects and Reasons signed by the member giving notice.

[Rule 65(1)]

(2) In addition to the Statement of Objects and Reasons, a Bill involving expenditure from the Consolidated Fund of India should be accompanied by a Financial Memorandum inviting particular attention to the clauses involving expenditure and also giving an estimate of recurring and non-recurring expenditure involved in case the Bill is passed into law.

[Rule 69]

(3) A Bill involving proposals for delegation of legislative power should be accompanied by a memorandum explaining such proposals and drawing attention to their scope and stating whether they are of normal or exceptional character.

[Rule 70]

(4) A Bill seeking to amend a principal Act should be accompanied by an annexure giving a verbatim extract of all those sections of the principal Act sought to be amended.

(5) If the Bill is one which cannot be introduced under the Constitution without the recommendation of the President, the member should obtain and annex to the notice, a copy of such recommendation.

(6) A Bill, which if enacted, would involve expenditure from the Consolidated Fund of India, cannot be taken into consideration or referred to a Select/Joint Committee unless the member-in-charge obtains requisite recommendation of the President for consideration of the Bill under article 117(3) of the Constitution. The recommendation of the President should be obtained before and either directly or through the Lok Sabha Secretariat.

[Rule 65(2)]

(7) The notice of a motion for reference of a Bill to Select/Joint Committee should contain the date or day by which Select/Joint Committee is to report to the House and the names of the members to serve on the Select/Joint Committee. The member giving notice should also specifically state in the notice whether the members proposed to be appointed on the Committee have given their consent to serve on the Committee.

[Rule 75(2)]

24. Special requirements in respect of Private Members' Bills.—(1) The period of notice of motion for leave to introduce a Private Member's Bill is one month unless the Speaker allows the motion to be made at a shorter notice.

[Rule 65]

(2) Bills in respect of which notices of motion for leave to introduce have been given by private members are entered in the List of Business for the day allotted for Private Members' Bills provided these are found, on scrutiny, to be admissible.

(3) All Bills seeking to amend the Constitution, notices of which have been given by private members, are examined by the Committee on Private Members' Bills and Resolutions before their introduction in Lok Sabha. After the Committee has recommended that the members concerned may be permitted to move for leave to introduce such Bills, motions in that regard are included in the List of Business of Private Members' Bills.

[Rule 194]

(4) Private Members' Bills which have already been introduced and are pending before the House are classified by the Committee on Private Members' Bills and Resolutions into two categories,

namely, category A and category B according to their nature, urgency and importance. Bills classified as category A have precedence over Bills classified as category B and the relative precedence of Bills falling under each of these categories is determined by ballot held separately. However, if the number of Bills in category A is twenty or more, ballot of category B Bills is not held. Where Bills have not been so classified by the Committee, the relative precedence of such Bills is determined by ballot in accordance with such directions as the Speaker may give therefor.

[Rules 27 and 294]

(5) A ballot of Bills is held in respect of two consecutive days allotted for Private Members' Bills in a session. The ballot is held on such day not being less than seven days before the first day allotted for Private Members' Bills during a month and in such manner as the Speaker may direct. Particulars in connection with these ballots are intimated to members in advance through Bulletin—Part II.

[Direction 3]

(6) Notices of next motions in regard to Bills as have secured a place among the first twenty Bills in the ballot should be given by the members by the dates specified in Bulletin—Part II, so as to enable their Bills being included in the list of business. While giving the notice of next motion, members should also specifically intimate whether they would be present in the House for the day allotted for Private Members' Bills.

[Direction 8]

(7) Apart from Bills for introduction and part-discussed Bill(s), if any, only four Bills—for consideration are included in the List of Business.

25. Amendments to clauses etc. of Bills.—(1) The notice period for tabling amendments to Bills under the Rules of Procedure and Conduct of Business in Lok Sabha is one day.

As amendments are circulated to members both in English and Hindi simultaneously, the Rules Committee (Fourth Lok Sabha) considered the question of inadequacy of period of notice for tabling amendments to Bills. The Committee decided that members might

be requested to table such notices at least two days before the day the Bills are to be taken up in the House.

The notices of amendments to Bills tabled upto 15.15 hours on a day are printed and circulated the same day. The notices tabled after 15.15 hours are deemed to have been tabled on the next working day. These notices are printed and circulated on the next open day if the Bill to which they relate has not been disposed of in the House.

[Rule 79]

(2) Notices of amendments to a Bill are entertained only after introduction of the Bill in Lok Sabha, or in the case of a Bill passed by Rajya Sabha, after the Bill has been laid on the Table of Lok Sabha.

(3) The time for moving amendments is immediately after the clause to which they relate is taken up for consideration. In the case of a voluminous and controversial Bill, however, as soon as a clause or group of clauses is taken up for consideration, the Chair with a view to saving the time of the House, may call upon the members to hand over at the Table within fifteen minutes slips indicating the serial numbers of the amendments in their names which they wish to move.

Mere intimation from a member to move amendment to a particular clause is not enough for treating it as moved. The member should be present in the House when clause to which amendment relates is taken up. Moving of identical amendments is not permissible but members who have tabled similar amendment can speak in support of amendment moved earlier, if permitted by the chair.

(4) If a member gives notice of an amendment which under the Constitution cannot be moved without the recommendation of the President, the member should either annex to the notice such recommendation conveyed through a Minister or write to the Secretariat to obtain the same. Such letters are forwarded to the concerned Ministries for obtaining the recommendation of the President.

[Rules 81 and 82]

26. Statutory Resolutions.—(1) A resolution given notice of by a member in pursuance of a provision in the Constitution or in an Act of Parliament, is called a 'Statutory Resolution'. Such a resolution

is not balloted under rule 28, even if given notice of by a private member. However, if several notices on the same subject are received at the same point of time, their *inter se* priority is determined by ballot.

(2) If the Speaker admits notice of such a resolution, it is notified in the Bulletin—Part II under the heading ‘Statutory Resolutions’.

(3) The Speaker, after considering the state of business in the House and in consultation with the Leader of the House, allots a day or days or part of a day for the discussion on any such resolution.

[Direction 9B]

(4) The mover of Statutory Resolution has a right of reply, before the resolution is put to vote.

27. Private Members’ Resolutions.—(1) Before the commencement of a session, a para is issued in Bulletin—Part II regarding the dates on which ballot shall be held for all the days allotted for Private Members’ Resolutions during that session.

(2) Members who desire to give notices of resolutions may in the first instance give written intimation to that effect.

The intimation should be addressed to the Secretary-General and sent to the Parliamentary Notice Office at least two days before the date of ballot.

(3) The names of members from whom such intimation is received are balloted and those securing the first three places in the ballot for any particular day allotted for Private Members’ Resolutions are intimated accordingly and are requested to give notice of one resolution each within two days after the date of the ballot. Those resolutions, if admitted, are put down in the List of Business.

[Rule 170]

28. Budget.—(1) The Annual Financial Statement of Estimated Receipts and Expenditure of the Government of India in respect of each financial year (popularly known as ‘Budget’) is presented to Lok Sabha in two parts *viz.*, the General Budget and the Railway Budget. The General Budget is presented to Lok Sabha on such

*day as the President may direct. However, during the year General Election to Lok Sabha is held, there is a change in the programme of dates for the presentation of the Budgets. In an election year, Budget may be presented twice—first to secure Vote on Account for a few months and later in full.

(2) Sets of General Budget papers are made available to members in the Lobby, after it has been presented to the House from several booths arranged State-wise or according to the Division Numbers of members. Members who do not take their Budget sets from the Lobby on the day of presentation of the Budget can obtain the same from the Publications Counter on subsequent days. Sets of Railway Budget papers are made available to members from the Publications Counter after the Railway Budget has been presented to the House.

(3) The Budget papers are supplied to a member either in English or in Hindi version, according to the preference given by the member for the supply of Parliamentary papers.

(4) On a day subsequent to the presentation of the Budget, the House takes up the General Discussion of the Budget which is called the first stage followed by second stage *i.e.* discussion and voting on Demands for Grants.

(5) According to Rule 207(1), during the General Discussion on the Budget, the House is at liberty to discuss the Budget as a whole or any question of principle involved therein. The scope of discussion at this stage is confined to the general examination of the Budget *i.e.* the proper distribution of the items of expenditure according to the importance of a particular subject or service, the policy of taxation as is expressed in the Budget and the speech of the Finance Minister. Details of expenditure may be discussed when the Demands for Grants come up before the House.

* By convention, the Railway Budget is presented sometime in the third week of February at 1200 hours after the Question Hour. The General Budget was presented by convention till 1998, on the last working day of February at 5 P.M. This convention was however, changed in 1999 when the General Budget was presented at 11 A.M. Since then the General Budget is presented at 11 A.M. on the last working day of February (except in 2000 when it was presented at 2 P.M.).

(6) *Scrutiny of Demands for Grants by the Standing Committees.*— After the General Discussion on Budget in both the Houses is over and Vote on Account is passed, the House is adjourned for a specified period. The Demands for Grants of each Ministry/Department will be examined by the concerned Standing Committee having jurisdiction over it during the said recess period. The Committee shall give separate report for each Ministry. The Demands for Grants shall be discussed/considered in the House in the light of the reports of the Standing Committee. The reports of the Standing Committees which are of persuasive value are nevertheless treated as considered advice given by the Committee.

[Rules 331E(1) (a), 331G, 331N]

(7) The Speaker in consultation with the leader of the House allots as many days as may be compatible with the public interest for discussion and voting of Demands for Grants. The Business Advisory Committee allots time and also recommends the order in which the Demands might be discussed. Accordingly, a time-table showing the dates and order in which Demands for Grants of various Ministries/Departments would be taken up is published in Bulletin—Part II for the information of members.

(8) Before the discussion on the Demands for Grants is taken up copies of the Annual Reports on the working of the Ministries and Outcome Budgets, as and when received from the Ministries, are placed at the Publications Counter for supply to members. Members can obtain the same from the Publications Counter on request. Copies of the reports of the Standing Committees pertaining to Demands for Grants are also made available to members from the Publications Counter after these are presented/laid on the Table of the House.

(9) *Guillotine*—On the last of the allotted days at the appointed time, the Speaker puts every question necessary to dispose of all the outstanding matters in connection with the Demands for Grants. The Guillotine concludes the discussion on Demands for Grants.

[Rule 208(2)]

29. Cut Motions to Demands for Grants.—Members may give notice of Cut Motions for the reduction of the votable heads of expenditure of the Demands for Grants immediately after the Finance Minister or the Railway Minister, as the case may be, has presented

the Budget in the House. Cut Motions are divided into following three categories:—

(i) *Disapproval of Policy cut i.e.*, a motion “that the amount of the demand be reduced to Re. 1” representing disapproval of policy underlying the Demand. A member giving notice of such a Cut Motion should indicate in precise terms, the particulars of the policy which the member proposes to discuss. If the Cut Motion is admitted, the member should confine the discussion to the specific point or points mentioned in the notice and it is open to the member to advocate an alternative Policy;

(ii) *Economy cut i.e.*, a motion “that the amount of the Demand be reduced by a specific amount” representing the economy that can be effected. Such specified amount may either be a lump sum reduction in the Demand or reduction of an item in the Demand. The member giving notice of such a cut motion should indicate briefly and precisely the particular matter on which discussion is sought to be raised and if the notice is admitted speeches should be confined to the discussion as to how economy can be effected; and

(iii) *Token cut i.e.*, a motion “that the amount of the Demand be reduced by Rs. 100” in order to ventilate a specific grievance, which is within the sphere of responsibility of the Government of India. The discussion on such a cut motion, if admitted, should be confined to the particular grievance specified in the motion.

[Rule 209]

(2) For the convenience of members, printed forms of each of the above categories of cut motions are kept in the Parliamentary Notice Office. Members may make use of these forms while giving notices of cut motions. The period of notice of a cut motion is one day before the day on which the Demand to which it relates is taken up for consideration. However, the Rules Committee (Fourth Lok Sabha) considered the question of inadequacy of the period of notice for tabling cut motions and decided that members might be requested to table such notices at least two days before the day the relevant Demands are to be taken up in the House. Members should, therefore, table the notices of cut motions at least two days before the day the relevant Demands are to be taken up in the House, but in any case not later than 1515 hours on the previous day.

(3) Under each Demand, motions for Disapproval of Policy cut are entered before other categories of cut motions in the list and the

policy sought to be discussed by the member is also indicated in the notice. Then follow the motions for Economy cuts. They are arranged *inter se* according to the amount of the cut proposed and the particular sub-head in respect of which economy is proposed is also indicated. Thereafter comes the Token cuts. In this case also the question proposed to be raised by the member on each cut motion is indicated.

(4) As soon as the Demands of a particular Ministry are taken up in the House, the Chair calls upon the members present in the House to hand over at the Table within fifteen minutes slips indicating the serial numbers of cut motions under the respective Demands which they would like to move and states that only those cut motions will be treated as moved.

(5) The above procedure is also followed in the case of cut motions relating to Demands for Supplementary and Excess Grants subject to the following conditions:—

- (i) a cut motion must be restricted to the items of expenditure contained in the Supplementary Grants;
- (ii) a question of policy cannot be raised on demands for Supplementary Grants in so far as such Demands refer to schemes which have already been sanctioned by the House; and
- (iii) with respect to a 'new service' for which previously no sanction had been obtained, question of policy may be raised but it must be confined to the item on which the vote of the House is sought.

30. Vote on Account.—(1) As it is not possible to vote the Demands for Grants before the 31st March when the financial year ends, in order to keep the Government functioning pending the voting of the final supply and providing the House to have a fuller opportunity to discuss the Demands in detail, in March every year, the House is asked to vote usually two months' supply, *i.e.* approximately one-sixth of the total estimated expenditure under various grants. This is called Vote on Account and is taken separately for Demands for Grants—General and Railways. Vote on Account is passed after general discussion on the Budget. Usually it is treated as a formal matter and is passed without discussion.

(2) When the House is to be dissolved or a new House is constituted, Vote on Account may be taken for a longer period (for about 3 to 5 months).

[Rule 214]

31. Budget of a State/Union territory under President's Rule.—Budget of a State/Union territory under President's Rule is presented to Lok Sabha. The procedure followed in regard to the Budget of the Union Government is followed in the case of State Budget also with such variations or modifications, as the Speaker may make.

[Rule 387B]

32. Division.—(1) At the conclusion of a debate, the Chair puts the question to the House. Those in favour of the motion are invited to say 'Aye' and those against the motion to say 'No'; and then the Chair says 'I think the Ayes (or the Noes, as the case may be) have it'. If the opinion of the Chair as to the decision goes unchallenged, the Chair says twice 'The Ayes (or the Noes, as the case may be) have it'; and the question before the House is determined accordingly. But if the opinion of the Chair is challenged by member or members exclaiming 'The Noes (or Ayes) have it', the Chair except when she/he holds that the challenge is frivolous directs that the Lobbies be cleared. Then Division Bells are rung. A point of order cannot be raised that Division Bells did not ring or were not heard. When bells ring continuously, it indicates that a Division is to take place in Lok Sabha. When bells ring intermittently it indicates that a Division is to take place in Rajya Sabha. Immediately after the bells stop ringing, all the outer doors of the Members' Inner Lobby are closed and the Security Staff are posted at each door to prevent entry or exit through the doors until the Division is concluded. Then the Chair puts the question to the House for a second time. If the opinion of the Chair is again challenged, the Chair orders a division to be held.

(2) With a view to save time of the House in recording votes in the case of Division, an Automatic Vote Recording System has been installed in the Lok Sabha Chamber. Divisions are held with the aid of this system. In the event of any mechanical failure of the system or otherwise if the Chair so directs, Division may be held by members being asked to indicate their votes on Ayes/Noes slips distributed to them in the House or to record their votes in the Division Lobbies or to rise in their places for 'Ayes and Noes', as the case may be.

(3) If, in a Division the number of Ayes and Noes is equal, the question is decided by the casting vote of the Chair.

(4) Whenever, a motion has to be carried by a majority of the total membership of the House and by a majority of not less than two-thirds of the members present and voting, voting thereon shall be by Division.

(5) In the case of a Division, before the result is announced by the Chair, the vote of a member can be challenged on the ground of personal, pecuniary or direct interest in the matter to be decided by the House. In such a case, the Chair may, if considered necessary, call upon the member making the challenge to state precisely the grounds of objection and the member whose vote has been challenged to state one's case and then decide whether the vote of the member should be disallowed or not. The decision of the Chair in this regard is final.

33. Automatic Vote Recording System.—

This system can be used for:

- (i) *Open Voting*: wherein the names of members who vote 'for' or 'against' a question or 'abstain' in the voting are recorded;
- (ii) *Secret Voting*: wherein only the final number of votes 'for' or 'against' a question or 'abstention' are recorded without revealing the names of members and the nature of vote cast by them; and
- (iii) *Quorum*: i.e. for automatic counting of members present in the Chamber.

Push-Button-Set for Members

A push-button-set containing Light Emitting Diode (LED) and four push buttons—a *green* button for 'AYES', a *red* button for 'NOES', a *yellow* button for 'ABSTAIN' and a white button for 'PRESENT' together with a Vote Initiation Switch mounted on the Language Selector Switch Assembly has been provided on the seat of each member. In the case of seats with desks, the push-button-set is fixed on the top of the desk. In the case of seats without desks the push-button-set is fixed on the railing of the seat in front of the member.

Recording of Votes

A Division requested for by a member is announced within the Parliament House, Parliament Library Building and Parliament House Annexe by ringing the Division Bells for $3\frac{1}{2}$ minutes. Thereafter, the entrances to the Chamber are closed and members are not admitted. The Speaker puts the question. If the opinion of the Chair as to the decision is challenged, the Chair directs that a Division be held and the votes be recorded.

A touch screen for operating the Automatic Vote Recording System has been installed at the Secretary-General's table in the Chamber. On the direction of the Speaker, the Secretary-General initiates the voting process.

With the activation of the system by the Secretary-General an audio-alarm sounds thus giving a signal to members for casting their votes.

For casting a vote, each member in the House has to press the Vote Initiation Switch and at the same time operate one of three push buttons, *viz.*, *green* for 'AYES' or *red* for 'NOES' or *yellow* for 'ABSTAIN' according to his choice. Both the Vote Initiation Switch and one of the push buttons (as per choice) must be kept pressed simultaneously till the audio-alarm sounds for the second time after 10 seconds.

The passage of the time of 10 seconds is also depicted in a descending order, (*i.e.* count down) from 10, 9, 8 and so on up to zero on the Total Result Display Screens.

In case of any error in voting, a member can correct it by pressing the desired push button simultaneously with the Vote Initiation Switch, before the Second audio-alarm is sounded.

The LED corresponding to the vote cast on the push-button-set of member's seat will glow simultaneously with the pressing of the button. The glowing of this LED will indicate that the vote is being recorded by the System.

There are two Total Result Display Screens installed on the pillars in the Galleries of the Chamber, in addition, there are two individual Result Display Screens on the left and right sides of the Speaker's seat in the Chamber. Seat numbers are displayed on the screens in the pattern of the setup in the House. When a member presses the 'AYES' button, the seat number on the screen glows in *green* colour, on pressing 'NOES' button, the seat on the screen glows in *red* colour and on Pressing the 'ABSTAIN' button, the seat number on the screen glows in *yellow* colour.

Result of Voting

Immediately after the sounding of the second audio-alarm, the System starts totalling up the affirmative and negative votes besides

abstentions and the total numbers of 'AYES', 'NOES' and 'ABSTAIN' are flashed on the Total Result Display Screens. It also indicates the total number of members who have exercised their vote.

The result of the Division also appears on the monitors provided in the Sound Control Room as well. After the House rises for the day, a print out of the voting result is taken for permanent record.

Secret Voting

The Secret Voting, if any, is on similar lines except that the individual result will not be displayed in Individual Result Display Screens.

Quorum (To record the presence of members)

For ascertaining 'Quorum', members have to press simultaneously the Vote Initiation Switch and the white colour push-button marked 'P'.

General

Each member has been allotted a fixed seat in the House and at the time of voting one is required to occupy that particular seat. Otherwise the print out of the voting Result will not reflect the correct position.

For recording corrections in the votes recorded by operating the Automatic Vote Recording System, the following correction slips are available:—

- (i) SLIP FOR CORRECTING VOTE RECORDED FROM A WRONG SEAT—This slip is printed on white paper and is to be used by a member who has recorded his vote from a wrong seat (*i.e.* seat allotted to another member).
- (ii) SLIP FOR RECORDING VOTE FOR 'AYE'—This slip is printed on green paper and is to be used by members for recording vote for 'Aye' in case the vote has not been recorded by the machine or for correcting the vote from 'No' or 'Abstain' to 'Aye', as the case may be.
- (iii) SLIP FOR RECORDING VOTE FOR 'NO'—This slip is printed on pink paper and is to be used by members for

recording vote for 'No' in case the vote has not been recorded by the machine or for correcting the vote from 'Aye' or 'Abstain' to 'No', as the case may be.

- (iv) **SLIP FOR RECORDING ABSTENTION**—This slip is printed on yellow paper and is to be used by members for recording Abstention in case the vote has not been recorded by the machine or for correcting the vote from 'Aye' or 'No' to 'Abstention', as the case may be.

The slips have been printed in English on one side and Hindi on the reverse.

Immediately after votes have been recorded by the machine and flashed on the Individual Result Display Screen a member who has voted from a wrong seat or whose vote has not been recorded by the machine or who has by mistake voted wrongly and desires correction to be made in the result as flashed on the Individual Result Display Screen should rise in one's seat whereupon a Division Clerk will handover to the member one of the four slips as the member may ask for.

The member concerned should make sure as to whether the mistake in recording vote of one's choice has actually occurred by referring to Individual Result Display Screen. In case of doubt, the member should consult the Officer at the Table.

The member desiring a correction to be made should fill in the requisite correction slip precisely and completely in all respects and then hand it over without delay to the Division Clerk. While filling in the correction slip, the portions of the correction slip which are not applicable should be struck off clearly.

The corrections so recorded by members are added to or subtracted from the result before it is announced by the Chair only in cases where the voting figures are very close. In other cases, the Chair announces the result subject to corrections, as it appears on the Total Result Display Screens and the corrections intimated by members are in due course incorporated in the Debates.

[Rule 367A]

34. Division by distribution of slips in the House.—

- (1) Members are supplied at their seats with 'Aye'/'No' printed slips

for recording their votes. 'Aye' slip is printed in green both in English and Hindi on one side and 'No' in red on its reverse. On these slips members are required to record votes of their choice by signing and writing their names, Division numbers and date legibly at the appropriate places.

(2) Members who desire to record Abstention may fill in the 'Abstention' slip printed separately in yellow both in English and Hindi. These slips may be obtained from the Division Clerks.

(3) In case a member has not been allotted a seat/Division Number, one may write his name, constituency, State and date legibly below one's signatures.

(4) Immediately after recording one's vote, each member should hand over one's slip to the Division Clerk.

(5) The Officer at the Table then scrutinises the 'Aye'/'No' and 'Abstention' slips and counts the votes recorded thereon and compiles the result. The Chair thereafter announces the result.

(6) The slips bearing signatures of members are utilised for recording the names of members participating in the Division in the printed Debates.

35. Division by recording Votes in Division Lobbies.—

(1) Another alternative procedure for Division is that members may be asked to record their votes by going into the Lobbies. Under this procedure when the Chair orders a Division, she/he directs the 'Ayes' to go into the Right Lobby and the 'Noes' into the Left Lobby. Members proceed to the 'Ayes' or 'Noes' lobbies as they wish to vote and pass in a single file before the Division Clerk. On reaching the desk of the Division Clerk, each member in turn calls out the Division number allotted to them which is the same as their seat number and which they are requested to commit to memory. The Division Clerk then marks off this number on the Division List simultaneously calling out the name of the member. In order to ensure that one's vote has been properly recorded, the member should not move off until the member has clearly heard the Division Clerk thus call out their name.

(2) When the voting process as described above is completed in the Division Lobbies, the Division Clerks present their Division Lists to the Officer at the Table who counts the votes recorded thereon. The Chair then announces the result.

(3) A member who is unable to go to the Division Lobby owing to sickness or infirmity may, with the permission of the Chair, have

the vote recorded either at one's seat in the House or in the Members' Lobby before the result of the Division is announced.

(4) A member who has not recorded one's vote in the Lobby or a member who finds that she/he has voted by mistake in the wrong Lobby, may be allowed to have her/his vote recorded or corrected, as the case may be, provided the member brings it to the notice of the Chair before the result of the Division is announced.

36. Decision of the House determined by means of members rising in their places.—If in the opinion of the Chair, a Division is unnecessarily claimed (for example, when the Chair is satisfied in any particular case that there is a clear preponderance of opinion in support of her/his declaration and against the challengers), the Chair may not follow the methods of having votes recorded by any of the methods mentioned in paragraphs 33, 34 and 35 above but may ask the members who are for 'Ayes' and for 'Noes' respectively to rise in their places. After counting their numbers, the Chair may either declare the decision of the House immediately or may order a Division to be held by any of the aforesaid methods. Where the Chair declares the decision of the House on the basis of number of members for 'Ayes' and 'Noes' rising in their places, the settled practice is not to record the names of members. Where, however, a specific request is made by any section of the House, the Chair may direct that the names of members for and against who have risen in their places may be taken down for inclusion in the Debates.

37. Petitions and Representations.—(1) A member may present a petition to the House with the consent of the Speaker. The petition should be signed by the petitioner(s) and countersigned by the member. A member herself/himself cannot be a petitioner. A member shall give advance intimation to the Secretary-General of one's intention to present a petition. The member should indicate the tentative date on which she/he would like to present the petition to the House. The petition should be written either in Hindi or in English. If it is in any other Indian language, it should be accompanied by translation thereof in Hindi or English and signed by the petitioner. When a member presents a petition to the Lok Sabha, no debate is permitted in the House on presentation of the petition. Every petition shall, after presentation, stand referred to the Committee on Petitions.

[Rules 161(3), 164, 166 to 169]

(2) In order to ensure admissibility of a petition for presentation under the Rules, the petition should pertain to—

- (i) a Bill which has been published under rule 64 or which has been introduced in the House;
- (ii) any matter connected with the business pending before the House; and
- (iii) any matter of general public interest provided that it is not one:
 - (a) which falls within the cognizance of a court of law having jurisdiction in any part of India or a court of enquiry or a statutory tribunal or authority or a *quasi-judicial* body or a commission;
 - (b) which should ordinarily be raised in a State Legislature;
 - (c) which can be raised on a substantive motion or resolution;
 - (d) for which remedy is available under the law, including rules, regulations, by-laws made by the Government of India or an authority to whom power to make such rules, regulations etc. is delegated;
 - (e) which is on a Bill pending before the Select or Joint Committee; and
 - (f) Which relates to personal or individual grievance.
- (iv) If the petition deals with any of the matters specified in sub-clauses (a) to (f) of clause (1) of article 110 of the Constitution or contains suggestions involving expenditure from the Consolidated Fund of India, it has been recommended by the President for presentation to the House.

[Rules 160 and 160A; Directions 38 and 40]

(3) Besides, a petition should also comply with the following requirements:—

- (i) The petition is in proper form as set out in the First Schedule of the Rules of Procedure and Conduct of Business in Lok Sabha, with such variations as the circumstances of each case may require.
- (ii) The petition should not seek amendment of the Constitution.

- (iii) The petition is couched in respectful, decorous and temperate language.
- (iv) The full name and address of every signatory to the petition are given and are authenticated by the petitioner's signature and, if illiterate, by the petitioner's thumb impression.
- (v) In case there is more than one signatory to the petition, at least one person signs, or affixes thumb impression if such person is illiterate, on the sheet on which the petition is inscribed. If signatures or thumb impressions are affixed to more than one sheet, the prayer of the petition should be repeated at the head of each sheet.
- (vi) Letters, affidavits, or other documents are not attached. In other words, the petitions should be self-contained or self-explanatory. Extracts of news reports or press cuttings cited by the petitioner can be quoted in the body of the petition itself.
- (vii) The petition concludes with a prayer reciting the definite object of the petitioner in regard to the matter to which it relates.

[Rules 161, 162, 163 and 165]

(4) Under Direction 95, the Committee on Petitions consider representations, letters and telegrams from various individuals, associations etc., ventilating grievances, which are not covered by the rules relating to petitions. Representations of the following categories are, however, excluded from the purview of the Committee:—

- (i) Representations regarding service grievances of employees of Governmental and semi-Governmental bodies, corporations, public undertakings etc.
- (ii) Representations seeking employment.
- (iii) Representations requesting monetary or financial assistance in some form.
- (iv) Representations regarding grievances on matters under control of State Governments.
- (v) Representations on matters which are *sub judice*.

- (vi) Representations from anonymous persons or which have illegible signatures or which do not contain full names and/or addresses.
- (vii) Representations which are mere endorsement copies of letters to other authorities and do not contain a specific request in the endorsement for relief.
- (viii) Representations seeking amendment of the Constitution.
- (ix) Representations of a frivolous nature of those not couched in respectful, decorous or temperate language, or on matters beyond the jurisdiction of India's Parliament to provide relief; or which contain complaints against members of Lok Sabha in relation to their conduct as private persons and not as Members of Parliament.
- (x) Representations on pending Bills or other pending business which are forwarded on receipt to the Ministry concerned for disposal under intimation to the petitioners direct.

Members who desire that the petitions, countersigned by them, which are inadmissible for presentation to the House, might be considered by the Committee on Petitions as representations should before forwarding them to the Secretariat ensure that the representations do not fall in any of the categories mentioned above.

38. Sales of Lok Sabha Secretariat Publications and Souvenirs.—50 per cent rebate is allowed to Members of Parliament on first copy on all priced publications brought out by Lok Sabha Secretariat and thereafter discount is not allowed on the same copy.

A discount of 25% is given on 'Constituent Assembly Debates' and 'Unparliamentary Expressions'.

In addition to the publications, souvenir items with Parliament of India logo at Sales Counter, Reception Office, Parliament House are also available to the Members of Parliament on cash payment. Besides, Souvenir items with Parliament Museum logo are made available on sale at 'Souvenir Shop' in Parliament Museum, Parliament Library Building.

39. Supply of Parliamentary Papers to Members.— (1) The following Parliamentary Papers are circulated to members at their residences and copies thereof are not again supplied to them in the House:—

- (i) List of Business.
- (ii) Lists of Questions.

- (iii) Bulletins Part I and II.
- (iv) Bills to be introduced in the House.
- (v) Bills introduced in Rajya Sabha.
- (vi) Bills passed by Rajya Sabha and laid on the Table of the House which are to be considered by the House.
- (vii) Lists of Amendments to Bills, Resolutions and Motions.
- (viii) Lists of Cut Motions.
- (ix) Ordinances.
- (x) Reports of certain Parliamentary Committees after their presentation in the House *v/z.* Business Advisory Committee, Committee on Private Members' Bills and Resolutions, Committee on Absence of Members from the Sittings of the House etc.

(2) Reports of certain Parliamentary Committees such as Reports of Select/Joint Committees on Bills presented to Lok Sabha or Rajya Sabha, Reports of Financial Committees, etc., which because of their volume cannot be circulated at the residences of members are supplied to members through Publications Counter on request.

(3) Members are required to preserve these papers and to bring them for their use in the House on the day or days when the relevant business is to be taken up in the House.

However, a few copies each of various Parliamentary papers pertaining to the business of the House for the day and printed forms for tabling various notices are kept, in a rack placed in the Inner Lobby.

(4) After papers are laid on the Table a few copies thereof are placed in the Parliament Library for reference by members there. Where the concerned Ministry desires that a paper laid on the Table should be circulated to members and furnishes sufficient number of copies to the Lok Sabha Secretariat, copies thereof are made available to members usually through the Publications Counter.

40. General Procedure with regard to the giving of Notices.—

(1) Every notice required by the rules should be given in writing addressed to the Secretary-General signed by the member giving the notice, and left at or sent to the Parliamentary Notice Office. No notice should be addressed to or sent to the Speaker. All communications in regard to notices should be addressed to the

Secretary-General. No communication should be addressed to the Speaker regarding any notice unless there is a specific point which requires the personal attention of the Speaker. Even in such a case communications to the Speaker should be addressed to 'The Speaker of Lok Sabha' or 'Dear Mr. Speaker'. They should in no case be addressed to the Speaker by name since they get mixed up with the Speaker's personal correspondence and get delayed.

(2) 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 tabled between 08.30 hours and 09.00 hours on the same day) being received by Parliamentary Notice Office are between 10.00 hours and 15.15 hours on working days. Notices left at the Notice Office after 15.15 hours are treated as given at 10.00 hours on the next working day. A notice box is placed near the entrance of Parliamentary Notice Office to enable members to deposit notices during the hours when Notice Office is closed. For the convenience of members who send their notices through their messengers or representatives not holding passes to enter the Parliament House, a Notice box has also been placed in the Reception Office in which notices can be deposited on working days between 9.15 hours and 17.00 hours. All notices deposited at the Notice Office or in the Notice boxes after 15.15 hours on a day and before 10.00 hours (except notices on matters of urgent public importance) on the next open day are treated as notices received at 10.00 hours on the latter day. Notices that are required to be given before the commencement of the sitting such as adjournment motion, calling attention, motion of no-confidence in the Council of Ministers, question of privilege, etc. may be deposited in these boxes before 10.00 hours. The boxes are opened at 10.00 hours and the notices found deposited therein are treated as having been received at 10.00 hours. In the case of such notices received on the same subject, ballot is held to determine their *inter se* priority except notices of calling attention, ballot for which is held only after notice on a subject is admitted.

(3) Notices of adjournment motion, calling attention, motion of no-confidence in the Council of Ministers, question of privilege, or any other notice required to be given before the commencement of the sitting on the day on which the matter is proposed to be raised in the House should be given by 10.00 hours on that day. Such notices, if received after 10.00 hours, shall be treated as notices given for the next sitting.

(4) Communications in respect of any other notice or any other matter which a member desires to be taken up on a particular day should be deposited in the Parliamentary Notice Office or Notice boxes by 10.00 hours on that day. Notices or communications received later are treated as notices or communications for the next working day.

(5) Each notice or communication should deal with one matter only. 'One letter-one subject' rule will enable members to get quicker replies and more efficient service.

(6) Racks containing forms for various notices etc. are kept in Parliamentary Notice Office and Inner Lobby.

(7) On the prorogation of a session, all pending notices, other than notices of intention to move for leave to introduce a Bill lapse and fresh notices are required to be given for the next session. A fresh notice shall, however, be necessary of intention to move for leave to introduce a Bill in respect of which recommendation previously obtained has ceased to be operative. A motion, resolution or an amendment which has been moved and is pending in the House does not lapse by reason only of the prorogation of the House and no fresh notice is necessary for further consideration thereof.

(8) Notices excepting those mentioned in sub-paras (9) and (10) below can be given from 10.00 hours on the day following the day on which summons to members are issued.

(9) Before the commencement of a session, notices of adjournment motion, calling attention and motion of no-confidence in the Council of Ministers etc. can at the earliest be given on the date notified for the purpose in Bulletin—Part II.

(10) Notices of amendments to a Bill which has been introduced or a Resolution or a Motion which has been admitted and published in Bulletin—Part II may be given in advance of the inclusion of the relevant item in the list of business. Such amendments, if admissible, are circulated to members on the day on which the relevant item is included in the list of business or in the statement of the Minister of Parliamentary Affairs relating to the Government business for the next week.

(11) In respect of some of the notices which are frequently given by members, the notice periods are as under:—

- (i) Questions—Not less than ten and not more than twenty-one clear days. Notices can be given from the day

following the date of issue of Summons but notices received before the 21st day from the day for which they are intended to be included in lists of questions are deemed to have been received at 1000 hours on the 21st day, for a session, called with adequate notice.

- (ii) Private Members' Bills—one month.
- (iii) Amendments to Bills, Motions and Resolutions—two days.
- (iv) Cut Motions—two days.
- (v) Half-an-Hour Discussion under rule 55—three days.
- (vi) Matters of urgent public importance raised after Question Hour—same day between 0830 hours and 0900 hours.
- (vii) Other notices—as prescribed under the relevant rules.

(12) It is open to a member to give notices before making the oath or affirmation and taking his seat in the House. But he cannot exercise any of his functions as a member in the House, that is to say, he cannot take part in the debate or ask a question or move a resolution etc. unless he has made the oath or affirmation and taken his seat in the House.

(13) Notices tabled earlier by a member who is suspended from the service of the House under rule 374 or 374A are not included in the list of business or lists of questions or lists of amendments, or lists of cut motions etc. during the period of his suspension. Any notice tabled by him during that period is not acceptable.

(14) Members who have given notices of Bills, Resolutions, Motions etc. and who are unable to attend the sittings of the House on days when those items of business are likely to come up before the House should give sufficient advance intimation to that effect to the Secretary-General together with instructions regarding treatment of their notices during that period. Necessary action thereon will be taken according to rules.

CHAPTER II

GENERAL

41. Parliamentary Terms.—There is always a disposition on the part of the members to use in their speeches parliamentary words and phrases. But such words and phrases are scattered over in various books on Parliamentary Procedure and are not to be found in one single book and at one place. The following is the list (not exhaustive) of such expressions as are important and commonly used, and a note has been added to each expression explaining as briefly as possible its meaning and implication:

(1) “Act”.—A Bill passed by both the Houses of Parliament and assented to by the President.

(2) “Adjournment of the debate”.—Adjournment on a motion adopted by the House, of the debate on a Motion/Resolution/Bill on which the House is then engaged to a future day or *sine die* as specified in the motion.

(3) “Adjournment of the House”.—An adjournment terminates the sitting of the House which meets again at the time appointed for the next sitting. An adjournment also signifies brief break of the sitting of the House which re-assembles at the appointed time on the same day.

(4) “Adjournment *sine die*”.—Termination of a sitting of the House without any definite date being fixed for the next sitting.

(5) “Agenda paper”.—This is equivalent to the List of Business issued under rule 31(1) and contains items of business to be taken up by the House in the order in which they stand in it.

(6) “Appropriation Bill”.—A Bill passed annually (or at various times of the year) providing for the withdrawal or appropriation from and out of the Consolidated Fund of India of moneys by Lok Sabha and moneys charged on the Consolidated Fund for the services of a financial year or a part thereof.

(7) “Ballot”.—A method applied to determine the relative precedence of Private Members’ Bills and Resolutions, notices for Half-an-Hour discussions, Questions, Adjournment Motions,

Calling Attention, or any other notice given by more than one Member simultaneously on the same subject for being taken up at the same sitting.

[Rules 27, 28, 55, 57, 197, 377 and Directions 3 to 9]

(8) “Bill”.—The draft of a legislative proposal which, when passed by both the Houses of Parliament and assented to by the President, becomes an Act.

(9) “Budget”.—Annual financial statement of the estimated receipts and expenditure of the Government of India in respect of a financial year.

The Budget is presented in Lok Sabha in two parts, namely, the Railway Budget pertaining to Railway Finance and the General Budget which gives an overall picture of the financial position of the Government of India excluding the Railways.

[Article 112 and Rule 204]

(10) “Bulletin”.—Bulletin means the Bulletin of the House. It is published in two parts, Part I containing a brief record of the proceedings of the House at each of its sittings; and Part II containing information on any matter relating to or connected with the Business of the House or Committees or other matter which in the opinion of the Speaker may be included therein.

[Rule 2]

(11) “Calendar of Sittings”.—A provisional Calendar of Sittings circulated to Members along with the summons for a session showing the days on which Lok Sabha is to sit and the nature of business to be transacted by it.

(12) “Casting Vote”.—The vote cast by the Speaker, or person acting as such in the House and by the Chairperson or person acting as such in a Committee in the case of an equality of votes on a matter.

The Speaker in giving casting vote may state one’s reasons for taking the side in whose favour he votes but is not bound to give such reasons. He/She almost always votes in such a way as to maintain the *status quo* or to postpone the settlement of the question.

[Article 100(1) and Rule 262]

(13) “Closure”.—In order to bring a debate to a close, a member may rise and move “That the question be now put”. The acceptance of a closure motion lies within the discretion of the Speaker. Before he accepts it, he considers whether the question before the House has received adequate debate or not, whether or not the views of the Opposition have been adequately expressed before the House. The Speaker also intervenes by restricting the closure to occasions when a motion is made not in abuse of the rules of the House or infringement of the rights of the minority. Such a motion is generally made at the conclusion of a speech and also at times whilst a member is addressing the House and the Speaker may accept it immediately or within a few minutes after a proposal to this effect is made to the House. The convention is to leave to the Speaker much discretion as to the time and circumstances in which closures should with propriety be granted. The discretion that the Speaker exercises in the matter of accepting a proposal for closure or in refusing it is entirely absolute and is not open to debate. No debate is allowed on a closure motion. When a closure has been moved and carried, it is not considered to be in order to reflect upon the moving of the closure. Neither time nor motive of closure can be discussed. The effect of a closure is that the original question is put forthwith and decided without further amendment or debate save as otherwise provided in the rules.

[Rule 362]

(14) “Contingent Notice”.—Notice of a motion or resolution or Bill which if admitted, may be included in the List of Business with a suitable footnote that it would be taken up only after the conclusion of the business on which that notice is contingent.

[Rule 333]

(15) “Crossing the floor”.—Passing between the member in possession of the House and the Chair. To cross the floor, is a breach of Parliamentary etiquette.

[Rule 349(IV)]

(16) “Cut motion”.—A motion for the reduction of a demand for grant by or to a specified amount. The three kinds of cut motions are:—

- (i) Disapproval of policy cut—when the motion moved is “that the amount of the demand be reduced to Re. 1”;
- (ii) Economy cut—when the motion moved is “that the amount of the demand be reduced by a specified amount”; and

- (iii) Token cut—when the motion moved is “that the amount of the demand be reduced by Rs. 100”.

[Rule 209]

(17) “Demand for Grant”.—The estimate of expenditure in respect of a Ministry/Department not charged upon the Consolidated Fund of India, placed for approval before the House on the recommendations of the President.

[Article 113(2) and (3), Rule 206]

(18) “Dilatory motions”.—Motions for the adjournment of the debate on Bills, motions or resolutions etc. or motions to retard or to delay the progress of a business under consideration of the House. Debate on such motions should be restricted to the matter contained in such motions.

[Rule 341]

(19) “Division”.—The mode of arriving at a decision on a proposed measure or question by recording votes for or against it.

[Rule 367]

(20) “Expunction”.—Deletion of words, phrases or expressions from the proceedings or records of the House by an order of the Speaker or from the proceedings or records of a Committee by an order of the Chairman of the Committee or the Speaker as being defamatory or indecent or unparliamentary or undignified.

[Rule 380 and Direction 64]

(21) “Finance Bill”.—A Bill ordinarily introduced each year to give effect to the financial proposals of the Government of India for the following financial year and includes a Bill to give effect to supplementary financial proposals for any period.

[Rule 219]

(22) “Financial Bill”.—Financial Bills can be divided into two categories—

- (i) In the first category are Bills which *inter alia* contain provisions for any of the matters specified in sub-clauses (a) to (f) of clause (1) of Article 110 of the Constitution. Such a Bill cannot be introduced except on the recommendation of the President and a Bill making such provisions cannot be introduced in Rajya Sabha, and

- (ii) In the second category of Financial Bills are those Bills containing *inter alia* provisions which if enacted and brought into operation would involve expenditure from the Consolidated Fund of India. Such Bills cannot be passed by either House of Parliament unless the President has recommended to that House the consideration of the Bill.

[Article 117]

- (23) “Gazette”.—The Gazette of India.

[Rule 2]

(24) “Guillotine”.—Putting by the Speaker of outstanding question or questions relating to the business in hand on expiry of the time allotted for its discussion. Unlike closure, the guillotine to be applied is not preceded by any motion. On the last of the allotted days at the appointed time, the Speaker puts every question necessary to dispose off all the outstanding matters in connection with the demands for grants. The guillotine concludes the discussion on demands for grants.

[Rules 208(2) and 291]

(25) “Hear, hear”.—This exclamation by members during the progress of a debate has been sanctioned by long parliamentary usage; but if it is used with immoderation or with undesirable intonation, it is declared to be out of order by the Chair.

(26) “Leader of the House”.—The Prime Minister, if he/she is a Member of the House, or a Minister who is a member of the House and is nominated by the Prime Minister to function as the Leader of the House.

[Rule 2]

(27) “Leader of the Opposition”.—A Member of the House who is for the time being the Leader in that House of the party in opposition to the Government having the greatest numerical strength and recognised as such by the Speaker.

Explanation—When there are two or more parties in opposition to the Government, having the same numerical strength, the Speaker shall, having regard to the status of parties recognise any one of the leaders of such parties as the Leader of the Opposition and such recognition shall be final and conclusive.

[Salary and Allowances of Leaders of Opposition in Parliament Act, 1977, Act No. 33 of 1977]

(28) "Lobby".—(i) The covered corridors immediately adjoining the Chamber and coterminus with it is known as Inner and Outer lobbies. The Inner Lobby functions as the Division Lobby as and when votes are to be recorded in the Lobby. The 'Ayes' lobby is situated to the right of the Speaker's Chair and 'Noes' to its left.

(ii) Where the votes are not recorded either by the automatic vote recorder or by distribution of 'Aye' or 'No' slips in the House, Members may be asked to go to the division lobbies to record their votes.

[Rules 2, 367, 367A, 367AA and 367B]

(29) "Maiden Speech".—This is the first speech of a member elected for the first time in a new House. Such a member is, as a matter of courtesy, called upon by the Speaker to make his maiden speech in preference to others rising to speak at the same time. This privilege is, however, not extended by the Chair unless claimed within the term of the House to which the member was first returned.

(30) "Member".— Means a member of the House of the People (Lok Sabha).

(31) "Member in charge of the Bill".—The member who has introduced the Bill and any Minister in the case of a Government Bill.

[Rule 2]

(32) "Message".—A communication from the President to a House or Houses of Parliament under Articles 86(2) and 111 of the Constitution and a communication sent from one House of Parliament to the other House.

[Articles 86(2) and 111 and Rules 23, 97, 103, 108, 153, 236 and 237 etc.]

(33) "Money Bill".—A Bill containing *only* provisions dealing with all or any of the matters specified in sub-clauses (a) to (g) of Clause (1) of Article 110 of the Constitution. Such a Bill cannot be introduced except on the recommendation of the President and a Bill making such provisions cannot be introduced in Rajya Sabha.

[Articles 109, 110 and 117]

(34) "Motion".—It is a formal proposal made to the House by a member that the House do something, order something to be done or express an opinion with regard to some matter, and is so phrased as to be capable of expressing a decision of the House.

All motions moved in the House are classified into three broad categories namely 'Substantive', 'Substitute' and 'Subsidiary' Motions, which are defined in the succeeding paragraphs.

(i) Substantive Motion.—It is a self-contained independent proposal submitted for the approval of the House and drafted in such a way as to be capable of expressing a decision of the House, *e.g.*, all Resolutions are substantive motions.

(ii) Substitute Motion.—Motions moved in substitution of the original motion for taking into consideration a policy or situation or statement or any other matter. Such motions, though drafted in such a way as to be capable of expressing an opinion by themselves are not strictly speaking substantive motions inasmuch as they depend upon the original motion.

(iii) Subsidiary Motion.—It is a motion which depends upon or relates to another motion or follows upon some proceedings in the House. By itself it has no meaning and is not capable of stating the decision of the House without reference to the original motion or proceedings of the House.

Subsidiary Motions are further divided into:—

- (a) Ancillary Motion.
- (b) Superseding Motion.
- (c) Amendment.

(a) Ancillary Motion.—A motion which is recognised by the practice of the House as the regular way of proceeding with various kinds of business. The following are examples of ancillary motions:—

- (i) That the Bill be taken into consideration.
- (ii) That the Bill be passed.

(b) Superseding Motion.—A motion which though independent in form, is moved in the course of debate on another question and seeks to supersede that question. In that class fall all the dilatory motions. The following motions are superseding motions in relation to the motion for taking into consideration a Bill:—

- (i) That the Bill be recommitted to a Select Committee.
- (ii) That the Bill be recommitted to a Joint Committee of the Houses.
- (iii) That the Bill be re-circulated for eliciting further opinion thereon.
- (iv) That the consideration of the Bill or the debate on the Bill be adjourned *sine die* or to some future date.

(c) Amendment.—A subsidiary motion which interposes a new process of question and decision between the main question and its decision. Amendments may be to the clause of a Bill, to a Resolution or to a Motion, or to an amendment to a clause of a Bill, Resolution or Motion. The object of an amendment is either to modify a question before the House with a view to increasing its acceptability, or to present to the House a different proposition as an alternative to the original question.

[Direction 41]

(35) “Motion of Thanks”.—A formal motion moved in the House expressing its gratitude for the Address delivered by the President under Article 87(1) of the Constitution to both Houses of Parliament assembled together. It provides an opportunity for the discussion of the matters referred to in the Address.

[Article 87(1) and Rule 17]

(36) “Naming a Member”.—The drawing of attention of the House by the Speaker to the conduct of a member(s) who disregards the authority of the Chair or abuses the rules of the House by persistently and wilfully obstructing the business thereof, with a view to action being taken to suspend them from the service of the House for a period not exceeding the remainder of the session.

[Rule 374]

However, in the event of grave disorder occasioned by a member coming into the well of the House or abusing the rules of the House persistently and wilfully obstructing its business by shouting slogans or otherwise, such member shall, on being named by the Speaker, stand automatically suspended from the service of the House for five consecutive sittings or the remainder of the session, whichever is less.

[Rule 374A]

(37) “Order, order”.—The Speaker sometimes says this to call the House to order, or to ask the House to hear the Chair or a member in possession of the floor. Generally, this is done under various circumstances some of which are noted below:—

- (i) If the member seeking to intervene is not allowed to interrupt.
- (ii) If the member speaking is found to be irrelevant.
- (iii) If a member rises to speak when he/she should not.
- (iv) If a member is in any manner disorderly.

(v) If there is noise and confusion in the House and the Chair wants that order should prevail.

(vi) If there is an occasion for the Speaker to speak on a matter of procedure at any time.

(38) “Ordinance”.—A law made by the President in exercise of the powers vested in him by Article 123 of the Constitution.

[Article 123]

(39) “Panel of Chairpersons”.—The panel of ten members of Lok Sabha nominated by the Speaker, any one of whom may preside over the House in the absence of the Speaker and the Deputy Speaker when so requested by the Speaker or in her/his absence by the Deputy Speaker.

[Rule 9]

(40) “Papers laid on the Table”.—(i) Means the papers or documents laid on the Table of the House for the purpose of bringing them on the record of the House by a Minister or by a private member or by the Secretary-General with the permission of the Speaker in pursuance of the provisions of the Constitution or the Rules of Procedure or Directions by the Speaker or an Act of Parliament and the Rules and Regulations made thereunder. All papers so laid on the Table are either printed as part of the proceedings of the House or placed in the Library.

(ii) A member wishing to raise any point regarding delay in laying or any other matter about a paper to be laid on the Table should through a written communication refer it to the Committee on Papers laid on the Table and not raise it in the House.

[Rule 305C]

(41) “Point of order”.—(i) A point relating to the interpretation or enforcement of the Rules of Procedure or such Articles of the Constitution as regulate the business of the House, raised in the House for the decision of the Chair.

(ii) As soon as a point of order is raised, the member who is in possession of the floor should give way and resume his seat.

(iii) A member should not raise a point of order—

(a) to ask for information; or

(b) to explain his position; or

(c) when a question on any motion is being put to the House;
or

(d) which may be hypothetical; or

(e) that Division Bells did not ring or were not heard.

(iv) The decision of the Speaker as to whether a point raised is a point of order is final.

[Rule 376]

(v) The following procedure should be followed for raising points of order:—

(a) A member who has a point of order should stand up and say “point of order”. He should not proceed to formulate it until the member is identified by Chair. Only after he has been identified, he should proceed to speak on his point of order;

(b) While formulating his point of order a member should quote the specific rule or provision of Constitution relating to procedure of the House which may have been ignored or neglected or violated;

(c) No member should rise or speak either standing or sitting, when Speaker is on his feet. The Speaker should be heard in silence and any member wanting to speak should rise only after the Speaker has sat down and he has called the member to speak;

(d) Matters on which the Speaker cannot give any relief should not be the subject of a point of order, should a member desire to have a clarification from a Minister or object to any statement which a Minister might have made, he should say so in the House with the permission of the Speaker and should not raise it in the garb of a point of order.

(42) “Precincts of the House”.—Means and includes the Chamber, the Lobbies, the Galleries and except for the purposes of rule 374, the following places in Parliament House Estate:—

- (i) The Central Hall and its Lobbies;
- (ii) Members’ Waiting Rooms;
- (iii) Committee Rooms;
- (iv) Parliament Library;
- (v) Members’ Refreshment Rooms, Dining Rooms and Banquet Hall;
- (vi) Lok Sabha Offices located in Parliament House, Parliament House Annexe, Parliament Library Building and Outer Reception Offices of Parliament House and Parliament House Annexe;

- (vii) Corridors and passages connecting or leading to the various rooms referred to above; and
- (viii) Parliament House Estate and approaches to the Parliament House and Parliament House Annexe.

Explanation—‘Parliament House Estate’ includes—

(a) all buildings, structures, installations, lawns and vacant land adjoining Parliament House, Parliament House Annexe and Outer Reception Office; and

(b) plot No. 118 (between Red Cross Road, Raisina Road and Parliament House) and plot No. 115 where now Parliament Library Building is located (between Talkatora Road, Pant Marg and Parliament House) which are under the control of the Speaker.

[Rule 2 and Direction 124]

A member can remain within the ‘Precincts of the House’ when the House or any Committee of which she/he is a member, is sitting and for a reasonable time before or after that. If a Member wants to remain there beyond an hour after House or Committee has adjourned to meet on a subsequent day, specific permission of the Speaker has to be sought for the purpose. Permission given to a member to remain within precincts of the House can be withdrawn by the Speaker at any time. The precincts of the House cannot be used by members for any demonstration, *dharna*, strikes, fasts or for the purpose of performing any religious ceremony.

It is not permissible to use the Chamber of the House for any purpose other than the sittings of the House. The Speaker has ruled that ‘No Member is allowed to escort under any circumstances, inside the Chamber of Lok Sabha, any non-member, including near relatives, ex-members, or members of the other House, before or after the sitting of the House and that under no circumstances the Lok Sabha Chamber should be used by anyone for holding a press conference or for briefing the press correspondent etc.’.

Except for the Security Staff, who take possession of the Chamber, none is permitted to remain in the Lok Sabha Chamber after the House rises for the day.

(43) “Proposing the Question”.—(i) When a member moving a certain motion has concluded the speech, the Chair proposes the question to which the motion relates in the following form:—

‘Motion moved’: and reads the text of the motion.

(ii) The discussion on the question commences after the question has been proposed by the Chair.

[Rule 365]

(44) "Private Member".—Means a member other than a Minister.

[Rule 2]

(45) "Prorogation".—The termination of a session of the House by an order made by the President under Article 85(2) (a) of the Constitution.

[Article 85]

(46) "Putting the Question".—When debate on a question is closed, the Speaker, rising from the Chair, states or reads the question to the House, beginning with "The Question is, that".

[Rule 364]

(47) "Question Chart".—It is the chart circulated to members, along with the Summons for a session. It indicates the first and the last days for receiving notices of questions for the days on which there is Question Hour and the dates for holding ballots.

(48) "Question Hour".—The first hour of a sitting of the House normally allotted for asking and answering of questions.

(49) "Question of Privilege".—A question involving a breach of privilege either of a member or of the House or of a Committee thereof or a contempt of the House.

[Rule 222]

(50) "Quorum".—The minimum number of members required to be present at a sitting of the House or the Committee for valid transaction of its business. The quorum to constitute a sitting of the House is one-tenth of the total number of members of the House and in respect of a Committee, it is one-third of the total number of members of the Committee.

[Article 100(3) and Rule 259(1)]

(51) "Resolution".—A self-contained independent proposal submitted for the approval of the House and drafted in such a way as to be capable of expressing a decision of the House. A resolution may be in the form of a declaration of opinion; or a recommendation; or may be in a form so as to record either approval or disapproval

by the House of an act or policy of Government; or convey a message; or command urge or request an action; or call attention to a matter or situation for consideration by Government; or in such other form as the Speaker may consider appropriate.

[Rule 171]

(52) "Roll of Members".—A register in which newly elected Members sign after making and subscribing the oath or affirmation and before taking their seats for the first time in the House.

[Rule 6]

(53) "Session".—A session of Lok Sabha comprises the period commencing from the date and time mentioned in the order of the President summoning Lok Sabha, and ending with the day on which the President prorogues or dissolves Lok Sabha.

(54) "Sitting of the House".—A sitting of the House is duly constituted when it is presided over by the Speaker or Deputy Speaker or any other member competent to preside over a sitting of the House under the Constitution or the Rules of Procedure and Conduct of Business in Lok Sabha.

[Rule 11]

(55) "Short Notice Question".—A question relating to a matter of public importance of an urgent character asked with notice shorter than ten clear days.

[Rule 54]

(56) "Starred Question".—A question to which a member wishes to have an oral answer on the floor of the House and which is distinguished by an asterisk.

[Rule 36]

(57) "Statutory Resolution".—A resolution in pursuance of a provision in the Constitution or an Act of Parliament.

[Direction 9B]

(58) "Subordinate Legislation".—Rules, regulations or orders having the force of law, framed by the executive or other subordinate authority in pursuance of the power conferred on it by the Constitution or delegated to it by an Act of Parliament.

(59) "Summons".—An official communication issued by the Secretary-General of Lok Sabha to the members of Lok Sabha

informing them of the place, date and time of commencement of a session of Lok Sabha.

[Rule 3]

(60) “Suspension from the service of the House”.—When a member(s) is suspended from the service of the House under Rule 374 or Rule 374A, the following consequences arise from their suspension and remain in force during the period of suspension:—

(i) The member cannot enter the Chamber, the Inner Lobby and Galleries.

(ii) The member stands suspended from sittings of Parliamentary Committees of which she/he may be a member. Notices of sittings of Committees held during the period of suspension are not sent to member.

(iii) No item is put down in the List of Business in the member’s name.

(iv) No notice tabled by the member is acceptable during the period of member’s suspension.

(v) Notices tabled by a member prior to suspension from the service of the House are not admitted or included in the List of Business or List of Questions or List of Amendments or List of Motions for reduction of Demands for Grants, etc. during the period of suspension. Questions from such a member which have already appeared in the List of Questions for the sitting held during the period of suspension are removed from those Lists through corrigendum.

(vi) The member cannot vote at election to Committee held during the period of suspension.

(vii) The member is not entitled to daily allowance if suspended from the service of the House for the remainder of the Session as her/his stay at the place of duty cannot be regarded as “residence on duty” under section 2(d) of Salary, Allowances and Pension of Members of Parliament Act, 1954. However, if the member is suspended for a specific period during a session, she/he is entitled to daily allowance for each day of residence on duty at Delhi.

[Rules 374 and 374A]

(61) “Table of the House”.—This table is just in front of the desk of the Secretary-General below the Speaker’s Chair. Papers which are required to be laid on the Table of the House are deemed to be placed on this table. During sittings of the House, the Roll of Members is kept on this table.

(62) “Unstarred Question”.—A question placed on the List of Questions for written answer. The written answer to such a question is deemed to have been laid on the Table at the end of the Question Hour.

[Rule 39]

(63) “Vote on Account”.—A grant made by Lok Sabha in advance in respect of the estimated expenditure of the Government of India for a part of a financial year pending the voting of Demands for Grants for the financial year. A Motion for Vote on Account is dealt with in the same way as if it were a demand for grant.

[Article 116 and Rule 214]

(64) “Withdrawal of member from the House”.—The Speaker in exercise of his/her disciplinary powers may direct any member guilty of disorderly conduct to withdraw from the House. The member so ordered to withdraw is required to do so forthwith and remain absent for the remainder of that day’s sitting.

[Rule 373]

42. Parliamentary Customs and Conventions.—There are many established Parliamentary customs and conventions which a member elected for the first time has to make oneself familiar with. These customs and conventions are based on the past precedents, the rulings of Presiding Officers and on the unrecorded traditions of Parliament which a member comes to know through personal experience in Parliament. A list of such customs and conventions is given below which cannot, however, be taken as exhaustive:—

(1) Every member should, while coming to the House for a sitting, bring the identity card issued to them by the Secretary-General so that security staff on duty in the premises of the House may conveniently accommodate them, for such officers have strict orders not to allow strangers into the Parliament House and it is no easy thing for them to get acquainted with the names and appearances of a large number of members, specially as the security staff deputed to do the work change from time to time and they have to perform their difficult task of regulating order in the buildings in an astonishingly short time.

(2) Before making and subscribing the oath or affirmation, it is customary for the members to call on the Speaker. That is arranged by the Joint Secretary in-charge of Table Office or Table Office (B)

[Room No. 46(B)] Parliament House, who also advises the members on the procedure for making and subscribing the oath or affirmation.

(3) The members should not say or do anything on the floor of the House which is not permissible under the Rules of Procedure, rulings, precedents, customs and conventions of the House.

(4) Information given to members in confidence or by virtue of their being members of Parliamentary Committees should not be divulged to anyone nor used by them directly or indirectly in the profession in which they are engaged, such as in their capacity as editors or correspondents of newspapers or proprietors of business firms and so on.

(5) A member should not try to secure business from Government for a firm, company or organisation with which one is directly or indirectly concerned.

(6) A member should not give certificates which are not based on facts.

(7) A member should not sublet the Government accommodation and its premises allotted to them for residential purpose.

(8) A member should not unduly influence the Government officials or the Ministers in a case in which one is interested financially either directly or indirectly.

(9) A member should not receive hospitality of any kind for any work one desires or proposes to do from a person or organisation on whose behalf the work is to be done by them.

(10) A member should not in one's capacity as a lawyer or a legal adviser or a counsel or a solicitor appear before a Minister or an executive officer exercising *quasi-judicial* powers.

(11) A member should verify the facts before proceeding to take action on behalf of one's constituents.

(12) A member should satisfy oneself about the correctness of bills claiming amounts due before signing them.

(13) A member should not elicit any official information in an unauthorised manner by inducing a Government employee to give information to them which in the course of one's normal functions one should not give, nor encourage any such person to speak to the employee against one's senior officials on matters of public importance and policy.

(14) A member should not write recommendatory letters or speak to Government officials for employment or business contacts for any relation or other person in whom the member is directly or indirectly interested.

(15) A member should not give publicity in the Press to the discussions held by them with the Speaker in her/his Chamber.

(16) The decorum and the seriousness of the proceedings of the House require that no member should shout slogans of any kind or sit on *dharna* in the pit of the House or stand up on the seat.

(17) “Applause” or “Cheers” and “Laughter” are not recorded in the Lok Sabha Debates.

(18) A notice should not be given publicity by any member or other person until it has been admitted by the Speaker and circulated to members. A notice of a question should not be given any publicity until the day on which the question is answered in the House.

[Rule 334A]

(19) Rulings given by the Chair should not be criticised directly or indirectly inside or outside the House.

(20) Matters pertaining to the Lok Sabha Secretariat and the functions of the Speaker should not be raised on the floor of the House. Reference should not be made in debates to any officer of the House.

(21) Proposals for expenditure from grants relating to Lok Sabha Secretariat are not discussed on the floor of the House or in any Parliamentary Committee. These are considered by a Committee constituted by the Speaker for the purpose.

(22) Display or carrying of arms and ammunition in the House or in any part of the Parliament House Complex is strictly prohibited.

(23) Display of exhibits on the floor of the House is not in order.

(24) A member should not throw burning cigarette ends on the floor anywhere except in the receptacles or ashtrays provided for the purpose.

43. Parliamentary Etiquette.—The rules which the members are required to observe in the House are technically known as Parliamentary Etiquette. These are based on the Rules of Procedure

and Conduct of Business in Lok Sabha and also on the Rulings given by the Speaker from time to time. The following is the list of some of the important rules of parliamentary etiquette which members have generally to observe in the House:—

(1) Member should be present in the House a few minutes before (i) the scheduled time of commencement of sitting, which is ordinarily 11.00 hours; and (ii) the time fixed by the Chair for reassembly of the House after lunch-break.

When the Speaker comes to take the Chair in the House the marshal announces her/his arrival in the following words:

माननीय सभासदों, माननीय अध्यक्ष जी (“Hon’ble Members, Hon’ble Speaker”). As soon as the Speaker enters the Chamber, members should stop all conversation, return to their seats and rise in their places. Members who enter the House at that time should stand silently in the gangway till the Speaker takes the Chair and thereafter they should go to their seats;

(2) Members should bow to the Chair while entering or leaving the House, and also when taking or leaving their seats;

(3) Members should not read any book, newspaper or letter except in connection with the business of the House;

(4) Members should not interrupt any member while speaking, by disorderly expression or noises or in any other disorderly manner;

(5) Members should not leave the House when the Speaker is addressing the House;

(6) A member should keep to her/his usual seat while addressing the House;

(7) Members should maintain silence when not speaking in the House;

(8) A member should not obstruct proceedings, hiss or interrupt and should avoid making running commentaries when another member is speaking;

(9) Members should not applaud when a stranger enters any of the Galleries, or the **Special Box**;

(10) Members should not shout slogans in the House;

(11) A member should not sit or stand with her/his back towards the Chair;

(12) A member should not approach the Chair personally in the House. She/he may send chits to the officers at the Table, if necessary;

(13) Members should not wear or display badges of any kind in the House except the National Flag in the form of a lapel pin or a badge;

(14) Members should not bring or display arms in the House;

(15) Members should not display flags, emblems or any exhibits in the House;

(16) A member should not leave the House immediately after delivering her/his speech; **courtesy** to the House requires that after finishing their speeches members resume their seats and leave the House only afterwards, if necessary;

(17) Members should not distribute within the precincts of Parliament House any literature, questionnaire, pamphlets, press notes, leaflets etc.;

(18) Member should not place her/his hat or cap on the desk in the House, bring boards in the Chamber for keeping files or for writing purposes, smoke or enter the House with her/his coat hanging on the arms;

(19) A member should not carry walking stick into the House unless permitted by the Speaker on health grounds;

(20) A member should not tear off documents in the House in protest;

(21) A member should not bring or play cassette or tape recorders in the House;

(22) Members should avoid talking or laughing in lobby loud enough to be heard in the House;

[Rule 349]

(23) Members should not stand in the passage of the Chamber. They should either sit down or go out;

(24) A member should not “cross the floor” when the House is sitting—that is, she/he should not pass between the Chair and the member who is speaking;

(25) During a sitting a member should, if necessary, go out quickly by a back door close to her/his seat without causing any disturbance to the House;

(26) Members should not talk amongst themselves but if indispensably necessary, they may do so only in very low voice, so as not to disturb the proceedings. Talks by members, though not very audible at a distance, may yet considerably disturb the Chair due to special sound arrangements;

(27) While the House is sitting, every member should enter and leave the Chamber with *decorum* and in such a manner as not to disturb the proceedings in the House;

(28) Two members should not keep standing in the House at the same time;

(29) A member while speaking should not—

- (i) refer to any matter of fact on which a judicial decision is pending;
- (ii) make personal reference by way of making an allegation imputing a motive to or questioning the *bona fides* of any other member of the House unless it be imperatively necessary for the purpose of the debate being itself a matter in issue or relevant thereto;
- (iii) use offensive expressions about the conduct or proceedings of Parliament or any State Legislature;
- (iv) reflect on any determination of the House except on a motion for rescinding it;
- (v) reflect upon the conduct of persons in high authority unless the discussion is based on a substantive motion drawn in proper terms;

*Explanation:—*The words ‘persons in high authority’ mean persons whose conduct can only be discussed on a substantive motion drawn in proper terms under the Constitution or such other persons whose conduct, in the opinion of the Speaker, should be discussed on a substantive motion drawn up in terms to be approved by her/him.

- (vi) use the President’s name for the purpose of influencing the debate;
- (vii) utter treasonable, seditious or defamatory words;

- (viii) use her/his right of speech for the purpose of obstructing the business of the House;
- (ix) make any reference to the strangers in any of the galleries;
- (x) refer to Government officials by name;
- (xi) read a written speech except with the previous permission of the Chair; and
- (xii) address individual members of the House but should address the Chair.

(30) No member should raise in the House the subject-matter of a notice or a communication sent by her/him to the Speaker or the Lok Sabha Secretariat unless she/he has been specifically permitted by the Speaker. If no intimation has been received by the member, she/he should presume that the matter is under the consideration of the Speaker or has been disallowed by the Speaker.

Submissions made by members only with the permission of the Chair are recorded in the proceedings of the House;

(31) Every member should resume her/his seat as soon as the Speaker rises to speak, or calls out "Order", and also when any other member is in possession of the floor (*i.e.* speaking with the permission of the Chair) or has interposed in the course of the debate to raise a point of order;

(32) A member is not allowed to read the speech for another member;

(33) It is desirable that, as far as practicable, a member should not be referred to by name, but in some other suitable way, *e.g.*, as "the member who has last spoken", "the member representing constituency", "the member from", etc. If unavoidably necessary, full name may be used;

(34) No member is to argue with another member when the latter is speaking. She/He may, however, ask through the Chair questions with a view to obtaining information from the member who is speaking. But a member who is addressing the House with the permission of the Chair should not be interrupted by another member persistently. It is open to the former not to give way but to go on with her/his speech if the interruption is not for raising a point of order;

(35) Repetition of the arguments of previous speakers or one's own should as far as practicable, be avoided;

(36) No member should speak to the Galleries from inside the House nor should she/he make any reference or appeal to the persons seated there. Except for the visiting foreign dignitaries whose presence in the Special Box is brought to the notice of the House by the Speaker, applause for any person sitting in the Gallery is out of order;

(37) It is not in order for members, other than Ministers to consult officials in the Officials Gallery from inside the House;

(38) Documents cited by a member in course of her/his speech, which are not available to other members, should be kept ready to be placed by her/him on Table of the House, if there is demand to that effect and the Chair so directs;

(39) Words containing insinuations, offensive and unparliamentary expressions should be avoided. When the Chair holds that a particular word or expression is unparliamentary, it should be immediately withdrawn without any attempt to raise any debate over it. Words or expressions held to be unparliamentary and ordered to be expunged by the Chair are omitted from the debates. A list of such words or expressions is compiled annually and the same is available in the Parliament Library for reference;

(40) A member having a personal, pecuniary or direct interest in a matter to be decided by the House is expected, while taking part in the proceedings on that matter, to declare her/his interest. It would avoid raising of objections regarding her/his vote at the time of division;

[Rule 371]

(41) When a member is making a maiden speech she/he should not be interrupted;

(42) No speech made in Rajya Sabha should be quoted in the House unless it is a definite statement of policy by a Minister.

The Speaker may, however, on a request being made to her/him in advance, give permission to a member to quote a speech or make reference to the proceedings in Rajya Sabha if she/he thinks that such a course is necessary in order to enable the member to develop a point of privilege or procedure;

[Rule 354]

(43) A statement made by a Minister from the records in her/his possession should be accepted as correct unless a point is deliberately raised to challenge it;

(44) A member against whom charges are made personally on the floor of the House may, with the permission of the Speaker, make a personal explanation although there is no question before the House. In this case no debatable matter should be brought forward and no debate should arise. No member is permitted to make a statement by way of personal explanation unless a copy thereof has been submitted in writing by her/him to the Speaker sufficiently in advance and the Speaker has approved it. Words, phrases and expressions which are not in the statement approved by the Speaker if spoken, cannot form part of the proceedings of the House;

[Rule 357 and Direction 115C]

(45) If any statement is imputed to another member, and the latter says that she/he did not make that statement, the contradiction should be accepted without demur;

(46) The Speaker may direct any member whose conduct is in her/his opinion grossly disorderly to withdraw immediately from the House, and any member so ordered to withdraw should do so forthwith and should absent oneself during the remainder of the day's sitting;

[Rule 373]

(47) When any member offers a criticism of another member or Minister, the latter is entitled to expect that the critic should be present in the House to hear her/his reply. To be absent when the latter is replying is a breach of parliamentary etiquette.

44. Important Places in Parliament House and Parliament House Annexe.—New members should familiarise themselves with the location of various rooms etc. in Parliament House and Parliament House Annexe such as—

(i) Parliament House

Lok Sabha Chamber

Speaker's Chamber

Speaker's Committee Room

Secretary-General, Room No. 18

Central Hall

Parliamentary Notice Office, Room No. 23

Table Office, Room No. 22

Table Office (B), Room No. 46-B

Reception Office

CPI Cell behind Mahatma Gandhi's Statue

Ministers' Rooms

Committee Rooms 53, 62 and 63

Posts & Telegraphs Office—Between Gate Nos. 9 & 11

Marshal Room, First Aid Post, Central Hall behind dais

Canteens: Refreshment Rooms 70 and 73, First Floor, between Lift Nos. 4 and 5, Reception Office, Coffee Board—Central Hall, Tea Board—Central Hall, Snack Bar—Central Hall, DMS Counter—Central Hall, Railway Booking and Reservation Office—Room No. 131, Attic Storey between Lift Nos. 1 & 2 and Near Reception Block.

Reprography Section—Central Hall

Lobby Telephone Booths

Party Offices

Lounges for Lady Members

Parliament Library

Sales Counter and Publications Counter, Airlines Booking Office—Room No. 131-A, Attic Storey between Lift Nos. 1 & 2

Pay Office of State Bank of India—Room No. 57, 1st Floor

Members' Stenographers Pool—Room No. 20-B, Ground Floor and Room No. 129-A, Attic Storey between Lift Nos. 1 & 6

Press Room Nos. 59, 60 and 61

(ii) Parliament House Annexe

Medical Examination Centre—Basement

Posts & Telegraphs Office—Basement

State Bank of India Branch—Ground Floor

Income Tax Cell, (Anti-room of Auditorium)

Reception Office

Banquet Hall—Ground Floor

Committee Rooms 'A', 'B', 'C' and 'D'—Ground Floor

Committee Room 'E'—Basement

Committee Room Main—Ground Floor

Committee Room No. 139—1st Floor

Private Dining Room—Ground Floor

NDMC, Liaison Office—Room No. 314—3rd Floor

Telephones, Liaison Office—Room No. 520—5th Floor

Directorate of Estates, Room Nos. 601 & 602—6th Floor

A small folder 'Parliament House' showing the location of all important places is circulated to Members separately at the time of the First Session of the new Lok Sabha.

45. Procedure for Communicating with Ministries.—The procedure for obtaining information by members from Ministries or Departments in connection with their parliamentary duties is as follows:—

- (i) In all matters of a routine character, members should invariably address their communications to the Secretary of the Ministry concerned, irrespective of the fact whether the information required is in relation to the Ministry itself or an attached or subordinate office thereto. In no case should letters be addressed to any other officer in the Ministry either by designation or by name;
- (ii) If the matter is important and the member feels that it should receive consideration at a higher level, he may address the letter direct to the Minister;
- (iii) In case members want to ascertain facts about cases of fraud, corruption, bribery, mal-administration, nepotism etc. in administration which might have come to their notice, such matters should be addressed to the Minister concerned direct under copy to the Minister of Parliamentary Affairs; and
- (iv) If a member feels that his request or complaint has not been attended to properly or in time and wishes that he should exercise his parliamentary right to ask a question or raise a discussion on the subject-matter of his request or complaint, he should forward a copy of the correspondence along with the notice in order to enable the Speaker to come to a decision.

46. Procedure for making allegations against a Minister/Member or an outsider.—(1) A member, while speaking should not

make personal reference by way of making an allegation imputing a motive to or questioning the *bona fides* of any other member of the House unless it be imperatively necessary for the purpose of the debate being itself a matter in issue or relevant thereto.

[Rule 352(ii)]

(2) No allegation of a defamatory or incriminatory nature should be made by a member against any person unless the member has given adequate advance notice to the Speaker and also to the Minister concerned so that the Minister may be able to make an investigation into the matter for the purpose of a reply.

(3) The Speaker may, however, at any time prohibit any member from making any such allegation if she/he is of the opinion that such allegation is derogatory to the dignity of the House or that no public interest would be served by making such allegation.

[Rule 353]

(4) As members are not liable to any proceedings in any court in respect of anything said by them in the House, allegations should not be made by them against a member/Minister or any individual or a public body unless the allegations are supported and fortified by strong and adequate proofs to substantiate them in the event of the member being challenged to that effect in the House.

(5) Members should not base their allegations on mere press reports unless they have satisfied themselves about the correctness of the matter and are prepared to take full responsibility for them.

Where, however, a member is convinced after making enquiries that there is basis for the allegation and she/he is prepared to accept responsibility for the same, she/he should give the details of the allegations, in writing, sufficiently in advance to the Speaker and the Minister concerned and in no case later than 10 A.M. on the date on which these are sought to be made.

The details of the charges should be spelt out in precise terms and should be duly supported by the requisite documents which should be authenticated by the Member. Where a member sends mere intimation of intention to make allegations without furnishing precise details and documentary evidence, she/he may not be allowed.

Where a member persists in making serious allegations in the House without giving previous notice and without complying with the well established procedure in this behalf, or without the permission

of the Chair, Speaker may prohibit the member from making any such allegations and these may not form part of the proceedings of Lok Sabha.

(6) Members should not make allegations against persons who are not present in the House to defend themselves. Allegations may also not be made against officials by name as the constitutional responsibility lies with the Minister.

(7) In the light of above, it is necessary that before making allegations in the House, the Members concerned should ensure the following:—

- (i) The member should give adequate advance notice to the Speaker and the Minister concerned;
- (ii) The details of the charges sought to be levelled should be spelt out in precise terms and should be duly supported by the requisite documents which should be authenticated by the member;
- (iii) The member should before making the allegations in the House, satisfy himself after making enquiries that there is a basis for the allegations;
- (iv) The member should be prepared to accept the responsibility for the allegations; and
- (v) The member should be prepared to substantiate the allegations.

(Minutes of Meeting of Speaker with Leaders of Parties and Groups held on 18th July, 1980 and 1st December, 1988 and L.S. Bn. Pt. II dt. 6.12.88—Para No. 2662).

47. Procedure for inviting attention of the House to incorrect statements made by the Ministers or Members.—(1) When a member wishes to point out a mistake or inaccuracy in a statement made in the House by any Minister or any other member in response to a question asked by her/him or connected with her/his own statement during a debate she/he should give notice to the Secretary-General pointing out the particulars of the mistake, and seeking the permission of the Speaker for raising the matter in the House. The member may also furnish such evidence as she/he may have in support of his allegation.

(2) The Speaker may, if she/he considers it necessary, bring the matter to the notice of the Minister or the member concerned for the

purpose of ascertaining the factual position in regard to the allegation made.

(3) The Speaker may then, if she/he considers it necessary, permit the member who pointed out the mistake to make or lay a statement in the House confining it to the specific points of inaccuracy only.

(4) The member so permitted should before making or laying the statement furnish an advance copy thereof to the Lok Sabha Secretariat for information of the Speaker and the Minister or the other member concerned. If the Speaker considers any position of the statement to be irrelevant, superfluous or otherwise objectionable she/he may amend the same. Words, phrases and expressions which are not in the statement as approved by the Speaker, if spoken, do not form part of the Debates.

(5) The Minister or the member concerned may make or lay a statement in reply, with the permission of the Speaker and after having informed the other member concerned. Thereafter the matter is treated as closed.

[Direction 115]

(6) Not more than one notice under this provision is admitted for the same sitting.

48. Rules to be observed by Members desiring to participate in a debate.—(1) Members desiring to notify the Speaker of their intention to take part in debate or discussion may adopt any one of the following three methods :—

- (i) The list of names of members who wish to participate in a particular debate or discussion may be furnished in advance by the parliamentary parties or groups. Such communications should be addressed to the Secretary-General and sent to the Parliamentary Notice Office or handed over at the Table.
- (ii) A member who prefers to give her/his name directly without going through the machinery of her/his party or group may do so in like manner.
- (iii) A member who may not like to take recourse to (i) or (ii) above but wishes to adopt the well-known parliamentary practice of catching the Speaker's eye may stand in her/his place when she/he wishes to take part in a debate.

(2) Unless a member rises in her/his place and catches the Speaker's eye, she/he is not called upon by the Speaker to speak, irrespective of whether she/he has sent her/his name through her/his party or group or directly.

(3) The Speaker is not bound by the lists or order in which names have been given by parties or groups or individuals directly. The lists are for her/his information only. It is always open to her/him to make changes whenever necessary in order that the debates are regulated in accordance with the general principles laid down by the Speaker from time to time.

(4) If a member speaks without being called by the Speaker to speak or continues to speak despite directions to conclude the speech forthwith, the Speaker may direct that such speech or portions thereof, as the case may be, shall not form part of the proceedings of the House.

[Direction 115A]

49. Languages to be used by Members in the House.—Under Article 120 of the Constitution, the business of the House is transacted in Hindi or English, but Members who cannot adequately express themselves in these two languages can, with the permission of the Speaker, address the House in any of the languages mentioned in the Eighth Schedule to the Constitution. Such a member should soon after taking the allotted seat in the House, inform the Speaker about it in writing. On each occasion, before speaking in the House, at least half-an-hour in advance a member should furnish a notice to the Officer at the Table or the Parliamentary Notice Office, mentioning the language in which and the business during which the speech would be made. On receipt of such notice, arrangements will be made to interpret simultaneously the speech in English and Hindi, if the language indicated by the member is one of the following namely: (i) Assamese, (ii) Bengali, (iii) Kannada, (iv) Malayalam, (v) Manipuri, (vi) Marathi, (vii) Maithili, (viii) Nepali, (ix) Odia, (x) Punjabi, (xi) Sanskrit, (xii) Tamil, (xiii) Telugu, and (xiv) Urdu.

In such case, the recorded speech is consulted later in the preparation of the official version of the speech for the Verbatim Report by the Interpreter concerned and the English/Hindi version so prepared is included in the debates with a footnote indicating the language in which the original speech was delivered.

If the speech is to be made in any other language for which interpretation facility is not available either because the language is not in the VIII Schedule or because an Interpreter for that language is not on the rolls, the member concerned should furnish in advance to the Officer at the Table or Parliamentary Notice Office three

authenticated copies of the translation in Hindi/English of the speech. Such translation furnished by the member is printed in the debates with a footnote indicating the language in which the original speech is delivered* besides being relayed (read out) over the mike at the time of the speech in that language; otherwise the fact that the member spoke in a language other than English/Hindi or any of the languages for which interpretation facility is available in the House and the non-furnishing of the translation thereof is mentioned in the debates and the text of the speech does not find place therein.

50. Simultaneous Interpretation of Proceedings.—(1) The entire proceedings of the House are interpreted simultaneously from Hindi into English and *vice-versa* by Parliamentary Interpreters and can be followed by members in English or Hindi by using headphones and by operating the language-selector-buttons installed at every seat in the Chamber as explained in the succeeding paragraphs.

(2) Arrangements also exist for providing simultaneous interpretation into English and Hindi of speeches made in (i) Assamese, (ii) Bengali, (iii) Kannada, (iv) Malayalam, (v) Manipuri, (vi) Marathi, (vii) Maithili, (viii) Nepali, (ix) Odia, (x) Punjabi, (xi) Sanskrit, (xii) Tamil, (xiii) Telugu, and (xiv) Urdu, provided the member desirous of making a speech in any of these languages gives at least half-an-hour's notice to that effect to the officer at the Table in order to enable the Interpreter concerned to take position in the Interpreters' Booth.

(3) In regard to the use of languages during Question Hour only, the following procedure shall be followed:—

- (i) (a) The facility of simultaneous interpretation in Hindi and English from the languages enumerated in para (2) above is to be availed of by members in whose names the Question appears in the Starred Question list;
- (b) Other Members too on their being permitted by the chair to raise a Supplementary Question may avail themselves of this facility;
- (c) Hon'ble Ministers may answer the Starred Questions and Supplementaries thereon in the languages other than English or Hindi when their request in this regard is acceded to. Such requests shall be made every time the Minister wishes to speak thus furnishing advance intimation;

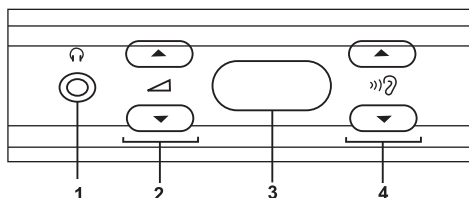
* 'Simultaneous Interpretation in Lok Sabha'—a Booklet published by Lok Sabha Secretariat, P-25, 1985.

- (ii) Advance notice in this regard should be given in writing by the members concerned not later than 3 p.m. on the working day preceding the day on which the Question is listed for oral answer;
- (iii) In English and Hindi editions of the Debates, the English and Hindi versions respectively of the Supplementary Questions asked in any of the languages mentioned in para (2) would be incorporated on the same lines as in respect of speeches delivered by members in these languages while participating in Debates.

(4) Members who make speeches with the help of copious notes are requested to send texts thereof to the Parliamentary Interpreters in advance to facilitate Interpretation.

(5) If the floor language is Hindi/English, its interpretation in English/Hindi can be heard simultaneously on the interpretation system and if the floor language is (i) Assamese, (ii) Bengali, (iii) Kannada, (iv) Malayalam, (v) Manipuri, (vi) Marathi, (vii) Maithili, (viii) Nepali, (ix) Odia, (x) Punjabi, (xi) Sanskrit, (xii) Tamil, (xiii) Telugu, and (xiv) Urdu, simultaneous interpretation can be heard in Hindi as well as in English.

51. Simultaneous Interpretation Equipment.—(1) A new Simultaneous Interpretation Equipment has been installed in the Lok Sabha Chamber. Each seat in the Chamber is provided with a headphone, channel-selector-buttons, volume-control-buttons, and a tiny display screen for showing the selected channel number. Showing channel number '0' in the display indicates floor language, channel number '1' indicates Hindi interpretation and channel number '2' indicates English interpretation. Volume control of the Headphone can be adjusted by pressing the volume-buttons and at the same time channel selection can be made by using the channel-buttons (*See* Figure 1).



(Figure 1)

1. **Headphone socket**—Headphone connection.
2. **Volume buttons**—Controls the volume level of the selected channel.
3. **Display**—Shows the number of the selected channel.
4. **Channel buttons**—Channel selector.

(2) Simultaneous Interpretation Equipment has been installed in the Central Hall, Committee Room Nos. 53, 62 and 63 in Parliament House and all the Committee Rooms in Parliament House Annexe and Parliament Library Building.

(3) Each seat is provided with headphone, a language-selector switch and a volume-control knob. Positions 1 and 4 of the language-selector knob are meant for the floor language, 2 or 5 for Hindi interpretation, and 3 or 6 for English interpretation. Volume-control knob has to be turned clockwise for increasing the volume and anti-clockwise for decreasing the volume.

(4) Some general hints for using the equipment are mentioned below:—

- (i) To disconnect the headphone the plug has to be pulled out of the socket. Tugging at the wire should be avoided but plug itself should be held firmly, as otherwise the plug might become detached from the wire.
- (ii) When a member has to pass the seat of another member, the latter should pull out the plug from the socket to give him way.
- (iii) The volume-control knob should be adjusted at a suitable position. Frequent turning spoils the knob.
- (iv) The language-selector knob should be adjusted for one language. If that language is the floor language, it can be heard over the loudspeaker also. Frequent turning of the knob might spoil it.
- (v) The headphone may be dispensed with if a member can follow the floor language and finds the general sound level adequate for the purpose.
- (vi) When a member is not using her/his headphone or when she/he moves away from the seat, it should be made sure that volume-control knob is turned off so that the proceedings are not disturbed by the sound coming out of the headphone not in use.

52. Official Reports of Proceedings *i.e.* Debates.—

(1) The proceedings of Lok Sabha in Hindi and English are taken down verbatim by the Parliamentary Reporters. A few Computerised copies of the proceedings as taken down by the Parliamentary Reporters marked **Uncorrected—Not for Publication** are made available in the Library on the following day for reference by members.

(2) As regards speeches made in languages other than Hindi or English, procedure has been stated in Para 49 above.

(3) Prior to preparation of Lok Sabha Debates a computerised copy of the transcript of every speech delivered or questions asked by a member and answers given thereto on a day is supplied to him early next morning at his residence for confirmation and correction of inaccuracies, if any which might have occurred in the process of reporting. Only minor corrections namely those in respect of grammatical errors, mis-reporting of quotations, figures, names, etc. are permissible. Improvement in literary form or altering substance by additions, copious substitutions or deletions are not acceptable. All corrections are to be made in ink, neatly and legibly. After making the corrections, the member is required to return the transcript by 1500 hours on the following day. The transcript is sent with a slip pasted thereon saying: "You are requested to please return the attached transcript of your speech, to the Editorial Branch by _____ hrs. on _____. If it is not received back by the said time and date, the Reporters' copy will be taken as final and sent to the Printers for final printing after translation where necessary. It will not be possible to accept corrections thereafter". While returning the transcript of his speech, the member should sign on the slip by way of authentication.

The members are required to follow this time limit strictly as the edited verbatim record of proceedings is uploaded on the Internet under a time bound programme.

(4) Three versions of Lok Sabha Debates are prepared, *viz.*, Original Version, Hindi Version and English Version. All these three versions are printed.

The Original Version contains proceedings in English and Hindi as they actually take place in the House. It also contains English/Hindi translation of speeches made in regional languages.

The Hindi Version comprises all Questions asked and Answers thereto given in Hindi and the speeches made in Hindi and the verbatim translation into Hindi of all Questions asked and Answers thereto given in English and the speeches made in English or in a regional language. Supplementaries asked on Questions or speeches delivered in Urdu appear in Devnagiri script in the printed Hindi Version of Debates. Such supplementaries or speeches are reproduced in Urdu also within square brackets immediately after the Hindi Version.

The English Version contains Lok Sabha proceedings in English and English translation of the proceedings which take place in Hindi or in any regional language.

(5) In the case of speeches made in languages other than English/Hindi, *viz.*, Assamese; Bengali; Kannada; Malayalam; Manipuri; Marathi; Odia; Tamil or Telugu for which interpretation arrangements already exist, the translated version of those speeches in English/Hindi, as supplied by the Interpreters concerned, after checking the text from the digital recording, is included in the Debates with a foot-note indicating the language in which the original speech was delivered.

If the speech is made in any other regional language, for which interpretation arrangements do not exist, the member concerned should furnish, in advance, to the Officer at the Table or the Parliamentary Notice Office, three authenticated copies of the translation in English/Hindi of the speech. Such translation furnished by the member is printed in the Debates with a foot-note indicating the language in which the original speech was made. In case the member does not furnish English/Hindi translation of his speech, the fact that he spoke in (name of the language) and that he did not furnish a translation thereof is mentioned in the Debates and the text of his speech does not figure therein.

(6) Arrangements obtain in the Secretariat for translation into English/Hindi of speeches made in languages other than English/Hindi, for which interpretation arrangements have been provided. When a member makes a speech in any of these languages, a copy of the English/Hindi translation of his speech is sent to him for confirmation and return as in sub-para (3) above. The member may correct inaccuracies in the translation within the prescribed time-limit. Any alteration in the substance of the speech is not permissible.

(7) When prepared speeches or statements are read out and when speeches are delivered with the help of copious notes, the text thereof should be given to the Parliamentary Reporters immediately after the speeches have been made. This will facilitate accurate transcription. Similarly, in case of quotations read out, a copy thereof should be supplied except in cases where the page number of some publication which is well known and readily available has been specifically referred to. In the case of quotations in regional languages, slokas, etc., the quotations should be written in Roman/Devnagiri script, followed by their translation in English or Hindi and given to the Parliamentary Reporters immediately after the speeches have been delivered.

(8) A member desirous of having spare copies of his own speech may get one copy free from the Distribution Branch.

(9) One copy of either of the versions *i.e.* Original Version or Hindi Version or English Version of Debates as per choice exercised by a member is supplied to him free of cost. The members may, if they so desire, have their copies of Debates bound by giving instructions to that effect in writing to the Distribution Branch. Binding charges are borne by the members themselves. Ten days' printed Debates make a volume. Each volume is bound separately.

(10) Statements or documents laid on the Table in answer to questions or under the specific item of Business "Papers Laid on the Table", so entered in a day's order paper, or in connection with any other item of business are either printed in the body of the Debates or placed in the Parliament Library with appropriate reference in the printed Debates.

(11) A member desirous of viewing corrected Original Version of Debates on Internet can view it either on Parliament of India website www.parliamentofindia.nic.in or [http:// www.loksabha.nic.in](http://www.loksabha.nic.in).

(12) Under Section 2(K) of the Copyright Act (No. 14, 1975) the copyright of Lok Sabha Debates and ancillary publications vests in the Lok Sabha Secretariat.

A member desirous of reproducing any material from Lok Sabha Debates or even his own speeches is required to seek formal permission from Hon'ble Speaker giving specific details of the matter to be reproduced. The copyright matters are examined by Editorial Branch.

(13) Expressions declared as unparliamentary by Presiding Officers of both Houses of Parliament, State Assemblies and some of the Commonwealth Parliaments during a particular year are published annually under the title 'Unparliamentary Expressions' and these are also published in consolidated form from time to time. This publication can be purchased from Sales Counter.

53. Indices to Debates.—To facilitate easy reference of issues taken up in the House, members can make use of publication 'Index to Lok Sabha Debates' of Original Version, Hindi Version and English Version. It is a quick retrieval and reference publication brought out session-wise by the Secretariat for the benefit of members. One copy of Index to Debates either of Original Version or Hindi Version or English Version of Debates, as per the choice of version given by the members, is supplied free of charge to each member.

54. Synopsis of Debates.—Synopsis is one of the important publications of Lok Sabha brought out by the Synopsis Branch of the Editorial and Translation Service. It is a brief and lucid account of the business transacted and important suggestions and points made during the course of Debates on various issues in the House.

It is brought out in Hindi and English separately. It is printed the same night and the printed copies are circulated to members the next morning alongwith other Parliamentary papers. It generally covers items like Welcome to Foreign Parliamentary Delegations, Felicitations, Rulings by the Chair, Obituary References, Discussion on the Motion of Thanks on President's Address, Railway and General Budget and other items like Half-an-Hour Discussion and matters raised under Rule 193 as mentioned in the list of Business for the day. The details of the arguments advanced, motions or amendments moved, Papers laid on the Table and discussion on other items like Questions and Answers, implementation of recommendations made by various Parliamentary and Standing Committees, Status Report, etc. are not covered in the Synopses. No words, phrases or expressions which have been expunged or deleted or declared unparliamentary by the Chair form part of the Synopsis.

In the event of the House sitting late/lunch-break/zero hour having been dispensed with or laying of Matters under Rule 377 on the Table of the House instead of getting it read or any hon. Member/ Members making speech(es) in any regional language or laying of written speeches by hon. Members, a supplement to Synopsis of such proceedings as are not covered in the main Synopsis is prepared and sent for publication the next working day or thereafter, as the case may be.

Every effort is made to make the Synopsis adequate and accurate. However, the verbatim Debates alone are authoritative. A copy of the Synopsis, either in English or in Hindi, depending on individual choice of the member, is supplied to them. The Synopsis is meant for use of members only and not for publication.

At the end of each Session, classified contents in alphabetical order and a detailed corrigenda of all the Synopsis published during that Session is prepared and printed. A Sessional volume comprising all the daily Synopsis of the Session together with a title page, preface, classified contents, etc. is compiled. Out of the copies compiled, two copies each of Hindi and English are supplied to the Parliament Library and the Sales Branch. A member desirous of viewing Synopsis of Debates on internet can view its English as well as Hindi Version on Parliament of India website www.parliamentofindia.nic.in.

55. Attendance of Members.—Article 101 (4) of the Constitution provides that if for a period of sixty days a member of either House of Parliament is without permission of the House absent from all meetings thereof, the House may declare the seat vacant. In view of the specific provision that has been made in the Constitution, it

is necessary to maintain an accurate Register of Attendance of Members. Members are, therefore, requested to sign the Attendance Register when they attend a meeting of Lok Sabha.

For the convenience of members, the Attendance Register has been split up into four parts containing the following Division Numbers, namely:—

(1) Division Nos. 1 to 140; (2) Division Nos. 141 to 280; (3) Division Nos. 281 to 420; and (4) Division Nos. 421 to 550.

Each part is kept on a separate rostrum in the inner Lobby of the House.

Members' attention is also drawn to Section 3 of the Salary, Allowances and Pension of Members of Parliament Act, 1954, (as amended by Act No. 40 of 2006) which provides that members shall be entitled to daily allowances only when the member sign the attendance register when they attend a meeting of Lok Sabha.

56. Leave of Absence from the Sittings of the House.—

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

(2) A member desiring permission of the House to remain absent from the sittings thereof should make an application, in writing, to the Speaker.

[Rule 242]

(3) The application for leave of absence should specify the definite period, indicating the date of commencement and termination of leave and the reason for which such leave is required.

[Rule 242]

(4) In December, 1974 Lok Sabha agreed to the recommendation contained in Seventeenth Report of the Committee on Absence of Members from the Sittings of the House that the grounds on which leave could be granted to members might be as follows:—

- (i) illness of self, including medical check up;
- (ii) illness, accident or mishap in the family;
- (iii) death in the family;
- (iv) marriage of self or marriage in family;
- (v) detention in jail;

- (vi) pilgrimage or participation in religious celebrations;
- (vii) visits abroad for—
 - (a) participation in conferences and delegations,
 - (b) study tour,
 - (c) lecturing,
 - (d) participation in Games and Sports;
- (viii) relief work in natural calamities like floods, drought, fire or earthquake in the constituency or any part of the country;
- (ix) work connected with delimitation of constituencies or preparation of electoral rolls;
- (x) work connected with some Commission of Inquiry or appearance in court;
- (xi) inauguration of a new project in the constituency or in the State;
- (xii) elections or bye-elections in the constituency;
- (xiii) participation in Party session or Party meetings;
- (xiv) agitations or disturbances in the constituency;
- (xv) breakdown of communications;
- (xvi) judgement by any court that she/he shall not leave the usual place of residence;
- (xvii) national or local festival.

Some of the grounds mentioned above would not merit grant of leave for long durations and while granting leave not only the ground but also duration of leave would also be a vital factor.

It was also agreed that leave of absence would not ordinarily be granted on grounds like—

- (i) work in constituency other than those mentioned above;
- (ii) professional or business engagements;
- (iii) private work;
- (iv) domestic trouble other than those mentioned above.

(5) Leave of absence should be applied for in the first instance for a period not exceeding 60 days.

[Rule 242]

(6) All applications for leave of absence stand referred to a Committee, namely the Committee on Absence of Members from the Sittings of the House. However, in practice, applications for leave of absence for a period of less than 15 days are not placed before the Committee.

The functions of the Committee are:—

- (i) to consider all applications from members for leave of absence from the sittings of the House;
- (ii) to examine every case where a member has been absent for a period of sixty days or more, without permission from the sitting of the House and to report whether the absence should be condoned or circumstances of the case justify that the House should declare the seat of the member vacant; and
- (iii) to perform such other functions in respect of attendance of members in the House as may be assigned to it by the Speaker from time-to-time.

[Rules 243, 325 and 326]

(7) The Committee considers each application on its merits and makes recommendations to the House in regard thereto in the form of a Report. One or two days after the presentation of the Report to the House, the Speaker takes the pleasure of the House regarding grant of leave of absence or for condonation of the period of absence of members. Members desirous of raising any point on the Report should give intimation thereof, in writing, to the Parliamentary Notice Office by 15.15 hours on the day following the day on which the Report is presented. After the House has agreed to leave being granted to members, the members concerned are informed through letters to them.

(8) Where for a period of sixty days a member is without permission of the House absent from all its sittings and the House does not grant leave of absence to her/him or does not condone her/his absence from the sittings of the House, the seat of the member is declared vacant on a motion carried by the House to the effect.

[Rule 241]

(9) The minutes of the sittings of the Committee held during a session are laid on the Table towards the end of each session.

57. Parliamentary Notice Office.—(1) Parliamentary Notice Office located in Room No. 23 right in front of Gate No. 1 (main entrance) of Parliament House receives all notices and communications from members; supplies forms therefor; issues Members' Identity Cards, Spouse Railway Passes; attends to various queries of members and renders general assistance to members with regard to parliamentary work.

With a view to enable members to write their notices and study answers to starred questions etc. without disturbance, it is desirable that persons who are not members are not taken by members inside the Parliamentary Notice Office.

(2) For information on matters concerning their membership and parliamentary business, members may contact Parliamentary Notice Office which will arrange to collect the information from concerned officers.

58. ‘Stenographers & Typists’ Pool for Members.—‘Stenographers and Typists’ Pool for members is located in Room No. 20-B, Ground Floor and also in Room No. 129-A, Third Floor, Parliament House which is easily approachable by Lift No. 1. It renders stenographic and typing assistance to members both in English and Hindi, in respect of urgent business of the House such as urgent notices and short communications to the Speaker, the Secretary-General, or the Ministers.

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

59. Admission to Visitors’ Gallery.—(1) Visitors’ Cards (Public Gallery) are issued for the guests of members for the Visitors’ Gallery of Lok Sabha on previous day on applications from members in yellow application forms available in the Centralised Pass Issue Cell. Issue of Visitors’ Cards is regulated as follows:—

- (i) application for Visitors’ Card should contain the name of not more than four guests of a member;
- (ii) application should reach the Centralised Pass Issue Cell not later than 16.00 hours on the working day previous to the date for which the Visitor’s Card is required;
- (iii) not more than four Visitors’ Cards will be issued to a member for a particular day for fixed hour(s); and
- (iv) complete particulars of the visitors may be furnished in the application forms for issue of Visitors’ Cards failing which the Visitors’ Cards may not be issued.

(2) Visitors’ Cards (Public Gallery) on same-day applications from members in red application forms available in the Centralised

Pass Issue Cell are issued subject to observance of the following conditions:—

- (i) applications for same-day Visitors' Cards should be made to the Secretary-General as early as possible on the date for which the Visitors' Cards are required and such applications should be delivered at the Centralised Pass Issue Cell;
- (ii) for getting same-day passes issued, the Deputy Leader or the Whip of the Party, whosoever is authorised by the Party, should recommend the issue of same-day passes on the application form. The member is also required to take the visitor to the concerned Joint Secretary/Additional Secretary for the purpose;

When a member requires a same-day visitors' pass he may have his guests seated in the Reception Office or in the MP Waiting Room Centralised Pass Issue Cell. Subject to other conditions being fulfilled, such passes are made available for use not earlier than two hours after the time of receipt of application in the Centralised Pass Issue Cell;

- (iii) same-day Visitors' Cards are delivered to the member himself who is required to sign the register maintained for this purpose. If the member desires that the Visitors' Cards may be delivered by the C.P.I.C. to his guest, the member may attest the signature of the visitor concerned on the application form. The Visitors' Card will then be prepared and delivered to the person authorised by the Member;
- (iv) the cards applied for should be ordinarily for a person who is a spouse or child or close relative of the member and who has arrived in Delhi on the same-day or the previous night and is not likely to stay in Delhi overnight, and in whose case it has not been possible to comply with the prescribed time limit. In the same-day application form against the space provided for this purpose, the special reasons why the application could not be made within the prescribed time limit should be stated briefly;
- (v) not more than two same-day Visitors' Cards may be issued to a member at a time for a particular day on application made on the form. Such request should be made very sparingly; and
- (vi) issue of these cards will also be subject to a limit of not more than 25 cards per hour.

(3) Applications for Visitors' Cards for groups of persons should reach the Centralised Pass Issue Cell at least one day in advance and full particulars of each of the persons in the group *viz.* full name of the visitor, father's/husband's name in full, age, nationality and passport number (for foreigners only), details of occupation, details of occupation of the husband (in case of housewives only), full Delhi and permanent addresses should be given. Visitors' Cards for the groups are issued for specified hours for the afternoon session. For issue of same day Visitors' Cards for groups of persons coming from outside Delhi, members should get their applications countersigned by the Leader/Deputy Leader—Whip of their Party or Group, whosoever is authorised by the party.

(4) Special attention of members is invited to the following certificate on the application form for Visitors' Card:—

“The above named visitor is my relation/personal friend/known to me personally and I take full responsibility for her/him.”

(5) Members should fill in all the particulars required in the application forms as follows:—

- (i) Visitor's name in full (in block letters);
- (ii) Age;
- (iii) Father's/Husband's name in full;
- (iv) Nationality and Passport number (for foreigner only);
- (v) Details of Occupation;
- (vi) Details of Occupation of the husband (in the case of housewives only);
- (vii) Full Permanent Address and State;
- (viii) Full Delhi Address.

(6) Visitors' Cards issued on previous day applications are sent to the applicant members at their residences alongwith Parliamentary papers.

(7) Visitors may be asked to carefully read the instructions on the Cards and abide by them.

(8) As members are responsible for any untoward or undesirable thing happening in the Visitors' Galleries at the hands of a holder of a Card granted at their request, they should fully satisfy themselves about the person for whom such a Card is required by them.

(9) Children below ten years of age are not admitted to the Visitors' Galleries.

(10) Members should not detach visitors holding Visitors' Gallery Cards from queues and bring them out of their turn into the Parliament House. That would avoid complaints from other members and visitors.

60. Admission to Speaker's Gallery.—(1) The following categories of persons are eligible for Visitors' Cards for the Speaker's Gallery:—

- (i) Presiding Officers of State Legislatures and their wives;
- (ii) Ministers of State Governments and their wives; and
- (iii) Presidents of recognised All-India political parties, in case they cannot be accommodated in the Distinguished Visitors' Gallery.

Members are requested not to apply for Speaker's Gallery Cards in respect of other categories of persons.

(2) Applications for Speaker's Gallery Cards should be made in lemon yellow application forms available in the Centralised Pass Issue Cell.

(3) In other respects instructions contained in para 58 *mutatis mutandis* apply.

61. Admission to Distinguished Visitors' Gallery.—(1) The following categories of persons are eligible for Visitors' Cards for the Distinguished Visitors' Gallery:—

- (i) Spouses of sitting Members of Parliament;
- (ii) Ex-members of Parliament;
- (iii) Members and Secretaries of State Legislatures;
- (iv) Judges, Vice-Chancellors and high officials of the Government of India and State Governments;
- (v) Persons of standing in public-life, such as Presidents of recognised All-India political parties; and
- (vi) Distinguished visitors from foreign countries.

Members are requested not to apply for Distinguished Visitors' Gallery Cards in respect of other categories of persons.

(2) Applications for Distinguished Visitors' Gallery Cards should be made in light blue application forms available in Centralised Pass Issue Cell.

(3) In other respects instructions contained in para 58 *mutatis mutandis* apply.

62. Admission to Special Gallery.—(1) Only the following relations of members are eligible for Visitors' Cards for the Special Gallery—

- (i) son;
- (ii) daughter;

- (iii) father; and
- (iv) mother.

Members are requested not to apply for Special Gallery Cards in respect of persons other than their relations mentioned above.

(2) Applications for Special Gallery Cards should be made in white application forms available in Centralised Pass Issue Cell.

(3) In other respects instructions contained in para 58 *mutatis mutandis* apply.

63. Appointments with the Speaker.—Members who wish to see the Speaker in connection with Parliamentary business during session periods may do so in the Parliament House in Speaker's Chamber between 10.30 hours and 10.45 hours.

64. Obituary References.—(1) It is customary to make obituary references in the House on the passing away of sitting members, ex-members, outstanding personages and Heads of certain friendly foreign States etc.

(2) In 1972, the Speaker agreed with the following recommendations made by the General Purposes Committee of Fifth Lok Sabha on the question of adjournment of the House on the death of ministers, sitting members, national leaders etc.:—

- (i) In the case of the death of a sitting member of Lok Sabha, the existing convention of adjourning the House for the day if, the death took place in Delhi*, in order to enable the members to participate in the funeral or sending of the dead body from Delhi, might be continued;
- (ii) In the case of the death of a Minister who, at the time of her/his death, was not a member of Lok Sabha, the House should be adjourned for the day, if the death took place in Delhi, in order to enable the members to participate in the funeral or sending of the dead body from Delhi;
- (iii) In the case of the death of the head of a national political party, the House might be adjourned for the day (a) if the deceased was a sitting member of Rajya Sabha at the time of her/his death, (b) her/his party was represented in Lok Sabha and had been recognised by the Speaker either as a Party or Group in the House, and (c) the

* In the meeting of Speaker 13th Lok Sabha with Leaders of Parties in Lok Sabha held on 7.5.2003, it was decided that the House might be adjourned, if a sitting member dies during the session period, whether in Delhi or outside Delhi. However, in the case of death of the sitting member during the inter-session period, the House might not be adjourned.

death took place in Delhi, in order to enable the members to participate in the funeral or sending of the dead body from Delhi; and

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

(*Vide* Bulletin—Part II dated 31.5.1972)

(3) Members are requested that whenever they come to know about the death of an ex-member who had been a member of Lok Sabha or Central Legislative Assembly or Constituent Assembly or Provisional Parliament, they may immediately pass on the information with date and place of death and address of next of kin of the ex-member to Secretary-General.

65. Information regarding arrest, detention and/or release etc. of Members of Lok Sabha.—Communications received from the concerned authorities regarding arrest, detention, imprisonment or release of members of Lok Sabha are read out by the Speaker in the House if it is sitting. If the House is not in session, the information is published in Bulletin—Part II.

[Rules 229, 230 and 231]

66. Security arrangements in Parliament Estate.— (1) *Security Arrangements in the Parliament House*—Members are requested to carry their RF tags/Identity Cards to avoid any inconvenience on account of Identification. They are also requested to cooperate with Parliament Security Service staff on duty in PH Complex.

To strengthen the security arrangements in PH Complex, various security gadgets have been installed at strategic locations of entry points, visitors accompanying the Members of Parliament and Ex-Members of Parliament are required to pass through the Door Frame Metal Detector and they may also be subjected to physical search. The baggage etc. being carried by them, may also be scanned/searched by the Security staff.

(2) *Entry to Parliament House and Central Hall*—Entry of outsiders in Parliament House and Central hall is regulated according to Rules and Directions given by the Speaker from time to time. No person without a valid pass with bar code is allowed to gain entry

even when accompanied by a Member of Parliament. A visitor can be rendered unfit for the entry in the premises even after acquiring pass if he/she does not follow security norms or if any incorrect information is found about him/her. This is deemed essential in the interest of security.

(3) *Entry of Visitors Accompanying Members of Parliament into Parliament House*—For security reasons the Parliament Security Service Personnel have been given strict instructions not to allow anyone including guests of Members inside Parliament House without a proper pass with bar code. Members are also advised not to bring their guests/visitors inside Parliament House through Building Gate Nos. 3, 5, 7, 9 and 11. Visitors having valid passes with bar code may be taken inside Parliament House through any of the other gates where Door Frame Metal Detectors have been installed.

(4) *'M.P.' Car Labels*—For facilitating entry of cars owned by Members into the Parliament House Estate (including Parliament House Annexe), and Parliament Library special car labels marked 'MP' and vehicle R.F. tags are also issued to the Members of Parliament by the Centralised Pass Issue Cell on filling up the requisite form.

Entry into Parliament House Complex is strictly regulated as per security norms laid in this regards, the vehicles displaying car labels issued by Lok Sabha/Rajya Sabha Secretariats are only permitted entry into Parliament Estate. Members are requested to ensure that these car labels are prominently displayed on left hand top of the wind screen of their vehicles.

Whenever a Member travels in any other private vehicle (without label) or a hired vehicle like taxi/three wheeler etc. he/she should alight at Iron Gate No. 1, 2 TKR I & II and make use of Ferry Car Services upto the Building Gates.

(5) *Entry of Private/Commercial Vehicles into Parliament House Complex*—Private vehicles without parking labels are not allowed to enter Parliament House Estate. Members owning Private vehicles are required to obtain parking labels for their vehicles from the Centralised Pass Issue Cell.

The members may also use vehicles of Lok Sabha Secretariat and DTC marked "Members of Parliament" under operation of MS Branch from Parliament House Complex to their residence and *vice versa*.

The Members coming in their private vehicles (Self-Driven) with car labels are requested to park their vehicles in the earmarked parking area just behind the wall opposite Building Gate No. 1. *The Chauffeur driven cars of Members will however be parked in M.P. parking area behind Rail Bhawan.*

Iron Gate Nos. 5, 6 & 7 (Rajya Sabha Marg) remain closed. Check barriers have been installed inside Iron Gate Nos. 1 and 2 in order to prevent the entry of any unauthorised vehicles and to ensure proper security checking. Visitors/Guests accompanying members and not having valid passes for entry into Parliament House may get down outside Iron Gate Nos. 1 and 2 and obtain passes from the Reception Office before entering the Parliament House Estate.

(6) *Presence of Members within the precincts of the House*—Members can remain within the 'Precincts of the House' when the House or any Committee of which she/he is a member, is sitting and for a reasonable time before or after that. If a Member wants to remain there beyond an hour after the House or Committee has adjourned to meet on a subsequent day, she/he has to seek the specific permission of the Speaker for the purpose. Permission given to a member to remain within precincts of the House can be withdrawn by the Speaker at any time.

(7) *Carrying or Display of Fire Arms in Parliament House Complex*—The carrying or display of arms and ammunition in any part of the Parliament House Complex is strictly prohibited. Only security personnel specifically deployed in Parliament House Complex are permitted to carry arms and ammunition.

(8) *Carrying of Material that could Prove to be Hazardous*—Carrying of material that could prove to be hazardous to human life or the building is not permitted in the premises.

(9) *Distribution of Literature, Pamphlets, Press Notes and Leaflets within the precincts of the House*—Members should not distribute within the precincts of the House any literature, questionnaire, pamphlets, press notes, leaflets or any matter printed or otherwise without the prior permission of the Speaker in writing.

(10) *Demonstration, Dharna, Strike, Fast etc. within the precincts of the House*—Members cannot use the precincts of the House for any demonstration, dharna, strike, fast or for the purpose of performing any religious ceremony.

(11) *Arrangements for Members to meet persons coming to see them*—When any person comes to the Reception Office adjoining

Parliament House to see a Member, an interview slip is prepared by the Receptionist and sent to the Member concerned in the House, Lobby or the Central Hall. The Member may, if she/he desires to meet the visitor, indicate on the interview slip the time at which she/he would meet the visitors at the Reception Office or an entry pass with bar code is issued on the basis of requisition letter signed by MP's to the visitors wishing to meet them. Visitors are not allowed to enter the areas other than permissible in the premises mentioned on the bar code pass.

(12) *Car Calling Arrangements*—Car calling arrangements are available at Building Gate No. 1, Parliament House VIP Gate Parliament House Annexe only.

(13) *Use and carrying of Cellular Telephones and Pagers inside Parliament House and Annexe*—(A) The following categories of persons would be permitted to carry their cellular phones, inside the inner precincts of Parliament House Annexe and Parliament Library:—

- (i) Staff of Lok Sabha and Rajya Sabha Secretariat;
- (ii) Staff of Ministry of Parliamentary Affairs;
- (iii) Staff of Allied Service/Security agencies;
- (iv) Print and Visual Media persons accredited to Lok Sabha and Rajya Sabha Sectt. and in possession of access control passes issued by Parliament Security;
- (v) Officials of Government of India in possession of Sessional/ Intersessional passes.

(B) Cellular Phones would be subjected to elaborate security checks at Building Gates of PH/PLB/PHA.

(C) Media persons and officials entering the Galleries should deposit their cell phones at the Mobile deposition counters made available at Room No. 54 and near official Gallery respectively. The instruments are to be switched off before deposition at the counters.

(D) In order to ensure smooth and unhindered proceeding of Lok Sabha and as a mark of respect to the Hon'ble Members are requested to switch off their mobiles and deactivate alarm bells before entering the Lok Sabha Chamber.

(E) Casual visitors and temporary pass holders are not allowed to bring their cellular phones inside the Parliament House Complex.

CHAPTER III

PARLIAMENTARY COMMITTEES

67. Standing Parliamentary Committees.—The following is the list of Standing Parliamentary Committees:—

Name of the Committee	Number of Members in the Committee
1	2
Financial Committees	
(1) Committee on Public Accounts	22*
(2) Committee on Estimates	30
(3) Committee on Public Undertakings	22*
Other Parliamentary Committees	
(4) Business Advisory Committee	15
(5) Committee on Private Members' Bills and Resolutions....	15
(6) Committee on Petitions	15
(7) Committee of Privileges	15
(8) Committee on Subordinate Legislation	15
(9) Committee on Government Assurances	15
(10) Committee on Absence of Members from the Sitzings of the House	15
(11) Rules Committee	15
(12) General Purposes Committee	No fixed [#] number
(13) House Committee	12
(14) Library Committee	9 [†]
(15) Joint Committee on Salaries and Allowances of Members of Parliament	15**
(16) Joint Committee on Offices of Profit.....	15**
(17) Committee on the Welfare of Scheduled Castes and Scheduled Tribes	30 ^{††}

* Includes 7 Members of Rajya Sabha.

** Includes 5 Members of Rajya Sabha.

[#] Consists of the Speaker, Dy. Speaker, Panel of Chairpersons, Chairpersons of Standing Committees, Leaders of Parties and such other members as may be nominated by the Speaker.

[†] Includes 3 Members of Rajya Sabha.

^{††} Includes 10 Members of Rajya Sabha.

1	2
(18) Committee on Papers Laid on the Table	15
(19) Committee on Empowerment of Women	30 ^{††}
(20) Departmentally Related Standing Committees	
(i) Committee on Commerce	31 [@]
(ii) Committee on Home Affairs	31 [@]
(iii) Committee on Human Resource Development	31 [@]
(iv) Committee on Industry	31 [@]
(v) Committee on Science and Technology, Environment & Forests	31 [@]
(vi) Committee on Transport, Tourism & Culture	31 [@]
(vii) Committee on Health & Family Welfare	31 [@]
(viii) Committee on Personnel, Public Grievances, Law & Justice	31 [@]
(ix) Committee on Agriculture	31 [@]
(x) Committee on Information Technology	31 [@]
(xi) Committee on Defence	31 [@]
(xii) Committee on Energy	31 [@]
(xiii) Committee on External Affairs	31 [@]
(xiv) Committee on Finance	31 [@]
(xv) Committee on Food, Consumer Affairs & Public Distribution	31 [@]
(xvi) Committee on Labour	31 [@]
(xvii) Committee on Petroleum & Natural Gas	31 [@]
(xviii) Committee on Railways	31 [@]
(xix) Committee on Urban Development	31 [@]
(xx) Committee on Water Resources	31 [@]
(xxi) Committee on Chemicals & Fertilizers	31 [@]
(xxii) Committee on Rural Development	31 [@]
(xxiii) Committee on Coal & Steel	31 [@]
(xxiv) Committee on Social Justice & Empowerment	31 [@]

^{††} Includes 10 Members of Rajya Sabha.

[@] Includes 10 Members of Rajya Sabha [Serial Nos. (i) to (viii) serviced by Rajya Sabha Secretariat and the rest by Lok Sabha Secretariat].

The Committees mentioned at (1), (2) and (3) above are Financial Committees. The constitution, composition and functions etc. of the Standing Committees are given below Committee-wise.

(1) *Public Accounts Committee*.—(i) Public Accounts Committee is constituted under the provisions of Rules 308 and 309. Its function is to examine the accounts showing the appropriation of the sums granted by the House to meet the expenditure of the Government of India, the annual Finance Accounts of the Government of India and such other accounts laid before the House as the Committee may think fit except those relating to such Public Undertakings as are allotted to the Committee on Public Undertakings. Apart from the Reports of Comptroller and Auditor General of India on Appropriation Accounts of the Union Government, the Committee examines the various Audit Reports of the Comptroller and Auditor General on revenue receipts, expenditure by various Ministries/Departments of Government and accounts of autonomous bodies.

(ii) In scrutinising the Appropriation Accounts of the Government of India and the Reports of the Comptroller and Auditor General thereon, it is the duty of the Committee to satisfy itself—

- (a) that the moneys shown in the accounts as having been disbursed were legally available for, and applicable to the service or purpose to which they have been applied or charged;
- (b) that the expenditure conforms to the authority which governs it; and
- (c) that every re-appropriation has been made in accordance with the provisions made in this behalf under rules framed by competent authority.

An important function of the Committee is to ascertain that money granted by Parliament has been spent by Government “within the scope of the demand”. The functions of the Committee extend ‘beyond the formality of expenditure to its wisdom, faithfulness and economy’. The Committee thus examines cases involving losses, nugatory expenditure and financial irregularities. When any case of proved negligence resulting in loss or extravagance is brought to the notice of the Committee, it calls upon the Ministry/Department concerned to explain what action, disciplinary or otherwise it had taken to prevent a recurrence. In such a case it might also record its opinion in the form of disapproval or pass strictures against the extravagance or lack of proper control by the Ministry or Departments concerned.

If any money has been spent on a service in excess of the amount granted by the House for the purpose, the Committee examines with reference to the facts of each case, the circumstances leading to such an excess and makes such recommendations as it may deem fit. Such excesses are thereafter required to be brought up before the House by Government for regularisation in the manner envisaged in Article 115 of the Constitution. To facilitate speedy regularisation of such excess expenditure by Parliament, the Committee presents a consolidated report relating to all Ministries/ Departments in advance of the other reports.

(iii) The Committee consists of 22 members comprising 15 Members of Lok Sabha elected by Lok Sabha from amongst its members according to the principle of proportional representation by means of the single transferable vote for a term not exceeding one year and not more than seven members of Rajya Sabha to be nominated by the House for being associated with the Committee. The Chairperson of the Committee is appointed by the Speaker from amongst the members of Lok Sabha elected to the Committee. A Minister is not eligible to be elected as a member of the Committee, and if a member after her/his election to the Committee is appointed to hold such an office she/he ceases to be member of the Committee from the date of such appointment. Whenever the Chairperson or any member of the Committee is invited to accept membership of any Committee constituted by Government, the matter has to be placed before the Speaker before the appointment is accepted. In case, a member who is already a member of a Committee constituted by Government is elected to the Public Accounts Committee the matter has to be placed promptly before the Speaker for deciding whether the member should be permitted to continue her/his membership of the former Committee.

(iv) As the work of the Committee is normally confined to the various matters referred to in the Audit Reports and the Appropriation Accounts, its function starts normally after the Comptroller and Auditor General presents her/his Audit Reports on the Accounts of the Government. The Committee of its own accord may inquire into various irregularities which have become public or which have been brought to the notice of the Government, even though there was no Audit Report on the subject or the Audit Report thereon may be presented later. The Committee examines the representatives of the various Ministries concerned with the matters referred to the Audit Reports and Appropriation Accounts. The Committee is assisted by the Comptroller and Auditor General in its deliberations. The Committee may call for further information on any point arising from the examination of the Accounts and the Reports of the Comptroller

and Auditor General thereon. The Committee may visit a Government establishment for an on-the-spot study of its working. The Committee presents its reports to the House along with the Minutes of its sittings. The Committee may append notes, memoranda etc. received from the Ministries except those of a confidential or secret nature to their Reports. Evidence given before the Committee is not presented to the House, except as quoted in the Report.

Government is required to take action on the recommendations contained in the reports of the Committee within six months and keep it informed of the action taken or proposed to be taken in each case. The implementation of its recommendations by Government is constantly watched by the Committee. The Action Taken notes received from the Ministry/Department are examined by the Action Taken sub-Committee/Committee and Action Taken Reports are also presented to the House. All replies received from the Government in respect of the recommendations contained in the Action Taken Reports are also laid on the Table of both the Houses in the form of statements.

(2) *Estimates Committee.*—(i) The Estimates Committee is constituted under provisions of Rule 310 for examination of the estimates as may seem fit to the Committee or are specifically referred to it by the House or the Speaker. Its functions are (a) to report what economies, improvements in organisation, efficiency or administrative reform, consistent with the policy underlying the estimates, may be effected; (b) to suggest alternative policies in order to bring about efficiency and economy in administration; (c) to examine whether the money is well laid out within the limits of the policy implied in the estimates; and (d) to suggest the form in which the estimates shall be presented to Parliament.

(ii) The Committee consists of 30 members elected annually by the Lok Sabha from amongst its members according to the principle of proportional representation by means of the single transferable vote. The Chairperson of the Committee is appointed by the Speaker from amongst the Members of the Committee. A Minister is not eligible to be elected as a member of the Committee. If a member after election to the Committee is appointed as a Minister, such member ceases to be a member of the Committee from the date of such appointment. Whenever a member, who is a member of Committee constituted by Government is elected to the Committee on Estimates, the matter is placed before the Speaker for deciding whether the member shall be permitted to continue her/his membership of the former Committee. Whenever the Chairperson or any member of the Committee on Estimates is invited to accept membership of any Committee constituted by Government, the matter is placed before the Speaker before the appointment is accepted.

(iii) The Committee may, from time to time, appoint one or more Study Groups/sub-Committees from amongst the members for carrying out on-the-spot study, detailed study of the subjects selected; scrutiny of action taken replies furnished by the Government on the recommendations contained in the previous reports of the Committee and for considering procedural matters.

(iv) The Committee calls for detailed information from the Ministries/Deptts. of the Government in respect of subjects taken up for examination. The Committee may ask non-official organisations such as the Chambers of Commerce and Industry, experts or interested parties on the subject to furnish memoranda on the subject taken up for examination. The Committee takes evidence of a few selected non-official witnesses and later examines the representatives of the Ministries concerned. The conclusions and recommendations of the Committee are contained in their reports. The reports adopted by the Committee are presented to Lok Sabha by the Chairperson of the Committee. The Minutes of the sittings of the Estimates Committee are incorporated in the Report as annexure and presented to the House alongwith the Report.

(v) Whenever estimates relating to the Ministry of Defence are taken up for examination a sub-Committee is constituted from amongst the members of the Committee. The sub-Committee calls for information and takes evidence of officials and non-officials. The Report of the sub-Committee is placed before the whole Committee and after their approval it is then deemed to be the Report of the whole Committee.

(vi) After a report has been presented to Lok Sabha the Ministry or Department concerned is required to take action on various recommendations and conclusions contained in the report and furnish action taken replies within six months. The Action Taken Notes received from the Ministry/Department are examined by the Action Taken Study Group/sub-Committee/Committee. The Action Taken Reports are also presented to the House. Statements of action taken or proposed to be taken received from the Government in respect of comments contained in the Action Taken Reports are also laid on the Table of Lok Sabha.

(3) *Committee on Public Undertakings.*—(i) The Committee on Public Undertakings is constituted under Rule 312B. The Committee consists of not more than 22 members comprising 15 members elected by Lok Sabha from amongst its members according to the principle of proportional representation by means of single transferable

vote and not more than 7 members from Rajya Sabha to be nominated by that House for being associated with the Committee. The term of office of members of the Committee is not to exceed one year. The Chairperson of the Committee is appointed by the Speaker from amongst the members of the Committee.

A Minister is not eligible to be elected as a member of the Committee and if a member after election to the Committee is appointed a Minister, such member ceases to be a member of the Committee from the date of such appointment. As in the case of the Estimates Committee and the Public Accounts Committee whenever the Chairperson or any Member of the Committee on Public Undertakings is invited to accept membership of any Committee constituted by Government, the matter has to be placed before the Speaker before the appointment is accepted. In case a Member who is already a Member of a Committee constituted by Government is elected to the Committee on Public Undertakings, the matter has to be placed promptly before the Speaker for deciding whether the Member should be permitted to continue the membership of the former Committee.

If a member of the Committee has a personal, pecuniary or direct interest in any matter which is to be considered by the Committee such member has to state her/his interest thereon to the Speaker through the Chairperson of the Committee. The Speaker, after considering the matter, will give decision which would be final.

(ii) The functions of the Committee are to examine the reports and accounts of the Public Undertakings specified in the Fourth Schedule to the Rules of Procedure and Conduct of Business in Lok Sabha and the reports of the Comptroller and Auditor General thereon, if any, and to see whether in the context of their autonomy and efficiency, the affairs of the Public Undertakings are being managed in accordance with sound business principles and prudent commercial practices. The functions which, prior to the setting up of this Committee were performed by the Public Accounts Committee and the Estimates Committee in relation to these public undertakings have also been vested in this Committee. But the Committee does not examine (a) matters of major Government policy as distinct from business or commercial functions of Public Undertakings; (b) matters of day-to-day administration; and (c) matters for the consideration of which machinery is established by any special statute under which a particular undertaking is established.

(iii) All Government Companies whose Annual Reports are placed before the Houses of Parliament under section 619A (1) of the

Companies Act, 1956 and statutory Corporations whose names have been specified in the Fourth Schedule to the Rules of Procedure come within the purview of the Committee.

(iv) The work of the Committee is regulated in accordance with the Rules of Procedure and Conduct of Business relating to the Parliamentary Committees. For its internal working, the Committee has separately formulated elaborate rules. Depending upon the need a number of Study Groups are constituted by the Chairperson from amongst the members of the Committee for carrying out detailed study of various subjects selected by the Committee, indicating the broad points on which draft Reports may be prepared and for considering the draft Reports before circulation to the whole Committee, etc. Similarly, an Action Taken sub-Committee is also constituted by the Chairperson to consider the action taken by Government on the various recommendations contained in the Reports of the Committee.

(v) The Committee calls for preliminary material with regard to the working of the Public Undertakings from the Ministries of the Government/Public Undertakings and also visits the projects and establishments of the Public Undertakings for an on-the-spot study of their working. The Committee also examines official and non-official witnesses and also takes the assistance of the Comptroller and Auditor General of India in pursuing the matters raised in the Audit Reports relating to the Undertakings or Statutory Corporations. Thereafter, the Committee arrives at its Observations/Recommendations, which alongwith the facts on which they are based are embodied in the Reports of the Committee. The Reports of the Committee after factual verification by the Ministry/Undertaking concerned, and Comptroller and Auditor General of India, if based on Audit Report are presented to Parliament. The minutes of the Sitzings of the Committee are annexed to the Reports to which these relate. The Reports are sent to the Government for taking necessary action on the Recommendations contained therein. The replies of the Government regarding action taken on the Observations/Recommendations contained in the Reports which are required to be furnished generally within six months after presentation of the Report are scrutinised by the Action Taken sub-Committee/Committee and separate Reports on the action taken by the Government, after adoption by the Committee, are presented to Parliament. After presentation of these Reports Government are required to furnish replies showing action taken or proposed to be taken by them on the Recommendations/Observations contained in Chapter-I and the final replies to the Recommendations/Observations contained in Chapter-V of the Report. The replies so received are consolidated in the form of a Statement and after Chairperson's approval, laid on the Table of both the Houses.

(vi) From November 2000, the Committee had started laying in Parliament the Study Tour Reports pertaining to the functioning of individual undertakings with full-fledged Observations/Recommendations. However, the said practice was discontinued by the Committee since December 2004. Instead, Tour Notes are prepared by the Secretariat and approved by the Chairperson and also utilized in preparation of main Reports of the Committee. A copy of the Tour Notes is made available in the Chamber of Committee Chairperson for perusal of the Committee members.

(4) *Business Advisory Committee.*—(i) The Business Advisory Committee is constituted at the commencement of new Lok Sabha after the general elections and thereafter from time to time under the provisions of Rule 287. No specific term of its office is laid down in the rules but like other parliamentary committees, it holds office until a new committee is nominated by the Speaker.

In practice, however, the Committee is usually reconstituted every year and assumes office in the first week of June. It consists of 15 members including the Speaker who is the *ex-officio* Chairperson of the Committee. The members of the Committee are nominated by the Speaker. The Deputy Speaker, if he is not nominated on the Committee may also be invited to attend the sittings of the Committee, as a special invitee. In view of the limited membership of the Committee and the presence of a large number of Opposition parties in the House, it is not possible for the Speaker to nominate members from each and every party. In order to make it as broad-based as possible so that its recommendations could be acceptable to all sections of the House, members from some of the parties in the Opposition which do not find representation on the Committee are chosen on *ad-hoc* basis by the Speaker and invited to attend its sittings as special invitees. The Members so invited take part in the deliberations of the Committee. However, they are not counted for the purpose of quorum.

(ii) The function of the Committee is to recommend the time that should be allocated for the discussion of the stage or stages of Government Bills and other business as the Speaker, in consultation with the Leader of the House, may direct for being referred to the Committee. In suitable cases the Committee has the power to indicate in the proposed time table the different hours at which various stages of a Bill or other Government business should be completed. The Committee only allots time in respect of the business to be transacted by the House during the Government time. The priority in respect of these items is determined by Government. The Committee also selects for discussion in the House, Motions under Rule 184 and Short Duration discussions under Rule 193 admitted by the Speaker and recommends time therefor. All proposals for late sittings of the

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

(iii) The Committee generally meets at the beginning of each session and as often thereafter as may be necessary.

(iv) The recommendations made by the Committee reflect the general consensus arrived at after discussion in the Committee and are indicative of the collective view of the parties and groups represented in the House.

(v) The recommendations of the Committee are presented to the House in the form of a report. Printed copies of the report are circulated to members. A motion that the House do agree with the report of the Committee is moved in the House on the following day. After the report is agreed to by the House, the allocation of time as approved by the House is notified in Bulletin–Part II and it takes effect as an order of the House. No variation is permissible in the allocation of time order except on a motion adopted by the House. The Speaker may however increase the time on any item by one hour in his discretion without a formal motion being moved.

[Rules 287 to 292]

(5) *Committee on Private Members' Bills and Resolutions.*—The Committee on Private Members' Bills and Resolutions is constituted after each general election to Lok Sabha and thereafter from time to time under rule 293. It consists of 15 members nominated by the Speaker. The Deputy Speaker is the *ex-officio* Chairperson of the Committee. The term of the Committee is one year. The functions of the Committee are: (a) to allot time to Private Members' Bills and Resolutions; (b) to examine Private Members' Bills seeking to amend the Constitution before their introduction in Lok Sabha; (c) to categorise Private Members' Bills according to their nature, urgency and importance into two categories, namely, category-A and category-B, after they have been introduced in Lok Sabha; (d) to examine every Private Member's Bill which is opposed in the House on the ground that the Bill initiates legislation outside the legislative competence of the House; and (e) to perform such other functions in respect of Private Members' Bills and Resolutions as may be assigned to it by the Speaker under Rule 294. The report of the Committee is presented to the House by the Chairperson or, in her/his absence, by any other member of the Committee. Thereafter,

a motion that the House agrees with the report of the Committee is moved on the next day allotted for private members' business. After the report is agreed to by the House, the recommendations of the Committee take effect as an order of the House. No variation is permissible in the allocation of time order except on a motion adopted by the House. Where any matter relating to Private Members' Bills or resolutions is referred to the Committee by the Speaker under Rule 294, the report of the Committee is presented to the Speaker who may pass final orders thereon.

[Rules 293 to 296]

(6) *Committee on Petitions.*—The Committee on Petitions is constituted under Rule 306. It consists of 15 members nominated by the Speaker. A Minister is not nominated a member of the Committee and where if a member after nomination to the Committee is appointed a Minister, ceases to be a member of the Committee. The Chairperson of the Committee is appointed by the Speaker from amongst the members of the Committee. The Committee continues in office till a new Committee is appointed. Normally the Committee is reconstituted every year. The functions of the Committee are: (a) to examine every petition referred to it and if the petition complies with the rules to direct that it be circulated *in extenso* or in summary form, as the case may be; (b) to report to the House on specific complaints made in the petition referred to it after taking such evidence as it deems fit and to suggest remedial measures, either in a concrete form applicable to the case under review or to prevent such cases in future; and (c) to consider representations, letters and telegrams from various individuals, associations etc. which are not covered by the rules relating to petitions and to give directions for their disposal. The Committee presents its Reports to the House from time to time.

(7) *Committee of Privileges.*—The Committee of Privileges is constituted under Rule 313. It consists of 15 members nominated by the Speaker. The Chairperson of the Committee is appointed by the Speaker from amongst the members of the Committee. The Committee continues in office till a new Committee is appointed. The functions of the Committee are: (a) to examine every question of privilege referred to it and to determine with reference to the facts of each case whether a breach of privilege is involved and, if so, the nature of the breach, the circumstances leading to it and to make such recommendations as it may deem fit; and (b) to state the procedure to be followed by the House in giving effect to the

recommendations made by it. When a question of privilege is referred to the Committee by the House, the report of the Committee is presented to the House by the Chairperson or, in her/his absence, by any member of the Committee. Where a question of privilege is referred to the Committee by the Speaker under Rule 227, the report of the Committee is presented to the Speaker who may pass final orders thereon or direct that it be laid on the Table of the House.

With the coming into force *w.e.f.* 18.3.1986 of the Members of Lok Sabha (Disqualification on Ground of Defection) Rules, 1985, made by the Speaker under paragraph 8 of the Tenth Schedule to the Constitution an additional function has been assigned to the Committee. The Speaker may refer to the Committee any petition regarding disqualification of a member on ground of defection for making a preliminary inquiry and submitting a report to him. The procedure to be followed by the Committee in these cases is so far as may be the same as is applicable to questions of breach of privilege.

[Rules 2(b), 7(4) and 7(7) of the said Rules]

(8) *Committee on Subordinate Legislation.*—(i) The Committee on Subordinate Legislation is constituted under Rule 318. It consists of 15 members nominated by the Speaker for a term not exceeding one year. A Minister is not nominated a member of the Committee, and if a member, after nomination to the Committee, is appointed to such an office, such member ceases to be a member of the Committee from the date of such appointment under Rule 318(i). The Chairperson of the Committee is appointed by the Speaker from amongst the members of the Committee.

(ii) The functions of the Committee are to scrutinize and report to the House whether the powers to make regulations, rules, sub-rules, bye-laws etc. conferred by the Constitution or delegated by Parliament are being properly exercised within such delegation.

(iii) The Committee considers each regulation, rule, sub-rule, bye-law etc. framed in pursuance of the provisions of the Constitution or the legislative functions delegated by Parliament to a subordinate authority, and which is required to be laid before the House, with particular reference to—(a) whether it is in accord with the general objects of the Constitution or the Act pursuant to which it is made; (b) whether it contains matter which in the opinion of the Committee should more appropriately be dealt with in an Act of Parliament; (c) whether it contains imposition of any tax; (d) whether it directly or indirectly bars the jurisdiction of the courts; (e) whether it gives retrospective effect to any of the provisions in respect of which the Constitution or the Act does not expressly give any such power;

(f) whether it involves expenditure from the Consolidated Fund of India or the Public revenues; (g) whether it appears to make some unusual or unexpected use of the powers conferred by the Constitution or the Act pursuant to which it is made; (h) whether there appears to have been unjustifiable Delay in its publication or in laying it before Parliament; and (i) whether for any reason its form or purport calls for any elucidation.

(iv) The Committee also examines the Bills which seek to delegate powers to make regulations, rules, sub-rules, bye-laws etc. or amend earlier Acts delegating such powers, with a view to see whether suitable provisions for the laying of the regulations, rules, etc. have been made therein. The Committee may also comment on the nature of the provisions contained in the relevant sections of the statutes delegating the powers, if in its view the delegation is in conflict with the general principles governing delegation by the Legislature. The Committee presents its reports to the House from time to time.

On the recommendations contained in the report of the Committee, the Government is required to take action within six months and keep the Committee informed of the action taken or proposed to be taken in each case. The Action taken by the Government on the recommendations/observations of the Committee are examined and included in the Action taken Report which is also presented to the House.

(v) During consideration of any rule/regulation or bye-law etc. commonly known as 'Order' if the Committee feel that an on-the-spot study visit should be undertaken of a particular organization to gain first hand information about the application of 'Order', the Committee may, with the specific approval of the Speaker, undertake tour of the organization connected with the 'Order'.

(9) *Committee on Government Assurances.*—(i) The Committee on Government Assurances is constituted under Rule 323. It consists of not more than 15 members nominated by the Speaker. The Chairperson of the Committee is appointed by the Speaker from amongst the members of the Committee.

(ii) The term of office of members does not exceed one year.

(iii) The functions of the Committee are to scrutinize the assurances, promises, undertakings, etc., given by Ministers on the floor of the House from time to time during the Question Hour as also during the discussion on Bills, resolutions, motions etc., and to report to the House, the extent to which such assurances, promises or undertakings, etc., have been implemented and where implemented whether such implementation has taken place within the minimum time necessary for the purpose.

(iv) The Committee on Government Assurances has prescribed an outer limit of three months for the implementation of an assurance to be calculated from the date of its being given in the House. However, if Government foresees any genuine difficulty in implementing the assurance within the stipulated period, the Ministry concerned may submit to the Committee a request for extension of time as considered minimum for fulfilment of the assurance. The Committee presents its report to the House from time to time.

(v) The pending assurance do not lapse on dissolution of the Lok Sabha.

(10) *Committee on Absence of Members from the Sittings of the House.*—(i) The Committee on Absence of Members from the sittings of the House is constituted under Rule 325. It consists of 15 members nominated by the Speaker. The Chairperson of the Committee is appointed by the Speaker from amongst the members of the Committee.

(ii) The Committee holds office for a term not exceeding one year.

(iii) The functions of the Committee have been given in para 56 above.

(11) *Rules Committee.*—(i) the Rules Committee is constituted under Rule 330. It consists of 15 members including the Speaker who is the *ex-officio* Chairperson of the Committee. The members of the Committee are nominated by the Speaker.

(ii) The functions of the Committee are: (a) to consider matters of procedure and conduct of business in the House; and (b) to recommend any amendments or additions to the rules that may be deemed necessary. It continues in office till reconstituted by the Speaker.

(12) *General Purposes Committee.*—The General Purposes Committee consists of the Speaker, the Deputy Speaker, Members of the Panel of Chairpersons, Chairpersons of all Standing Parliamentary Committees of Lok Sabha, Leaders of recognised parties and groups in Lok Sabha and such other Members as may be nominated by the Speaker. The Speaker is the *ex-officio* Chairperson of the Committee. The functions of the Committee are to consider and advise on such matters concerning the affairs of the House as may be referred to it by the Speaker from time to time.

(13) *House Committee.*—(i) The House Committee consists of not more than twelve members appointed by the Speaker. The Committee holds office for a term not exceeding one year. A member may be renominated by the Speaker to the new House Committee.

The functions of the Committee are: (a) to deal with all questions relating to residential accommodation for members of Lok Sabha; and (b) to exercise supervision over facilities for accommodation, food, medical aid and other amenities accorded to members in members' residences and hostels in Delhi. Proposals, suggestions, etc. which are of common interest to Members of both the Houses, are considered and decided by the Chairpersons, House Committees of both the Houses, at joint sittings, if so authorised by their respective Committees. The Secretarial assistance for such sittings is provided by the Lok Sabha Secretariat, but the minutes are approved by both the Chairpersons.

(ii) There is also an Accommodation sub-Committee consisting of not more than four members including the Chairperson of the House Committee who is the *ex-officio* Chairperson of the sub-Committee. The members of the sub-Committee are nominated by the Chairperson of the House Committee from amongst the members of the House Committee. The main function of the sub-Committee is to advise on the allotment of residential accommodation to members of Lok Sabha. An appeal against the decision of the House Committee or the Accommodation sub-Committee lies with the Speaker whose decision is final.

There are also sub-Committees on (a) *Furnishing*; and (b) *Amenities*—each consisting of not more than four members including convener of the sub-Committee but excluding the Chairperson of the House Committee who is the *ex-officio* Chairperson of the sub-Committees. All the Members of these sub-Committees are nominated by the Chairperson.

The Committee may appoint one or more sub-Committees, each having the powers of the undivided Committee, to examine any special points relating to residential accommodation, food, medical aid and other amenities in members' residences and the reports of such sub-Committees shall be deemed to be the report of the Committee, if they are approved at a sitting of the Committee.

(14) *Library Committee*.—(i) The Library Committee is a Joint Committee of the two Houses constituted by the Speaker to advise on matters concerning the Parliament Library. The Committee consists of six members from the Lok Sabha including the Deputy Speaker, who is the *ex-officio* Chairperson of the Committee, and three members of the Rajya Sabha. The Committee holds office for a term not exceeding one year.

(ii) The functions of the Committee are:—

- (a) to consider and advise on such matters concerning the Parliament Library as may be referred to it by the Speaker from time to time;

(b) to consider suggestions for the improvement of the Parliament Library; and

(c) to assist members of Parliament in fully utilising the services provided by the Parliament Library.

(iii) Recommendations and suggestions by members regarding addition of books to the Parliament Library and other day-to-day miscellaneous matters concerning the Parliament Library are referred to the Library Committee.

(15) *Joint Committee on Salaries and Allowances of Members of Parliament.*—(i) Under sub-section (1) of section 9 of the Salary, Allowances and Pension of Members of Parliament Act, 1954 a Joint Committee of both Houses of Parliament consisting of five members from the Rajya Sabha nominated by the Chairman and ten members from the Lok Sabha nominated by the Speaker is constituted. The members of the Joint Committee elect its Chairperson. The Joint Committee is a Standing Committee of Parliament and a member of that Committee holds office as such member for one year from the date of his nomination. The Committee determines its own rules of procedure.

(ii) The Joint Committee is empowered to make, after consultation with Government, rules on matters specified in sub-section (3) of section 9 of the Salary, Allowances and Pension of Members of Parliament Act, 1954 which pertains to regulation of matters of details of the payment of travelling and daily allowances and pension under that Act, constituency allowance; provision of medical, housing, telephone, water, electricity facilities and the amount which may be paid by way of repayable advance for the purchase of conveyance; the rate of interest thereon and the mode of recovery of such amount and interest thereon.

(iii) Under the powers vested in it, the Joint Committee has made the following rules:—

(a) The Housing and Telephone Facilities (Members of Parliament) Rules, 1956.

(b) The Members of Parliament (Travelling and Daily Allowances) Rules, 1957.

(c) The Medical Facilities (Members of Parliament) Rules, 1959.

(d) The Members of Parliament (Allowances for Journeys Abroad) Rules, 1960.

- (e) The Members of Parliament (Constituency Allowance) Rules, 1986.
- (f) The Members of Parliament (Advance for the Purchase of Conveyance) Rules, 1986.
- (g) The Members of Parliament (Office Expense Allowance) Rules, 1988.

(iv) Reports are not presented by the Joint Committee to the House(s). The rules made by the Joint Committee do not take effect until they are approved and confirmed by the Chairman of the Rajya Sabha and the Speaker of the Lok Sabha and are published in the Gazette. Such publication of the rules is, under the Act, a conclusive proof that they have been duly made.

(16) *Joint Committee on Offices of Profit**.— (i) The Joint Committee on Offices of Profit is constituted in pursuance of a Government motion adopted by Lok Sabha and concurred in by Rajya Sabha for the duration of Lok Sabha. It consists of 15 Members, ten from Lok Sabha and five from Rajya Sabha, who are elected from amongst the Members of the respective Houses according to the principle of proportional representation by means of single transferable vote.

(ii) The main functions of the Joint Committee on Offices of Profit are: (a) to examine the composition and character of all existing 'committees' and all 'committees' that may hereafter be constituted, membership of which may disqualify a person for being chosen as, and for being, a Member of either House of Parliament under Article 102 of the Constitution; (b) to recommend in relation to the 'committees' examined by it what offices should disqualify and what offices should not disqualify; and (c) to scrutinise from time to time the Schedule to the Parliament (Prevention of Disqualification) Act, 1959, and to recommend any amendments in the said Schedule, whether by way of addition, omission or otherwise. However, the exact functions of the Committee are enumerated in the motion moved and passed in the House.

(iii) The Reports of the Committee are presented to Lok Sabha and laid on the Table of Rajya Sabha.

(17) *Committee on the Welfare of Scheduled Castes and Scheduled Tribes*.— (i) The Committee on the Welfare of Scheduled Castes and Scheduled Tribes is constituted under Rule 331-B. It consists of 30 members, twenty from Lok Sabha elected from amongst its members according to the principal of proportional representation by means of single transferable vote and ten from

* No such Committee was constituted in Sixth Lok Sabha.

Rajya Sabha to be elected by that House for being associated with the Committee. A Minister cannot be a member of the Committee and if a member, after election to the Committee, is appointed to such an office, she/he ceases to be a member of the Committee. The Chairperson of the Committee is appointed by the Speaker from amongst the members of the Committee. The term of office of members of the Committee is not to exceed one year.

(ii) The functions of the Committee are—

- (a) to consider the reports submitted by the National Commission for the Scheduled Castes and the National Commission for the Scheduled Tribes under Articles 338(5)(d) and 338A(5)(d), respectively of the Constitution and to report as to the measures that should be taken by the Union Government in respect of matters within the purview of the Union Government including the Administrations of the Union territories;
- (b) to report on the action taken by the Union Government and the Administrations of the Union territories on the measures proposed by the Committee;
- (c) to examine the measures taken by the Union Government to secure due representation of the Scheduled Castes and Scheduled Tribes in services and posts under its control (including appointments in the Public Sector Undertakings, Nationalised Banks, Statutory and Semi-Government Bodies and in the Union territories) having regard to the provisions of Article 335;
- (d) to report on the working of the welfare programmes for the Scheduled Castes and Scheduled Tribes in the Union territories; and
- (e) to examine such other matters as may seem fit to the Committee or are specifically referred to it by the House or the Speaker.

(iii) From time to time, the Committee selects such subjects pertaining to the welfare of Scheduled Castes and Scheduled Tribes as may seem fit to the Committee. The Committee also examines matters of special interest to the welfare of Scheduled Castes and Scheduled Tribes which may arise or come to light in the course of its working.

(18) *Committee on Papers Laid on the Table.*—(i) The Committee on Papers Laid on the Table is constituted under Rule 305-A of the Rules of Procedure and Conduct of Business in Lok Sabha. It consists of 15 Members nominated by the Speaker for a term not exceeding one year. The Chairperson of the Committee is appointed by the Speaker from amongst the Members of the Committee.

(ii) The functions of the Committee are to examine all papers laid on the Table by Ministers and to report to the House as to whether (a) there has been compliance of the provisions of the Constitution, Act, Rule, etc. under which the paper has been laid; (b) there has been any unreasonable delay in laying the paper; (c) in case of delay, a statement explaining the reasons for delay has been laid on the Table and whether those reasons are satisfactory; (d) both the English and Hindi versions of the paper have been laid and in case the Hindi version has not been laid whether a statement explaining the reasons for not laying the Hindi version has been given and whether such reasons are satisfactory. The Committee also performs such other functions in respect of the papers laid on the Table as may be assigned to it by the Speaker from time to time. The Reports of the Committee are presented to the House from time to time.

[Rule 305-B]

(iii) A Member wishing to raise any of the matters which pertain to the functions of the Committee should refer it to the Committee and not raise it in the House.

[Rule 305-C]

(19) *Committee on Empowerment of Women.*—(i) The Committee on Empowerment of Women is constituted under the provisions of Rule 331-O. It consists of 30 Members, 20 Members nominated by the Speaker from amongst the Members of Lok Sabha and 10 Members nominated by the Chairman, Rajya Sabha, from amongst the Members of Rajya Sabha. A Minister cannot be a Member of the Committee and if a Member, after nomination to the Committee, is appointed as Minister, she/he ceases to be a Member of the Committee. The Chairperson of the Committee is appointed by the Speaker from amongst the Members of the Committee. The term of the Committee is one year.

(ii) The functions of the Committee are:

- (a) to consider the Reports submitted by the National Commission for Women and report on the measures that should be taken by the Union Government for improving the status/conditions of women in respect of matters within the purview of the Union Government including the Administrations of the Union territories;
- (b) to examine the measures taken by the Union Government to secure for women equality, status and dignity in all matters;

- (c) to examine the measures taken by the Union Government for comprehensive education and adequate representation of women in Legislative bodies/service and other fields;
- (d) to report on the working of the welfare programmes for the women;
- (e) to report on the action taken by the Union Government and Administrations of the Union territories on the measure proposed by the Committee; and
- (f) to examine such other matters as may deem fit to the Committee that are specifically referred to by the House or the Speaker and the Rajya Sabha or the Chairman, Rajya Sabha.

(20) Departmentally Related Standing Committees

The Departmentally Related Standing Committees (DRSCs) are constituted under Rule 331-C of the Rules of Procedure and Conduct of Business in Lok Sabha. On 29th March, 1993 the Lok Sabha and Rajya Sabha adopted Rules establishing 17 DRSCs covering all Government Ministries/Departments. These DRSCs replaced the earlier three subject Committees constituted in August, 1989. The 17 DRSCs were formally constituted with effect from 8th April, 1993.

After experiencing the working of the DRSC system for over a decade, the system was re-structured in July, 2004 wherein the number of DRSCs was increased from 17 to 24. These Committees cover under their jurisdiction the following Ministries/Departments:—

Sl.No.	Name of Committee	Ministries/Departments
1	2	3
Part I		
1.	Committee on Commerce	Commerce and Industry
2.	Committee on Home Affairs	(1) Home Affairs (2) Development of North-Eastern Region
3.	Committee on Human Resource Development	(1) Human Resource Development (2) Youth Affairs and Sports (3) Women and Child Development

1	2	3
4.	Committee on Industry	(1) Heavy Industries and Public Enterprises (2) Micro, Small and Medium Enterprises
5.	Committee on Science & Technology and Environment & Forests	(1) Science & Technology (2) Space (3) Earth Sciences (4) Atomic Energy (5) Environment & Forests
6.	Committee on Transport, Tourism and Culture	(1) Civil Aviation (2) Road Transport and Highways (3) Shipping (4) Culture (5) Tourism
7.	Committee on Health and Family Welfare	Health and Family Welfare
8.	Committee on Personnel, Public Grievances, Law and Justice	(1) Law and Justice (2) Personnel, Public Grievances and Pensions

PART II

9.	Committee on Agriculture	(1) Agriculture (2) Food Processing Industries
10.	Committee on Information Technology	(1) Communications and Information Technology (2) Information and Broadcasting
11.	Committee on Defence	Defence
12.	Committee on Energy	(1) New and Renewable Energy (2) Power

1	2	3
13.	Committee on External Affairs	(1) External Affairs (2) Overseas Indian Affairs
14.	Committee on Finance	(1) Finance (2) Corporate Affairs (3) Planning (4) Statistics and Programme Implementation
15.	Committee on Food, Consumer Affairs and Public Distribution	Consumer Affairs, Food and Public Distribution
16.	Committee on Labour	(1) Labour and Employment (2) Textiles
17.	Committee on Petroleum and Natural Gas	Petroleum and Natural Gas
18.	Committee on Railways	Railways
19.	Committee on Urban Development	(1) Urban Development (2) Housing and Urban Poverty Alleviation
20.	Committee on Water Resources	Water Resources
21.	Committee on Chemicals and Fertilizers	Chemicals and Fertilizers
22.	Committee on Rural Development	(1) Rural Development (2) Drinking Water and Sanitation (3) Panchayati Raj
23.	Committee on Coal and Steel	(1) Coal (2) Mines (3) Steel
24.	Committee on Social Justice and Empowerment	(1) Social Justice and Empowerment (2) Tribal Affairs (3) Minority Affairs

The Committees specified under Parts I & II above work under the directions of the Chairman, Rajya Sabha and the Speaker, Lok Sabha, respectively.

Composition

Till 13th Lok Sabha, each of these Standing Committees consisted of 45 members—30 nominated by the Speaker from amongst the members of Lok Sabha and 15 members nominated by the Chairman, Rajya Sabha from amongst the members of Rajya Sabha. However, with re-structuring of DRSCs in July, 2004 each DRSC consists of 31 members—21 from Lok Sabha and 10 from Rajya Sabha. Seats on each Committee are allocated to different parties and groups in both the Houses of Parliament as far as practicable in proportion of their respective strength in the House. Suitable number of seats on these Committees are also allocated to independents and unattached members.

Appointment of Chairperson

The Chairperson of each of the Standing Committees specified in Part I is appointed by the Chairman, Rajya Sabha and in respect of Committees specified in Part II by the Speaker, Lok Sabha from amongst the members of the Committee.

Minister not to be Member of the Committee

A Minister is not eligible to be nominated as a member of any of the Committee and if a member, after nomination to any of the Standing Committee, is appointed a Minister, such members ceases to be a member of the Committee from the date of such appointment.

Term of Office

The term of office of each Committee is one year, from the date of its constitution.

Functions

The functions of each of the Committees are:—

- (a) to consider the Demands for Grants of the concerned Ministries/Departments and make a report on the same to the Houses. The report shall not suggest anything of the nature of cut motions;

- (b) to examine such Bills pertaining to the concerned Ministries/Departments as are referred to the Committee by the Chairman, Rajya Sabha or the Speaker, Lok Sabha as the case may be, and make report thereon;
- (c) to consider annual reports of Ministries/Departments and make reports thereon; and
- (d) to consider National basic long term policy documents presented to the Houses, if referred to the Committee by the Chairman, Rajya Sabha or the Speaker, Lok Sabha as the case may be, and make report thereon.

The Committees do not consider the matters of day-to-day administration of the concerned Ministries/Departments.

The Standing Committees also do not generally consider the matters which are under consideration by other Parliamentary Committees.

The Standing Committees also do not consider the Public Undertakings as they exclusively fall within the jurisdiction of Committee on Public Undertakings.

Procedure relating to consideration of Demands for Grants

After the general discussion on the Budget in the House is over, the Houses are adjourned for a fixed period. The Committees consider the Demands for Grants of the concerned Ministries during the aforesaid period and submit their report within the period without seeking any extension of time for the same. There is a separate report on the Demands for Grants of each Ministry. The Demands for Grants are considered by the House in the light of the reports of the Committees.

Procedure relating to consideration of Bills

The Committee consider only such Bills introduced in either of the Houses as are referred to them by the Chairman, Rajya Sabha or the Speaker, Lok Sabha as the case may be. The Committees consider the general principles and clauses of the Bills referred to them and make report thereon within the given time.

Examination of Annual Reports

Besides consideration of Demands for Grants and the Bills referred to them, the Committees may select other subjects for examination on the basis of Annual Reports of the Ministries/Departments within the jurisdiction of the respective Committees.

Appointment of Sub-Committees/Study Groups

The Chairperson may appoint Study Groups/sub-Committees from amongst the members of the respective Committee with a view to making detailed study/examination of the subject selected by them, scrutinise the action taken by the Government on the recommendations contained in the previous reports and for considering procedural and general matters.

Procedure for examination of subjects

The rules applicable to the other Parliamentary Committees are applicable to these Committees also. Examination of subject is done in various stages *viz.* calling of preliminary material, calling for written replies, calling of Memoranda from non-officials and evidence of the non-officials and officials.

Association of Specialists/Technical Experts/Consultants, etc.

The Committees may associate specialists/technical experts/consultants, etc. at various stages of examination of a subject, if necessary.

On the spot visits/Study Tours

The Committees/Study Groups of the Committees may with prior permission of the Speaker, Lok Sabha, or Chairman, Rajya Sabha, as the case may be, undertake, if necessary, on the spot study/visits of various Institutions and Establishments connected with the subject-matter under consideration.

Reports and Minutes

The conclusions of each of the Committees on a subject examined are contained in its report, which after its adoption by the respective Committee and factual verification by the Ministry concerned, is presented by the concerned Chairperson to the respective Houses. Minutes of the sittings of Committees are laid on the Table of the House alongwith the relevant reports.

The reports are adopted by broad consensus among the members. However, a member of the Committee may give a note of dissent on the report of the Committee and it is presented to the House alongwith the report.

Action Taken Reports

The Reports of the Committees have persuasive value and are treated as considered advice given by the Committee. The Demands

for Grants and the Bills, which are reported upon by the Committees, are considered by the Houses in the light of the reports of the Committees. In respect of reports on Demands for Grants and other subjects the Ministry or the Department concerned, is required to take action on the recommendations and conclusions contained in the report and furnish action taken replies thereon, within three months.

Action taken notes received from the Ministries/Departments are examined by the Committee and Action-taken Reports thereon are presented to the House.

Statement by Minister on Committee Reports

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 Departmentally Related Standing Committees of Lok Sabha.

68. Railway Convention Committee.—(i) The Railway Convention Committee is an *ad hoc* Committee constituted from time-to-time to review the rate of dividend which is payable by the railway undertaking to the general revenues as well as other ancillary matters in connection with railway finance *vis-a-vis* general finance and make recommendations thereon. Apart from recommending the rate of dividend payable by the Railways to the General Revenues, it also suggests the level of appropriation to various funds of Railways like the Depreciation Reserve Fund, Development Fund, Pension Fund, Capital Fund and Railway Safety Works Fund (RSW) etc. House or the Speaker may also refer *ad hoc* issues of public importance relating to the Railways and Railway Finances to the Committee for examination. The Committee of 1949, 1954, 1960 and 1965 confined themselves only to the question of determining the Rate of Dividend payable by the Railway undertaking during the succeeding quinquennium. Since 1971, for the first time, the Railway Convention Committee has, in addition to recommending the Rate of Dividend payable by the Railways to the General Revenues, also been taking up other subjects for detailed examination having a bearing on the working of Railways and Railway Finances. The Committee selects for its examination subjects related to the working of Railways/matters connected with carrying social and defence obligations by Railways shortly after its constitution. The Committee once constituted functions till the dissolution of the Lok Sabha or becomes *functus officio* after presenting its final report regarding rate of dividend. Since 1954 each Lok Sabha has been having a Railway Convention Committee.

(ii) The Committee is constituted from time-to-time on the basis of resolution adopted by Lok Sabha and concurred in by Rajya Sabha. It consists of 18 members. Twelve members from Lok Sabha nominated by the Speaker and six members from Rajya Sabha nominated by the Chairman, Rajya Sabha, are associated with the Committee. The Chairperson of the Committee is appointed by the Speaker from amongst the members of the Committee. The Minister of Finance and the Minister of Railways* are among the members nominated to the Committee.

69. Other Parliamentary Committees.—(1) In addition to the Standing Parliamentary Committees and Railway Convention Committee as mentioned in paras 67 and 68 above, certain other Parliamentary Committees are also appointed by the House or the Speaker as the case may be from time-to-time on *ad hoc* basis as and when necessary for a particular purpose, such as Select/Joint Committee on a Bill for example Select Committee on the Constitution (Scheduled Tribes) Order (Amendment) Bill, 1996; Joint Committee on the Constitution (Eighty-first Amendment) Bill, 1996; Joint Committee on the Broadcasting Bill, 1997; Joint Committee on Essential Commodities (Amendment) Bill, 1998; Committee to inquire into the misconduct of Members of Lok Sabha (2007) and Committee on Draft Five Year Plans and Joint Committee to suggest facilities and remuneration for Members of Parliament (1993).

* For the first time, the Minister of Finance was not nominated as a member of the Railway Convention Committee (1989). After change of Government at the Centre on 10 November, 1990 the new Railway Minister was also not nominated to the Committee and the former Railway Minister continued to be a member of the Committee. The earlier practice was revived in the Railway Convention Committee (1991) with the nomination of the Minister of Railways and the Minister of Finance as members of the Committee *w.e.f.* 18 April, 1994 and 18 May, 1994 respectively. However, in Railway Convention Committee (1996) only Minister of Railways was nominated as a member of the Committee. In the Railway Convention Committee (1998-1999 and 2004-2009) neither of the two Ministers was nominated as member. Shri K.C. Venugopal, MP was nominated as a Member of RCC *vide* Bulletin—Part II, Para No. 1256 dated 15.3.2010. He became Minister of State *vide* notification No. 1/34/1/2011-Cab dated 19.1.2011. However, he continued as a member of RCC and attended sitting of the Committee on 4.2.2011. Shri Venugopal resigned from the membership of RCC *w.e.f.* 21.12.2011 *vide* Bulletin No. 3572 dated 27.12.2011

Shri P. Balram Naik and Dr. Girija Vyas, MPs were nominated as members of RCC *vide* Bulletin—Part II, Para No. 1256 dated 15.3.2010 and they became Minister on 28.10.2012 and 17.6.2013 *vide* Notification Nos. 1/34/1/2012-Cab and 1/34/1/2013-Cab respectively. They continued to be the Members of RCC.

The Joint Parliamentary Committees (JPCs) on special issues are constituted to investigate serious issues which have greatly agitated the public mind and which involves frauds or corruption on a large scale. Such Committees are set up on the basis of a consensus arrived at between the Government and the Opposition. JPC is a well known and potent investigative mechanism of Parliament. These Committees becomes *functus officio* after submission of their report to the Parliament. The following JPCs in this category have been constituted so far—(i) Joint Committee to enquire into Bofors Contract (1987); (ii) Joint Committee to enquire into Irregularities in Securities and Banking Transactions (1992); (iii) Joint Committee on Stock Market Scam and matters relating thereto (2001); (iv) Joint Committee on Pesticide residues in and safety standards for soft drinks, fruit juice and other beverages (2003); and (v) Joint Committee to examine matters relating to Allocation and Pricing of Telecom Licences and Spectrum (2011).

Besides, the following Committees are also being appointed by the Presiding Officers on *ad hoc* basis for particular purposes for the last few years on the basis of periodically assessing their need *viz.*, Joint Committee on Food Management in Parliament House Complex; Joint Committee on Installation of Portraits/Statues of National Leaders and Parliamentarians in Parliament House Complex; Joint Committee on Maintenance of Heritage Character and Development of Parliament House Complex; Joint Committee on Security in Parliament House Complex and Joint Committee on Welfare of Other Backward Classes; etc. The Committee on Provision of Computers to Members of Lok Sabha; the Committee on Ethics; the Committee on Members of Parliament Local Area Development Scheme (Lok Sabha) and the Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha are House specific *ad hoc* Committees of Lok Sabha.

(2) The constitution, composition and functions, etc. of these Committees constituted by the Houses through motions are laid down in the motions and in the case of Committees constituted by the Presiding Officers their terms of reference are decided by the Speaker, Lok Sabha and Chairman, Rajya Sabha in consultation with each other as may be necessary subject to the relevant rules and directions relating to Parliamentary Committees.

70. Parliamentary Forums.—(1) In the Fourteenth Lok Sabha, the Speaker, Lok Sabha on 12 May, 2005 made an observation relating to constitution of a Parliamentary Forum on Water Conservation & Management to enable Members to discuss the critical issue of water in a structured manner and also to raise the issue more effectively in the House and during the meetings of the Committees. The first Parliamentary Forum on Water Conservation & Management was constituted on 12 August, 2005. Thereafter, four more Parliamentary Forums on Children, Youth, Population & Public Health and Global Warming & Climate Change were also constituted in the Fourteenth Lok Sabha.

Upon constitution of the Fifteenth Lok Sabha in May, 2009 all the above Parliamentary Forums were reconstituted on 21 January, 2010. During the term of the Fifteenth Lok Sabha, the Speaker, Lok Sabha constituted three more Parliamentary Forums on Disaster Management on 8 December, 2011, Artisans & Craftspeople on 26 April, 2013 and Millennium Development Goals on 11 December, 2013 thus increasing there, of Parliamentary Forums to eight. These Forums are:—

1. Parliamentary Forum on Water Conservation & Management.
2. Parliamentary Forum on Children.
3. Parliamentary Forum on Youth.
4. Parliamentary Forum on Population & Public Health.
5. Parliamentary Forum on Global Warming & Climate Change.
6. Parliamentary Forum on Disaster Management.
7. Parliamentary Forum on Artisans & Craftspeople.
8. Parliamentary Forum on Millennium Development Goals.

Objectives

The broad aim and objective of these Forums is to equip Members of Parliament with information and knowledge regarding issues and developments in their respective spheres and to make them aware of the seriousness of the situation and enable them to adopt a result oriented approach towards these issues.

The Parliamentary Forums do not interfere with or encroach upon the jurisdiction of the concerned Parliamentary Committees or the Ministries/Departments.

Composition

The guidelines of the respective Forum provide that the Speaker, Lok Sabha is the *ex-officio* President of all the Parliamentary Forums except the Parliamentary Forum on Population and Public Health where the Chairman, Rajya Sabha is the *ex-officio* President and the Speaker, Lok Sabha is the *ex-officio* Co-President of the Forum. Apart from President, Deputy Chairman, Rajya Sabha, Deputy Speaker, Lok Sabha, the concerned Ministers and Chairpersons of the respective Departmental Related Standing Committee are *ex-officio* Vice-Presidents of the Forum.

Each Forum consists of not more than 31 members (excluding the President, Co-President and Vice-Presidents) out of whom not more than 21 are from Lok Sabha and not more than 10 are from Rajya Sabha. The members of the Forums are nominated by the Speaker, Lok Sabha and the Chairman, Rajya Sabha, as the case may be, from amongst the Leaders of Parties and Groups, or their nominees who have special knowledge/keen interest in the subject.

The guidelines of the Forums also provide that up to five additional Vice-Presidents/Members, out of whom not more than 3 Members from Lok Sabha and 2 Members from Rajya Sabha, may be nominated to the respective Forum by the Speaker, Lok Sabha and the Chairman, Rajya Sabha, as the case may be.

Appointment of Member-Convener

The President of the Forum may appoint a Member-Convener for conducting regular, approved Programmes/Meetings of the Forum. In case of the Parliamentary Forum on Population & Public Health where the Chairman, Rajya Sabha is the *ex-officio* President and the Speaker, Lok Sabha is the *ex-officio* Co-President, such Member-Convener may be appointed by the President and Co-President.

Term of Office

The term of the office of members of the Forum is co-terminus with their membership in the respective Houses.

A member may also resign from the Forum by writing under one's own hand, addressed to the Chairman, Rajya Sabha or the Speaker, Lok Sabha, as the case may be.

Filling up of casual vacancies

A casual vacancy in the Forum shall be filled as soon as possible after it occurs in the manner prescribed for membership.

Association of Experts

Experts in the respective fields concerned with the subject matter of each of the Forums are associated as Special Invitees who may share their views/present papers during the meetings/seminars of the Forum.

Functions

The functions of each of the Parliamentary Forums constituted by the Speaker, Lok Sabha are laid down in the respective Guidelines approved by the Speaker, Lok Sabha prior to their Constitution.

Meetings of the Forums

The meetings of each of the Forums are held whenever the Parliament is in session.

Brief of Meetings

Unlike the Parliamentary Committees which deliberate on a subject selected by them for examination and report during their term, the meetings of the Parliamentary Forums provide an informal platform to Members to acquaint themselves with topical issues of interest which would help them to participate effectively in the debates in the Houses or the sittings of Parliamentary Committees. Therefore, the Parliamentary Forums do not prepare or present any Report to the House.

The brief of the deliberations of each of the Parliamentary Forums prepared by the Secretariat, however, are uploaded on the Lok Sabha website after they are approved by the respective Member-Convener and actionable points culled out there from are forwarded to the concerned Ministries/Departments for taking necessary action under intimation to the Lok Sabha Secretariat.

(2) Distinction between Parliamentary Forums and Parliamentary Committees — Parliamentary Forums are distinct from Parliamentary Committees. Parliamentary Committees have statutory sanction as they owe their (origin, powers, functions and privileges to the Constitution, the rules made thereunder. Acts of Parliament or

Motions/Resolutions adopted by the House. The composition of the Parliamentary Committees which scrutinize the functioning of the Government consists of Members of Parliament only and Rules do not permit appointment of Ministers as members of such Committees. Parliamentary Committees examine subjects within their mandate and present reports to the Houses. They also follow up with the Government the implementation of the recommendations contained in their reports and thereafter present action taken reports to the House. The Parliamentary Committees have been vested with the powers to call for records and persons in connection with the examination of the subjects and to report to the House any breach of privilege for investigation and suitable action. On the other hand, Parliamentary Forums are an informal mechanism consisting of Members of Parliament and Ministers for interaction on critical issues of current importance to enable the members to acquaint themselves with such issues so that they may participate effectively in deliberations and discussions on the floor of the House. The constitution of Forums do not have any statutory sanction nor they have been vested with powers, privileges conferred on the Parliamentary Committees. The Forums do not present any report to the House(s). Therefore, while appreciating the role and importance of the Parliamentary Forums, care should be taken not to equate or confuse Parliamentary Forums with Parliamentary Committees in terms of their status, powers, privileges, etc.

CHAPTER V

DISQUALIFICATION ON GROUND OF DEFECTION

74. Provisions of the Constitution.—The Tenth Schedule to the Constitution, popularly known as the Anti-Defection Law, introduced by the Constitution (Fifty-second Amendment) Act, 1985 as amended by the Constitution (Ninety-First Amendment) Act, 2003 lays down the conditions regarding disqualification on ground of defection. The main provisions of the Tenth Schedule are summarised below:—

- (i) An elected member of Parliament or a State Legislature, who has been elected as a candidate set up by a political party and a nominated member of Parliament or a State Legislature who is a member of political party at the time she/he takes her/his seat would be disqualified on the ground of defection if she/he voluntarily relinquishes her/his membership of such political party or votes or abstains from voting in the House contrary to any direction of such party.
- (ii) An independent member of Parliament or a State Legislature will also be disqualified if she/he joins any political party after her/his election.
- (iii) A nominated member of Parliament or a State Legislature who is not a member of a political party at the time of her/his nomination and who has not become a member of any political party before the expiry of six months from the date on which she/he takes her/his seat shall be disqualified if she/he joins any political party after the expiry of the said period of six months.
- (iv) Provisions have been made with respect to mergers of political parties. No disqualification would be incurred when a legislature party decides to merge with another party and such decision is supported by not less than two-thirds of its members.
- (v) Special provision has been made to enable a person who has been elected to the office of the Speaker or the Deputy Speaker of the House of People or of the Legislative Assembly of a State or to the office of the Deputy Chairman

of the Council of States or the Chairman or the Deputy Chairman of Legislative Council of a State, to sever her/his connections with her/his political party without incurring disqualification.

- (vi) The question as to whether a member of a House of Parliament or State Legislature has become subject to disqualification will be determined by the presiding officer of the House; where the question is with reference to the Presiding Officer herself/himself it will be decided by a member of the House elected by the House on that behalf.
- (vii) The Chairman or the Speaker of a House has been empowered to make rules for giving effect to the provisions of the Tenth Schedule. The rules shall be laid before the House and shall be subject to modifications/disapproval by the House.
- (viii) Without prejudice to the provisions of Article 105 or as the case may be, Article 194 or any other power they may have under the Constitution, the Chairman or the Speaker of a House has been empowered to direct that any wilful contravention by any person of the rules made under paragraph 8 of the Tenth Schedule may be dealt with in the same manner as a breach of privilege of the House.

Article 361B of the Constitution *inter-alia* provides:—

“A member of a House belonging to any political party who is disqualified for being a member of the House under paragraph 2 of the Tenth Schedule shall also be disqualified to hold any remunerative political post for duration of the period commencing from the date of her/his disqualification till the date on which the term of her/his office as such member would expire or till the date on which she/he contests an election to a House and is declared elected, whichever is earlier.”

The expression “remunerative political post” means any office under the Government of India or the Government of a State where the salary or remuneration for such office is paid out of the public revenue of the Government of India or the Government of the State, as the case may be; or, under a body, whether incorporated or not, which is wholly or partially owned by the Government of India or the Government of a State and the salary or remuneration for such office is paid by such body, except where such salary or remuneration paid is compensatory in nature.

75. Rules.—The Members of Lok Sabha (Disqualification on Ground of Defection) Rules, 1985, as framed by the Speaker under para 8 of the Tenth Schedule, were laid on the Table of the House on 16th December, 1985 and came into force *w.e.f.* 18th March, 1986. The Rules cast a responsibility on the leaders of Legislature Parties in the House to furnish to the Speaker within 30 days after the first sitting of the House or within 30 days after the formation of such legislature party as the case may be, a statement containing the names of members of such legislature party, with other particulars regarding such members as in Form-I, and the names and designations of the members of such party who have been authorised by it for communicating with the Speaker for purposes of these rules, a copy of the rules and regulations/constitution of the political party concerned and where such legislature party has a separate set of rules and regulations/constitution, also a copy of such rules and regulations/constitution. The leader of the legislature party is also required to inform the Speaker about the changes that take place in the strength of the party or in its rules, regulations, constitution etc. Where a member belonging to any political party votes or abstains from voting in the House contrary to any direction issued by such political party or by any person or authority authorized by it in this behalf without obtaining, in either case, the prior permission of such political party, person or authority, the Leader of the Legislature Party concerned or where such member is the Leader, or as the case may be, the sole member of such legislature party, such member, is required as soon as may be after expiry of fifteen days of such voting or abstention, and in any case within thirty days from the date of such voting or abstention, inform the Speaker whether such voting or abstention has or has not been condoned by such political party, person or authority. (Form-II has been set out for the purpose).

The Rules also provide that every member who takes her/his seat in the House should before making and subscribing an oath or affirmation and taking her/his seat in the House, deposit with the Secretary-General, her/his election certificate or as the case may be, a certified copy of the notification nominating her/him as a member and also furnish to the Secretary-General a statement giving details of her/his party affiliation as on the date of election/nomination in Form-III set out for the purpose. In the Form-III the members also undertake to intimate the Speaker, Lok Sabha in the event of any change in the information furnished by them in Form-III.

The Rules further provide that no reference of any question whether a member has become subject to disqualification shall be made except by a petition in relation to such member made in accordance with the provisions of the Members of Lok Sabha (Disqualification on Ground of Defection) Rules, 1985.

Provisions for making a petition under the Rules are as follows:—

- (1) A petition in relation to a member may be made in writing to the Speaker by any other member[#] provided that a petition in relation to the Speaker shall be addressed to the Secretary-General.
- (2) Before making any petition in relation to any member, the petitioner shall satisfy herself/himself that there are reasonable grounds for believing that a question has arisen as to whether such member has become subject to disqualification under the Tenth Schedule.
- (3) Every petition—
 - (a) shall contain a concise statement of the material facts on which the petitioner relies; and
 - (b) shall be accompanied by copies of the documentary evidence, if any, on which the petitioner relies and where the petitioner relies on any information furnished to her/him by any person, a statement containing the names and addresses of such persons and the gist of such information as furnished by each such person.
- (4) Every petition shall be signed by the petitioner and verified in the manner laid down in the Code of Civil Procedure, 1908 (5 of 1908), for the verification of pleadings.
- (5) Every annexure to the petition shall also be signed by the petitioner and verified in the same manner as the petition.

[The Members of Lok Sabha (Disqualification on Ground of Defection) Rules, 1985 are appended to the Rules of Procedure and Conduct of Business in Lok Sabha (Fourteenth Edition) (Appendix IV).]

[#]The Supreme Court of India in its judgement dated 17 January, 2013 in Civil Appeal No. 469 of 2013 titled Speaker, Orissa Legislative Assembly Vs. Utkal Keshari Parida held that “.....we are not inclined to accept the contention that a member of a Legislative Assembly can alone file the petition Therefore, we hold that the disqualification petitions filed by the petitioner, who is the President of NCP, are maintainable under Rule 6 of the Rules.” (President of NCP was not a member of Orissa Legislative Assembly.)

APPENDIX

[*Vide* Paragraph 14(9)]

*GROUNDS OF DISALLOWANCE OF ADJOURNMENT MOTION

1. It does not relate to a definite matter.
2. It does not relate to a matter urgent enough to warrant interruption of the business of the day.
3. It does not relate to a matter of sufficient public importance.
4. It does not relate to a matter of recent occurrence which has arisen suddenly but relates to a continuing matter.
5. It is not a matter for an adjournment motion. Other opportunities can be availed of to raise the matter.
6. It raises more than one issue.
7. Notice was not given in time *i.e.* by 10.00 hours.
8. It relates to a matter which is likely to be debated in the near future/discussion on which has already been fixed.
9. The matter sought to be raised is covered by amendments to Motion of Thanks on the President's Address.
10. A motion of No-Confidence in the Council of Ministers is under discussion.
11. The matter should have been raised at the first opportunity.
12. The matter sought to be raised is mainly based on press reports without being substantiated.
13. It relates to a matter which is *sub-judice*.
14. An Adjournment Motion cannot be moved merely to obtain information.
15. It relates to a matter of law and order which is a State subject.
16. It relates to calling of assistance of Army by State Government for maintenance of law and order under the provisions of Criminal Procedure Code for which no responsibility of the Central Government is involved.
17. It relates to a State subject.

*The grounds mentioned are only typical and not exhaustive.

18. No responsibility of the Central Government is involved.
19. It raises a question of privilege.
20. It seeks to revive discussion on a matter which has already been discussed during the current session.
21. It raises a question which under the Constitution/Rules can only be raised on a distinct substantive motion.
22. Wide questions of policy cannot be discussed on an Adjournment Motion.
23. Conduct of a foreign Government cannot be discussed on an Adjournment Motion.
24. Interpretation of provisions of the Constitution/Rules cannot be the subject-matter of an Adjournment Motion.
25. It raises matter entailing legislation.
26. Fast undertaken by individuals or body of people cannot be the subject-matter of an Adjournment Motion.
27. Service grievances cannot be raised through an Adjournment Motion.
28. Arrest made under the normal process of law cannot be subject-matter of an Adjournment Motion.
29. An Adjournment Motion is not in order where redress of the grievances complained of is available under the existing law.
30. It relates to a day-to-day administrative matter.
31. The matter can be raised during discussion on the Demands for Grants of the Ministry/Finance Bill/Motion of Thanks on President's Address.
32. It relates to an individual case.
33. It relates to frivolous or trivial matter.
34. It relates to the affairs of an autonomous corporation/body.
35. An Adjournment Motion cannot be moved on matters where a Minister exercises discretionary powers conferred upon him by a Statute.
36. An Adjournment Motion cannot be moved when Ministers carry out treaty obligations under International Law.

37. Industrial disputes such as lockouts and strikes of a normal character are not proper matters for Adjournment Motion.
38. Apprehended lockout or threat of strike cannot be raised on an Adjournment Motion.
39. Decisions of the Speaker cannot be the subject-matter of an Adjournment Motion.
40. Action taken by authorities in due administration of law cannot be subject of an Adjournment Motion.
41. Policy continued from day-to-day cannot be the subject-matter of an Adjournment Motion.
42. Demonstrations to get an Act of Parliament modified cannot be the subject-matter of an Adjournment Motion.
43. Unsatisfactory reply given to a question or refusal by Government to answer a question cannot be a matter for an Adjournment Motion.
44. Orders promulgated under Section 144 of the Code of Criminal Procedure, 1898 cannot be the subject-matter of an Adjournment Motion.

CHAPTER IV

AMENITIES TO MEMBERS

71. Salary, Allowances and Pension.—(1) The Salary, Allowances and Pension of the members are regulated under the provisions of the Salary, Allowances and Pension of Members of Parliament Act, 1954, as amended, and the rules made thereunder.

(2) With the commencement of Salary, Allowances and Pension of the Members of Parliament (Amendment) Act, 2010, the amount of salary has been increased from rupees sixteen thousand to rupees fifty thousand per mensem during the term of office *w.e.f.* 18 May, 2009. Similarly, the amount of daily allowance has been increased *w.e.f.* 1 October, 2010 from rupees one thousand to rupees two thousand for each day of *residence on duty at a place where a session of a House of Parliament or a sitting of a Committee thereof is held.

*‘Period of residence on duty’ means the period during which a member resides at a place where a session of a House of Parliament or a sitting of a Committee is held or where any other business connected with the duties of such member is transacted, for the purpose of attending such session or sitting or for the purpose of attending to such other business and includes—

- (i) in the case of a session of a House of Parliament a period of such residence, not exceeding three days, immediately preceding the commencement of the session and a period of such residence, not exceeding three days, immediately succeeding the date on which the House is adjourned *sine die* or for a period exceeding seven days; and
- (ii) in the case of a sitting of Committee or any other business a period of such residence, not exceeding two days immediately preceding the commencement of the business of the Committee or other business and a period of such residence not exceeding two days, immediately succeeding the conclusion of the business of the Committee or other business.

Explanation—A member who ordinarily resides at a place where a session of a House of Parliament or a sitting of a Committee is held or where any other business connected with duties of such member is transacted, shall for the duration of the session or sitting or the time occupied or the transaction of other business (including the three or two days immediately preceding or succeeding), be deemed to reside at such place for the purpose of attending such session or sitting or as the case may be for the purpose of attending to such other business *vide* section 2 of Salary, Allowances and Pension of Members of Parliament Act, 1954.

The amount of daily allowance is paid to a member only when she/he signs the register maintained by Lok Sabha/Rajya Sabha Secretariat for this purpose.

(3) Every member is entitled to receive constituency allowance at the rate of rupees forty five thousand only per mensem.

(4) Members of Parliament are entitled to Office Expense Allowance Rs. 45,000 per month out of which Rs. 15,000 shall be for meeting expenses on stationery items and postage and Lok Sabha/Rajya Sabha Secretariat shall pay upto Rs. 30,000 to the person(s) as may be engaged by a Member of Parliament for obtaining Secretarial assistance, and one such person must be computer literate duly certified by the Member. Office Expense Allowance means expenses on stationery, postage and secretarial help as are not covered by any other rules.

(5) A member is entitled to the following travelling allowance for the journey performed from his usual place of residence for attending a session of the House or a sitting of a Committee or for the purpose of attending to any other business connected with duties of a member and for the return journey from such place to his usual place of residence:—

- (i) *If the journey is performed by rail*—One first class fare plus one second class fare for each such journey irrespective of the class in which the member actually travels.

Until a member is provided with a free railway pass under sub-section (1) of section 6 of the Act he shall be, deemed always to have been entitled to an amount equal to one first class air-conditioned or executive class of any train fare for any journey of the nature referred to in sub-section (1) of section 4 of the Salary, Allowances and Pension of Members of Parliament Act, 1954 performed by rail.

- (ii) A member who on ceasing to be a member surrenders her/his pass shall, if performs any return journey by rail of the nature referred to in sub-section (1) of section 4 *ibid*, be entitled and be deemed always to have been entitled in respect of that journey to an amount equal to one first class air conditioned or executive class of any train fare.

- (iii) *If the journey is performed by Air*—One and one-fourth air-fare for each journey.
- (iv) If the journey or any part thereof cannot be performed by superfast/express/mail train or air:—
 - (a) where the journey or any part thereof is performed by Steamer, an amount equal to one and three-fifths of the fare (without diet) for the highest class in the Steamer;
 - (b) where the journey or any part thereof is performed by road, a road mileage at the rate of sixteen rupees per kilometre for each such journey or part thereof:

Provided that where a member performs journey by road in Delhi from and to an aerodrome, the member shall be paid a minimum amount of three hundred and twenty rupees for each such journey:

Provided further that the members representing north-eastern States are entitled to receive road mileage for the journey performed by road from their usual place of residence to the nearest airport even if the places are connected by superfast/express/mail train:

Provided also that the members residing within the radius of 300 kilometres from Delhi are entitled to receive road mileage for the journey performed by road from their usual place of residence to Delhi and back even if the places are connected by superfast/express/mail train.

(6) Where a member absents herself/himself for less than 15 days during a session of the House or a sitting of a Committee for visiting any place in India, she/he is entitled to receive the following travelling allowances:—

- (i) if the journey is performed by rail, one first class fare for the journey irrespective of the class in which the member actually travels; Such travelling allowance is limited to the total amount of daily allowances which would have been admissible for the days of absence if the member had not so remained absent.
 - (ii) if the journey is performed by air, one fare by air for the journey, not more than once during a sitting of the Committee.
- (7)(i) Every member has been given the facility of 34 single air journeys to visit any place in India in a year either alone

or alongwith spouse or any number of companions or relatives. The member may also avail air journey out of the 34 air journeys between the date of declaration of results and the date of notification issued by the Election Commission for constitution of Lok Sabha. Similarly, the spouse or companion of a member is allowed to travel alone maximum eight times in a year by air to meet the member. The journey performed by the spouse, companion or relative shall be taken into account 34 air journeys admissible to the member.

Further, if the number of journeys performed by any member by air is less than thirty-four, then such number of journeys not performed by her/him shall be carried over to the following year.

- (ii) For the purposes of air journeys the year shall be counted from the date on which his term of office as such member commences and each of the subsequent years.
- (iii) A visually challenged member is entitled to take an attendant with her/him by air free of charge. Such a member is also entitled to take an attendant with her/him in any train in the same class in which she/he travels in lieu of one free air-conditioned two tier class railway pass available to a person under section 6(1) (i). A member who is so physically incapacitated as to require the service of an attendant while travelling by air may do so on application to the Speaker. Such application must be accompanied by a certificate from a panel of doctors of the Dr. Ram Manohar Lohia Hospital, New Delhi, certifying the nature of incapacity, which should not initially exceed six months. Thereafter, if the member still feels that an attendant is required for travel by air along with him, the concerned Member shall appear again before the panel of doctors and obtain a certificate for a specified period.

The attendant's air journeys will be the same as are available to members as mentioned in paras (5), (6) and (7)(i). However for attendant's travel only one single air fare will be allowed.

(8) Every member who has her/his ordinary place of residence in the Ladakh area of the State of Jammu and Kashmir is entitled to an amount equal to the fare by air for each single journey by air performed by her/him from any airport in Ladakh to the airport in Delhi and back at any time. In addition to the air travel provided to

a member she/he is also entitled to an amount equal to the fare by air for each single journey by air performed by the spouse, if any, of the member or one person to accompany such member from any airport in Ladakh area to the airport in Delhi and back at any time.

(9) Travelling allowance claims of members arising under para (5) above will be regulated as under:—

- (i) A Member of Parliament who performs an intermediate journey during the sitting of Parliamentary Committees and air journeys during session periods only to her/his usual place of residence or any place situated within her/his constituency will be paid to and fro T.A. by air upto the airport nearest thereto and also T.A. for rail/road journeys, if any, beyond the airport.
- (ii) A Member of Parliament performing an intermediate journey by air during a sitting of a Parliamentary Committee and air journey to any place other than the usual place of residence or any place situated within her/his constituency will be paid to and fro T.A. by air only upto the farthest point travelled by air by the direct route, and also T.A. for the road mileage at Delhi and at the city of the said farthest point travelled by air from and to airport to city at both places.
- (iii) Where during any part of a year the usual place of residence of a member in her/his constituency is inaccessible to or from any place outside her/his constituency by road, rail or steamer due to climatic conditions but there is air service between any place in her/his constituency, and the nearest place, having rail service, outside her/his constituency, such member shall be entitled to travel to and fro by air from the nearest place in her/his constituency where there is air service to such place having rail service:

Provided that where the nearest place having air service is outside her/his constituency, such member shall be entitled to travel to and fro by air only from such place to the nearest place having rail service.

(10) Where the journey by air is performed by the Member, Spouse, companion or relative under sections 4, 5, 6A, 6AA, 6C and 6D [viz. the journeys referred to in paras (5), (6), (7) and (8) above] the member shall produce the counterfoil of air ticket of the journey so performed, for the purpose of claiming T.A. If the counterfoil is

lost or has been misplaced the member shall produce a certificate from the concerned Airlines/Airways of having performed the journey by air. Where it is not feasible for a Member to produce either the counterfoil of the used ticket or certificate of travel by the Indian Airlines, in exceptional cases, as third alternative the Member should give a certificate to the effect that member/spouse/attendant had actually travelled by air, indicating the air ticket number. The T.A. claims in all such cases shall be entertained only when a certificate from Airlines indicating all particulars of travel such as name of the member, date of travel, name of the issuing office, names of the places of embarkment and destination, etc. or a certificate from the member to the effect that member/spouse/attendant had actually travelled by air, indicating the air-ticket number, is submitted alongwith the claim.

(11) In case the interval between the termination of one session of the House or a sitting of a Committee thereof and the commencement of another session or sitting of the Committee at the same place does not exceed five days and a member concerned elects to remain at such place during the interval, he is entitled to draw for each day of residence on duty at such place a daily allowance. If a member leaves such a place during the interval his absence from the place shall be treated as intermediate Journey and T.A. shall be regulated under section 5 of the Act.

In case the interval exceeds five clear days and a member leaves such place he shall be entitled to return and forward journey T.A. under section 4 of the Act.

A member shall be entitled to receive T.A. in respect of every journey performed by air for visiting any place in India, during the interval not exceeding five days between two sittings of a Departmentally Related Standing Committee when a House of Parliament is adjourned for a fixed period during the Budget Session. However, the T.A. excluding the air fare should not exceed the total amount of D.A., which would have been admissible to such member under Section 3 for the days of absence if member had not remained absent.

(12) *Rail Travel Facility*—Every member shall be entitled to—

- (i) free travel by any railway in India in first class air-conditioned or executive class in any train with the spouse, if any, of the member from any place in India to any other place in India; and
- (ii) one free air-conditioned two tier class railway pass for one person to accompany the member when the member travels by rail.

In case a member has no spouse, the member may be accompanied by one person in place of spouse. The spouse of a member is entitled to travel by any railway in first class air-conditioned or executive class in any train or by air or partly by train and partly by air from the usual place of member to Delhi and back once during every session and twice in Budget Session subject to a maximum of 8 single journeys in a year.

(13) *Procedure for claiming Travelling and Daily Allowances—*

(i) A member shall submit the report of the journeys performed by her/him, her/his spouse or companions in the prescribed form available at Parliamentary Notice Office (Room No. 23, PH) or MSA Branch (Room No. 405, PHA) duly signed and affixing a revenue stamp of Re. 1 at the place indicated on the form directly to MSA Branch or Parliamentary Notice Office of Lok Sabha Secretariat within a period of one month from the date of journey.

(ii) At the commencement of new Lok Sabha, a member is also required to furnish three copies of her/his specimen signature on the prescribed form available in Parliamentary Notice Office for reference by the Pay and Accounts Officer, Lok Sabha; Pay Office, State Bank of India, Parliament House, New Delhi and the Lok Sabha Secretariat, in connection with the Payment of her/his bills.

(iii) On the basis of the reports furnished, TA/DA bills are prepared by the Lok Sabha Secretariat and sent to Pay and Accounts Office for arranging payment.

(14) *Salary—*(i) The salary bills of members indicating necessary deductions of Government dues are prepared by the third week of every month and passed on to the Pay and Accounts Office, Lok Sabha, for arranging payment. Salary bills are not required to be signed by members.

(ii) Every Member is required to give written instructions to the Pay & Accounts Officer, Lok Sabha, as regards the mode of payment of her/his salary bill *viz.* (a) whether payable to self, or (b) to be sent to her/his local/permanent address, or (c) to her/his bankers for credit to her/his account, or (d) whether by Demand Draft, specifying the name of Treasury/Bank on which payment is desired.

(iii) The Pay & Accounts Officer, Lok Sabha makes payment of the salary, travelling and daily allowances to members by means of cheques drawn on the State Bank of India, Sansadiya Soudha, New Delhi. The cheques are drawn either in the name of the member or her/his banker, as may be desired by the members. When the

House is in session, cheques are drawn either in the name of the member and are sent to the Cheques Counter in the Parliamentary Notice Office for being delivered to the member or sent to their permanent address/bankers as may be desired by the member. During the inter-session period the cheques are sent to permanent address or to bankers or retained at the Cheques Counter, as per instructions given by the member. The member may, if she/he so desires, obtain payment at outstation by online banking RTGS. In such cases, an intimation of the online transaction to the bank is sent to the member.

(15) *Deduction*—Deductions on account of License fee and telephone charges, etc. are made from the Salary bill of a Member on the basis of bills received from the Directorate of Estates and the MTNL. Where the cheques are collected by Members from the cheque counter the Deduction Slip alongwith the relevant bills are handed over to the Members alongwith the cheque. Where the salary of the Members is remitted to the State Bank of India, New Delhi the Deduction Slip alongwith the License fee, telephone bills, etc. are sent to them through Distribution Branch alongwith other Parliamentary papers. In case where the salary Cheque/Demand Draft is sent to a bank or through online banking other than the State Bank of India the Deduction Slip together with the relevant bills are sent to the Member under intimation of the transactions to his banker.

(16) *Position after dissolution of Lok Sabha*—Consequent on the dissolution of a Lok Sabha the salary bills of Members for a period during the month in which Lok Sabha is dissolved are withheld and the claim settled on receipt of No Demand Certificate from the Directorate of Estates, MTNL/BSNL Library, Computer Centre, etc.

(17) *Pension*—Under Section 8A of the Salary, Allowances and Pension of Members of Parliament Act, 1954, there shall be paid a pension of twenty thousand rupees per mensem to every person who has served for any period as a member of the Provisional Parliament or either House of Parliament:

Provided that where any person has served for a period exceeding five years, an additional pension of fifteen hundred rupees per mensem for each additional years in excess of five years is paid to the member.

For the purpose of calculation of the period of membership for determination of amount of pension, the period of 9 months or more shall be treated as one complete year.

An ex-member of Parliament who is entitled to Ex-MP pension is also entitled to any other pension from Central Government/State Government or any other source.

(18) *Family Pension to Spouse/Dependent*—The spouse or dependent of a deceased member/former member is entitled to receive family pension equal to 50% of the pension otherwise admissible to the deceased member at the time of her/his death for the remainder period of life of the spouse. The dependent will get family pension subject to fulfilment of conditions as stipulated in section 2(aa) of the Salary, Allowances and Pension of Members of Parliament Act, 1954:

Provided that no such family pension shall be payable to a dependent if such dependant is a sitting Member of Parliament or is drawing pension under section 8A. No person is entitled to claim arrears of family pension for any period prior to 15th September, 2006.

(19) *Free Rail Travel Facility to Ex-MPs*—Every person who is not a sitting member but has served for any period as a member of either House of Parliament shall be entitled to travel in any train by any railway in India without payment of any charges on the basis of the Identity Card issued for this purpose by Lok Sabha Secretariat in the following manners:—

- (a) in air-conditioned two tier class alongwith one companion;
or
- (b) in air-conditioned first class if he/she travels alone.

(20) *Issue of Identity Card for Ex-Member's Spouse*—It enables the spouse of an ex-member to enter into Parliament House Annexe and Parliament Library Building only.

72. Other Amenities.—(1) *Identity Card*.—In pursuance of the Salary, Allowances and Pension of Members of Parliament Act, 1954, every member is issued the following passes by the Lok Sabha Secretariat:—

- (i) *Identity Card*—It entitles the member to travel in first class air-conditioned or executive class of any train at any time by any railway in India accompanied by one person to travel in air-conditioned two-tier.
- (ii) *Spouse Railway Pass*—It entitles the spouse of a member to travel in first class air-conditioned or executive class in any train from any place to any other place in India and when unaccompanied by the member, in first class air conditioned or executive class in any train between usual

place of residence and Delhi/New Delhi and back any number of time on Production of a Railway Journey Form duly signed by the member.

(iii) *Steamer Pass*—It is issued to members elected from the Union territories of Andaman and Nicobar Islands and Lakshadweep—

- (a) Each member representing the Union territory of Andaman and Nicobar Islands or the Union territory of Lakshadweep is issued a steamer pass which entitles her/him to travel at any time by the highest class (without diet) by steamer to and fro any part of her/his constituency and any other part of her/his constituency or the nearest port in the mainland of India.
- (b) Companion or spouse of the member representing the Union territory of Andaman and Nicobar Islands or the Union territory of Lakshadweep is entitled to travel by the highest class (without diet) by steamer between the Island and mainland of India on the authority of the steamer pass issued to the spouse or companion of the member accompanying the member.
- (c) Such member is entitled to an amount equal to the fare by air from her/his usual place of residence to the nearest airport in the mainland of India.
- (d) Such member is entitled to an amount equal to the fare by air, for the spouse, if any, of the member or for one person to accompany her/him from the usual place of residence in the Island to the nearest airport of the mainland of India.

The above passes are non-transferable. They are valid for the term of office of the member and on the expiration of such term they are required to be surrendered to the Lok Sabha Secretariat.

Whenever a member either alone or alongwith spouse and/or companion undertakes a journey by using the Identity Card or Steamer Pass, she/he is required to fill in the necessary Railway Journey Forms or Steamer Journey Forms, as the case may be, and the same, are required to be handed over to the railway ticket collecting staff or the Steamer authorities on the termination of the journey. Booklets containing the Railway/Steamer Journey Forms for the member, one person to accompany the member and the spouse are supplied by Parliamentary Notice Office to each member on request.

In the event of loss of Identity Card/Steamer Pass and Spouse Railway/Steamer Pass, the member should lodge a report about the loss of the Pass with the Police and intimate the fact to the Parliamentary Notice Office enclosing a copy of her/his report to the Police. If the Pass is lost while travelling by rail or air, the report should be lodged with the Railway or the Airport Police authorities, as the case may be. A duplicate pass may, however, be issued on request made to the Speaker, as provided by Rule 16 of the Members of Parliament (Travelling and Daily Allowances) Rules, 1957. The Member has also to furnish two passport size photographs when applying for duplicate pass.

A member who loses her/his or her/his spouse's Railway Pass for the third time may, in addition to reporting the loss to the Police and writing to the Lok Sabha Secretariat enclosing a copy of her/his report to the Police, be asked to appear in person before the Joint Committee on Salaries and Allowances of Members of Parliament and explain the circumstances of the loss of her/his pass so often. If the Joint Committee is satisfied with the explanation, it may recommend to the Speaker for issue of a new pass. If the Speaker accepts the recommendation of the Committee, a new pass may be issued to the member. Till a new pass is issued, the member, may have to put up with the inconvenience of performing Railway journeys at her/his own cost.

If an Identity Card/Steamer Pass issued to a member gets spoiled or worn out by constant use, it may also be replaced on the member furnishing a copy of her/his passport size photograph along with the original Identity Card/Steamer Pass.

(2) *Issue of Exchange Order for air journey.*—(i) Under Sections 4, 5 and 5(1A) of the Salary, Allowances and Pension of Members of Parliament Act, 1954, members are eligible to perform respectively, forward and return journeys for the purpose of attending a session of House or a meeting of a Committee etc. and intermediate journeys. Besides this under Section 5(2) of the Act *ibid* Members of Parliament are entitled for 34 single air journeys from any place in India to any other place in India throughout the year without any limitations as to its use only during the session. For such journeys, members can obtain tickets from the Indian Airlines on credit basis on production of Exchange Order issued by Lok Sabha Secretariat on application on the prescribed form. The cost of the ticket for such journeys will subsequently be adjustable against their TA/DA bills.

(ii) The above credit facility can be availed of by members for journeys in connection with Parliamentary work and for which they are entitled to get TA/DA.

(3) *Accommodation.*—(i) Transit Accommodation—After every General Election for Lok Sabha, arrangements are made for stay of Members temporarily in State Governments' Guest Houses/Bhawans, Hotels, etc. in New Delhi in consultation with Directorate of Estates, Ministry of Urban Development. Such accommodation is treated as Transit Accommodation. During stay in Transit Accommodation, Member shall be provided single suite free of licence fee till such time regular accommodation is made available. However, Members will be liable to pay the charges for food and other additional service including charges of telephone, etc. during their stay in State Guest Houses/Bhawans, Hotels, etc. directly to the authorities concerned. On the request of the Members, MTNL shall install a temporary telephone connection in the Transit Accommodation and the telephone calls made during stay in Guest Houses shall be adjusted against the total free calls admissible during a year under the Housing and Telephone Facilities (Members of Parliament) Rules, 1956, as amended.

(ii) Regular Accommodation:

(a) In pursuance of the provisions made in the Housing and Telephone Facilities (Members of Parliament) Rules, 1956 as amended, from time to time members are entitled to a rent free flat or hostel accommodation throughout their term of office. Where housing accommodation is allotted in the form of a Bungalow at their request, they shall pay full normal licence fee if they are entitled to such accommodation.

(b) Members of Parliament or their families can retain residential accommodation for a maximum period of one month after their retirement, resignation/removal or otherwise on ceasing to be a Member of Parliament on payment of the same rate of licence fee, if any, which they were paying immediately before the occurrence of any of these events.

(c) In the case of death of a member, however, their family can retain the accommodation on the same rate of licence fee as was payable by the member immediately before death, for a maximum period of six months after which the allotment shall be deemed to be cancelled.

(d) The following are the localities where residential accommodation is available for allotment to members:—

(a) Bungalows

Ashoka Road, Atul Grove Road, Balwantrai Mehta Lane, Dr. Bishamber Das Marg, Mahadev Road, Canning Lane, Copernicus Lane, Duplex Lane, Ferozeshah Road, Gurudwara Rakabganj Road, Harish Chandra Mathur Lane, Janpath, Lodhi Estate, Lodhi Garden, Humayun Road, Mathura Road, Pandara Park, Purana Qila Road, Dr. Rajendra Prasad Road, Pt. Pant Marg, Safdarjung Lane, Sahajahan Road, South Avenue Lane, Tughlak Lane, Talkatora Road, Teen Murti Lane, Telegraph Lane, Windsor Place, Willingdon Crescent, Talkatora Lane.

(b) Flats

North Avenue, South Avenue, Meena Bagh and Baba Kharak Singh Marg.

(c) Hostel Accommodation

Western Court and Vithalbhai Patel House.

(e) The following Enquiry Offices of the C.P.W.D. are concerned with the general maintenance and upkeep of the Members' residences:—

	Location
(a) C.P.W.D. Enquiry Office, North Avenue	Near Flat No. 89
(b) C.P.W.D. Enquiry Office, South Avenue.....	Near Flat No. 161
(c) C.P.W.D. Enquiry Office, Ferozeshah Road	Near Bungalow No. 5
(d) C.P.W.D. Enquiry Office, Vithalbhai Patel House	Wing No. 1 (opp. Constitution Club) Ground Floor
(e) C.P.W.D. Enquiry Office, Sunheri Bagh Lane	New Bungalow No. 1, Sunheri Bagh Road
(f) C.P.W.D. Enquiry Office, M.S. Flats, B.K.S. Marg	'C' Block, Ground Floor
(g) Reception Office of the Western Court Hostel Located in the same premises.	

(4) Supply of Electricity and Water.—(i) For the supply of electricity and water in their bungalows/flats, members are required to apply to the New Delhi Municipal Council direct or N.D.M.C. Liaison Officer functioning in Room No. 314, Parliament House Annexe throughout the year on a prescribed form available in the Enquiry Offices and Parliamentary Notice Office and Room No. 314, PHA. Certain

prescribed amounts are required to be deposited as security-deposit for obtaining Water and Electric/Power connections.

The amount of security deposit on account of electric/power and water connections varies according to the load sanctioned for the premises and the size of the water meters. The exact amount to be deposited by a Member may be ascertained direct from the Liaison Officer, N.D.M.C., Room No. 314, Parliament House Annexe, New Delhi.

(ii) Payments on account of New Delhi Municipal Council dues including security deposits can be made at the Office of the New Delhi Municipal Council, in Room No. 314, P.H.A.

(iii) Every member shall also in respect of any accommodation allotted to them, also be entitled without payment of charges to the supply of water upto 4000 KL and electricity upto a maximum of 50,000 units measured on light meter only to those Members whose residences have no power meter or 25,000 units measured on light meters and 25,000 units measured on power meter per annum. The above facilities are also extended to a member residing in a private accommodation in Delhi. The unutilized units of electricity and water in kilolitres are carried over to subsequent years and any excess consumption of electricity and water units in particular are adjusted from the units of electricity and water in kilolitres available to members for the next year. If both husband and wife are member of Parliament and are residing in the same accommodation, their admissibility for supply of free units of electricity and water at the residence so allotted to them shall be calculated separately, *i.e.* they shall not be liable to make payment upto the supply of 1,00,000 units of electricity and 8,000 kilolitres of water in a year.

In the event of resignation/completion of term or death of a member, their family are entitled to consume the units of electricity and water in kilolitres available for that particular year in the above mentioned accommodation within a period of one month from the date of such resignation/completion of term/death.

(5) *Canteens*.— There are Canteens both in the North and South Avenues adjoining the Enquiry Offices where Indian style food is served. Catering arrangements also exist in the Western Court Hostel.

(6) *Clubs and Common Halls*.—Common Halls have been provided for relaxation and recreation of members in North and

South Avenues near the Enquiry Offices (above the M.P. Canteens). There is also the Constitution Club in the Vithalbhai Patel House for the benefit of members. All members are entitled to become members of this Club on payment of the prescribed subscription.

(7) *Telephone Facility.*—

- (i) Members are entitled to have two free telephones, one at their residence or office in Delhi and the other at their usual place of residence or a place selected by them in their constituency or in the State in which they resides. 50,000 local calls during a year are free to a member on each of the two telephones. However, Chairperson of a Parliamentary Committee, other than the Chairperson of a Select or Joint Committee on Bill or any other *Ad hoc* Committee is exempted from payment of any charges for local calls made from the telephone installed at his residence in Delhi/New Delhi.
- (ii) Members are also entitled to one additional telephone either at their residence in Delhi/New Delhi or at their usual place of residence or at the place selected by them within the State in which their constituency is or in the State in which they resides and 50,000 free local calls during a year for Internet connectivity purposes.
- (iii) The above calls can be clubbed together.
- (iv) Members may use any number of telephones for availing the above mentioned 1,50,000 free local calls, subject to the condition that the telephones are in their names and installation and rental charges additional telephones are borne by the member themselves.
- (v) Members are entitled to one mobile phone of MTNL, New Delhi and another mobile connection of MTNL/BSNL or any private mobile operator, in case MTNL/BSNL services are not available with national roaming facility for utilization in constituency with the adjustment of calls from the existing one lakh fifty thousand calls available to them for 3 telephones. However, registration and rental charges for private mobile phone connection are borne by member themselves.
- (vi) Members are also entitled to avail broadband facility from MTNL/BSNL on any one of the above-mentioned three telephones subject to the condition that the Government may pay upto Rs. 1,500 per month towards the charges of this facility directly to MTNL/BSNL.

- (vii) For the installation of these telephones, members should apply on the prescribed form available in the Parliamentary Notice Office/MS Branch.
- (viii) Where a member dies during the term of office, their family shall, for a period not exceeding two months from the date of death of the member, be entitled to retain the telephone and avail of such facilities as were available to the said member immediately before death.

(8) *Medical Facilities.*—(i) Under the Central Government Health Scheme, as extended to Members of Parliament the following dispensaries are functioning in New Delhi to cater mainly to the medical needs of Members and their families:—

Location of Dispensaries		<i>Members' residential localities allocated</i>
(a)	North Avenue	North Avenue and bungalows nearabout that area.
(b)	South Avenue	South Avenue and bungalows nearabout that area.
(c)	Constitution House Curzon Road (Barracks)	Bungalows nearabout Curzon Road (Barracks).
(d)	Telegraph Lane	Bungalows nearabout Telegraph Lane.
(e)	Dr. Zakir Hussain Road	Bungalows nearabout Dr. Zakir Hussain Road.

An Ayurvedic Dispensary is functioning in Flat No. 119 & 121, North Avenue for the benefit of members.

A Unani Dispensary is also functioning in Flat No. 31, South Avenue for the benefit of members.

A Homoeopathic Dispensary is functioning in Flat No. 154, South Avenue for the benefit of Members.

Note—Allocation of dispensary for those members who reside outside the areas covered above will be determined by their residential addresses.

(ii) Under the Central Government Health Scheme, a member and their 'family' which includes wife or husband, as the case may be, children or step children and parents who are dependent on and residing with the member, are only entitled to the benefits under the Scheme. No other member of the family is entitled to the benefits.

(iii) The medical facilities are admissible upto a month after a Member ceases to be a Member of Parliament.

(iv) With a view to determine the entitlement of a person to avail of the benefits under the Scheme, Special Identity Cards indicating the particulars of persons entitled to the benefits under the schemes are issued by the Ministry of Health. For this purpose, Members are required to fill in the Index Cards obtainable from Welfare Branch.

(v) *First Aid Posts*—A First Aid Post functions in the Lobby of the Central Hall, Parliament House throughout the year to attend on any emergent cases arising within the precincts of the Parliament House. It functions on all working days from 1000 hrs. to 1800 hrs. during Inter-Session period and during Session period from 0900 hours till 30 minutes after both the Houses rise for the day, whichever is later.

A First Aid Post also functions from 0900 hrs. to 1400 hrs. and 1500 hrs. to 1700 hrs. on all the working days except Saturdays in Room Nos. 11 & 12, Vithalbhair Patel House. The second Saturday of the month is observed as Holiday. On other Saturdays, it functions from 0900 hrs. to 1300 hrs.

(vi) *Medical Centre*—A Medical Centre has been set up in the basement of the Parliament House Annexe and functions from 1000 hrs. to 1700 hrs. on all the working days. However, Physiotherapy Unit, Laboratory testing and X-ray Department function from 0900 hrs. to 1600 hrs. This Centre has X-ray; Ultra Sound; Physiotherapy; Laboratory testing facilities. Eye Specialist, Dental Surgeon, Gynaecologist, ENT Specialist Surgeon and Orthopaedic Surgeon visit the centre six times a week for the convenience of Members of Parliament. The Gynaecologist, Dermatologist and Psychiatrist visit the centre thrice a week. A Dietician is available in the centre once a week during session period only. The Cardiologist visits the centre twice a week. The paediatrician visits in the centre thrice a week. A record of health status of Members of Parliament is also maintained.

(9) *Advance for the purchase of Conveyance.*—With the enactment of 'The Members of Parliament (Advance for the purchase of Conveyance) Rules, 1986' on 3rd January, 1986 a member is entitled to an advance not exceeding rupees four lakh or the actual price of the conveyance which is intended to be purchased whichever is less. However no advance is admissible when a conveyance has already been purchased and paid for in full. Provided further that where such payment has been made in part, the amount of advance shall be limited to the balance to be paid as certified by the member. Advance granted together with interest thereon, is recoverable from

the salary bill of the member concerned in not more than sixty equal monthly instalments, which shall not extend beyond the tenure of her/his membership.

Where a member ceases to be a Member; the amount is recoverable in one instalment.

(10) *Railway Booking and Reservation Office.*—Railway Booking and Reservation Offices function in Parliament House and near Reception Office, Parliament House throughout the year for the convenience of Members of Parliament. The working hours of these offices during session time are from 1000 hrs. to 2000 hrs. (Monday to Saturday) and 1000 hrs. to 1400 hrs. on Sundays. During Inter-Session time the timings are from 1000 hrs. to 1700 hrs. (Monday to Saturday) and 1000 hrs. to 1400 hrs. on Sundays. The Reservation of accommodation in trains for Members and their spouses are made from the Reservation Office, Parliament House and reservation of accommodation for Member's guests/ attendants/friends etc. is made from the Reservation Office, near Reception Office, Parliament House.

(11) *Booking of Air Passages.*—An Air Booking and Reservation Office of Air India functions in Parliament House throughout the year. The timings during the Session periods are from 1010 hrs. to 1700 hrs. (Monday to Friday) and from 1010 hrs. to 1700 hrs. on Saturdays and Sundays. During Inter-Session, the timings are from 1010 hrs. to 1700 hrs. (Monday to Sunday). Arrangements also exist for Members of Parliament to book air passages with the Air India Booking Office in Safdarjung Airport, New Delhi.

(12) *State Bank of India.*—(i) a Branch of State Bank of India functions throughout the year in Room No. 57, First Floor, Parliament House, on all working days from 1000 hours to 1600 hours daily except on Saturdays when it works up to 1300 hours only. It provides services like Current and Savings Bank Accounts, Drafts, Travellers Cheques, SBI ATM Cash-cum-Debit, Internet, Fixed Deposits, Foreign Exchange facilities.

(ii) A Branch of State Bank of India also functions throughout the year on the Ground Floor in the Parliament House Annexe, on all working days it functions from 1000 hrs. to 1600 hrs. except on Saturdays when it is open upto 1300 hrs. It provides services like Current/Savings Bank Accounts, SBI Cheque Card, Internet (E-Pay, E-Rail), Term Deposits, Drafts, Mail Transfers, Travellers Cheques, Internet Banking of ATM facility, acceptance of Income-Tax and other direct taxes, investment plans etc.

(13) *Post Offices.*—Two Sub-Post Offices—one on Ground Floor near Lift No. 5 in Parliament House and another in the basement in Parliament House Annexe—function throughout the year, on all working days from 0900 hrs. to 1730 hrs. and provide services like sale of postage stamps, certificates of posting, registration of letters, insurance of letters and parcels, money orders, Savings Bank Deposits, sale and payment of Indian Postal Orders, payment of telephone/phonogram bills etc.

(14) *Transport arrangements—members Services.*—Members Services Branch provides as far as possible, transport facility to the Members of Parliament between Parliament House and MPs residential areas and *vice versa* on payment of flat rate of Rs. 5 per trip per person. The transport facility between Parliament House and Annexe is free of charge. The PAs of the members may be permitted to use this facility if accompanied by the member with whom attached.

(15) *Filing of Tax Returns.*— During session period an Income-tax Cell is set up by the Ministry of Finance (Department of Revenue) in the green room at the back side of the Auditorium, Parliament House Annexe to assist members in filing their tax returns.

(16) *Functioning of L.P.G. Service Counter of the Oil Companies.*— A Service Counter of the Oil Companies functions in the green room at the back side of the Auditorium, PHA for the convenience of Members of Parliament during session period from 1100 hrs. to 1800 hrs. on working days in regard to supply of L.P.G. and rendering timely service in respect of defective installation.

(17) *Kendriya Bhandar.*—A Branch of Kendriya Bhandar located at 23, Mahadev Road functions from 1000 hrs. to 1900 hrs. for the sale of essential commodities (*viz.* grocery, toiletries, household items, etc.).

(18) *Catering arrangements in Parliament House Complex.*—
(i) There are two Refreshment Room Nos. 70 and 73, First Floor in Parliament House run by the Northern Railway's Catering Unit where members can have their meals, luncheon, refreshments, etc. at the approved rates. The Refreshment Room No. 70 is exclusively reserved for members. In Refreshment Room No. 73, members can avail catering facility alongwith their family members and guests. Besides, there are Coffee Board Buffet, Tea Board Buffet and Northern Railway Snack Bar in the niches of the passage connecting

Central Hall with the Lok Sabha Chamber, Library Hall and Rajya Sabha Chamber respectively, where light refreshment is available.

(ii) Delhi Milk Scheme is running a Milk Stall on Ground Floor in the passage connecting the Central Hall with Library Hall in the Parliament House, where milk and milk products of the Delhi Milk Scheme are on sale.

(iii) Members may also entertain their guests/visitors in the Refreshment Room of Northern Railway's Catering Unit and Milk Bar of Delhi Milk Scheme on Ground Floor, Parliament House Annexe.

(iv) Members may also entertain their guests/visitors at the Reception Canteen, Parliament House.

(v) Limited catering service is also available to members through Northern Railway's Catering Unit on First Floor, Parliament Library Building.

(19) *Members of Parliament Local Area Development Scheme (MPLADS).*—Under the existing mechanism of planning which is governed by certain norms regarding cost, resource allocation and prioritisation, it is not always possible to take care of some of the locally felt developmental requirements of the people. To overcome this problem and to give impetus to the developmental aspirations of the people, Government of India started Member of Parliament Local Area Development Scheme (MPLADS) *w.e.f.* 23rd December, 1993 under the aegis of Ministry of Rural Development. Under this Scheme, every Member of Parliament has the choice to recommend to the head of the District works to the tune of Rs. 5 crore per year to be taken up in his/her constituency from the year 2011-12 onwards. Detailed Guidelines on the Scheme were issued by the Ministry of Rural Development in February, 1994. In October, 1994, the entire work relating to release of funds for execution and monitoring of the Scheme was transferred to the then Ministry of Planning and Programme Implementation which has now been named as Ministry of Statistics and Programme Implementation. The Ministry thereafter issued revised Guidelines on the Scheme in February 1997, September 1999, April 2002, November 2005 and August 2012. The Guidelines can be accessed by the Members in the website on the MPLAD Scheme being maintained by the Ministry of Statistics and Programme Implementation *viz.* www.mplads.nic.in. The details such

as release of funds, MPLADS Works Monitoring System, Fund Release Summary, etc. are also available in the website.

Initially the letters to Speaker, Lok Sabha regarding complaints/suggestions/guidance sought by the members in regard to this Scheme were sent to the Ministry of Statistics and Programme Implementation. Later on, the Speaker, Lok Sabha constituted an *ad-hoc* Committee on Members of Parliament Local Area Development Scheme on 22nd February, 1999 under the inherent powers vested on him/her under Rule 254(1) of Rules of Procedure and Conduct of Business in Lok Sabha. The Committee consisting of 24 Members (including Chairperson) was mandated with the responsibility to monitor the Scheme, to consider the complaints of the Members of Lok Sabha and to recommend amendments to the Guidelines on MPLADS.

(20) *Steel Lockers*.—Hundred and fifty steel lockers are available for members in the outer Lobby of Lok Sabha for keeping their parliamentary papers. A member can be allotted one locker on first come first served basis on request made to Parliamentary Notice Office. The key of the locker will be handed over to him there.

(21) *Publications Counter*.—Publications Counter is situated in the entrance hall of the Lobby of the Lok Sabha near Gate No. 2. Certain Parliamentary papers and publications of Lok Sabha Secretariat and publications received from various Ministries of the Government of India for distribution are placed there. Members may obtain their copies on request.

(22) *D.O. Stationery and Greeting Cards*.—The standardized D.O. Stationery and Diwali, Id and New Year Greeting Cards are printed by this Secretariat and sold to members on a no-profit-no-loss basis through the Sales Branch/Publications Counter.

(23) *List of Members of Lok Sabha with their addresses and Telephone Numbers*.—A list of Members of Lok Sabha showing their Permanent and Delhi Addresses with Telephone numbers is printed periodically by the Lok Sabha Secretariat for the convenience of members and a copy thereof is supplied to each member. Members are required to furnish the following information to Parliamentary Notice Office immediately:—

- (i) on election as members, their Style of Name, with complete permanent Address and Telephone No., if any, and
- (ii) on arrival in Delhi, their Delhi address and Telephone No., if any.

(24) Members are also required to intimate in writing to the Distribution Branch, Lok Sabha Secretariat, the changes, if any, in their Addresses and Telephone numbers. For this purpose, necessary form is attached to the List of Members.

(25) In order to facilitate re-direction of their dak, members may also inform the postal authorities at New Delhi as well as at their home stations about their arrival and departure.

(26) *Gazette of India*.—Complete copies of the Gazette of India and other priced publications of Government of India are available with the Manager of Publications, Government of India, Civil Lines, Delhi. Copies of the Gazette of India are also available with Gazettes and Debates Units of LARRDIS. Lok Sabha Secretariat, for reference by Members.

73. Relations with Secretariat Staff.—Staff of the Secretariat assist the members in the discharge of their parliamentary duties. They are, however, strictly prohibited from approaching members to sign any recommendatory letters for LPG connections, railway tickets, passports, transfers, promotions etc. Staff are also barred from seeking or accepting any tips or the like in appreciation of services rendered or otherwise sharing of residential accommodation and having business dealings with a member, notwithstanding that an officer is related to the member. Members are requested to inform the Secretary-General if any employee of the Secretariat violates these norms. Any such violation will render the employee concerned liable to appropriate disciplinary action.

CHAPTER VI

PARLIAMENT LIBRARY AND REFERENCE, RESEARCH, DOCUMENTATION AND INFORMATION SERVICE (LARRDIS)

76. Objectives of the Service.—The primary objective of the Parliament Library and Reference, Research, Documentation and Information Service (LARRDIS) is to cater to the multifarious information needs of members of both the Houses of Parliament and provide, *inter-alia*, research and reference material on legislative and other important issues coming up for discussion before the two Houses—the Lok Sabha and the Rajya Sabha. To achieve this objective, the Service consists of professional and non-professional staff and is divided into seven Divisions: (i) Library Division; (ii) Reference Division; (iii) Research and Information Division; (iv) Media Relations Division; (v) Parliament Museum and Archives Division; (vi) Bureau of Parliamentary Studies and Training; and (vii) Computer (Hardware & Software) Management Branch (Software Unit). These Divisions have been further subdivided into various functional Wings and Sections with well-defined duties and spheres of work.

77. Research and Information Division.—The research and information services for Members of Parliament are provided by the Research and Information and Members' Reference Divisions. Officers and staff in the Research and Information Division are categorized into the following specialised functional Wings/Sections:

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

The functions of the Research and Information Division are broadly to assess in advance the information requirements of members by anticipating and identifying subjects of current parliamentary interest, including legislative measures on which Parliament is likely to undertake discussions and which are likely to generate demands from members for detailed information and data.

The Division endeavours to keep Members of Parliament informed on a continuous basis about the current developments, both national and international, and brings out, both in English and Hindi, Brochures, Information Bulletins, Background Notes, etc., which carry objective information. All these publications are based on authentic published sources and continuous efforts are made to keep them up-to-date.

Apart from this, the Research and Information Division prepares a large number of Briefs, Statements, Resolutions, etc., for the Indian Parliamentary Delegations going to other countries on good-will visits or for participating in International Parliamentary Conferences/Seminars/Workshops held worldwide under the auspices of the Inter-Parliamentary Union (IPU), the Commonwealth Parliamentary Association (CPA), the Association of SAARC Speakers and Parliamentarians, and the Commonwealth Speakers and Presiding Officers Conference. Factual notes on countries to be visited by the Indian Delegations or on countries wherefrom various Delegations come to India are also prepared.

The Division also brings out, from time to time, Books on parliamentary and constitutional matters, besides Booklets at the time of unveiling of statues and portraits of national leaders in the Parliament Complex. Considering the importance of objective information in respect of national policies, the Division has, over the years, brought out several Brochures highlighting the various national policy formulations. Two series of Monographs, namely, the *Eminent Parliamentarians Monograph Series* and the *Distinguished Parliamentarians Felicitation Monograph Series* are also brought out by the Division. While the former endeavours to recall the services rendered by eminent parliamentarians of yesteryears, the latter attempts to felicitate the distinguished leaders and parliamentarians who continue to serve the country in very many ways today.

Information contained in the documents and publications prepared by the Division is based on authentic sources, reference to which is

suitably indicated therein, the aim being to provide an objective presentation of facts. No responsibility is accepted by the Secretariat for the accuracy or veracity of the information supplied. Members, while making use of the information supplied, either in the House or outside, should, therefore, cite the original books or documents as the source of information, without quoting the Research and Information Division of LARRDIS as the source.

Periodicals

The Research and Information Division brings out the following periodicals regularly:

The Journal of Parliamentary Information (Quarterly): The Journal serves as an authentic recorder of developments in practice and procedure and parliamentary events and activities in Indian and foreign Legislatures. It also carries articles on constitutional and parliamentary subjects from Members of Parliament and other experts in the field.

Digest of Central Acts (Quarterly): The Digest contains synopses of all the Bills passed by Parliament and assented to by the President.

Digest of Legislative and Constitutional Cases (Quarterly): The Digest contains abstracts of judgments of the Supreme Court and the High Courts involving interpretation of the provisions of the Constitution in important legislative and constitutional cases.

IPG Newsletter (Quarterly): The Newsletter keeps members of the Indian Parliamentary Group (IPG) informed of the various events and activities of the IPG like exchange of Parliamentary Delegations, IPU, CPA and the Association of SAARC Speakers and Parliamentarians Conferences, Seminars, Symposia, Meetings, etc.

Copies of the periodicals brought out by LARRDIS are made available to members on request. Other priced publications, including books brought out by LARRDIS, may be purchased by Members of Parliament at a special discount of 50 per cent of the sale price of the publication.

78. Members' Reference Service.— The Members' Reference Service organises the dissemination of factual, objective and latest information to members of both the Houses of Parliament, Presiding

Officers and Chairmen of Parliamentary Committees on important legislative measures and other subjects of economic, socio-political, constitutional and legal interest. The main objective of this Service is to keep the members informed of important developments in India and abroad in various fields and to supply them relevant information and material on subjects required in connection with their parliamentary work. The Services provided fall broadly under the following categories:—

- (i) Supply of on-the-spot references to members from published documents;
- (ii) Collection of latest information, statistics, etc., in response to members' written reference requisitions;
- (iii) Preparation of Reference Notes;
- (iv) Preparation of bibliographical notes on important Bills, either pending or coming up before Parliament;
- (v) Preparation of Background Notes, Information Bulletins, Fact Sheets and Information Folders on topical issues by anticipating members' reference needs; and
- (vi) Updating and printing of *ad hoc* publications issued by the Service from time to time.

The scope of material to be collected in response to members' references is normally limited to subjects connected with the immediate business before either House of Parliament. The number of reference requests from a member is restricted to two to three at a time. Requests for information on other topics of interest may be sent during inter-session period only.

Members requiring detailed information on any subject can send a requisition in writing to the Reference Wing in the prescribed form available at the Members' Assistance Desks, one located in the Parliament House and the other in the Parliament Library Building, indicating precisely the points on which information is required and the date and time by which it is to be furnished. Members can also convey their requirements over telephone or through fax.

Facilities also exist for meeting the information needs of members in Hindi, if either a specific request is received to that effect or the requisition from the member is received in Hindi.

Information is collected/compiled from authentic sources, e.g., reports, Government publications, standard books, journals, and through official and authentic websites, etc., in an objective manner and supplied to the members by the stipulated date and time. In respect of references on which information is readily available in published literature housed in the Parliament Library and which do not involve detailed study or compilation, information is supplied to members on-the-spot.

Information supplied to members is based on one or the other source material, suitably indicated therein. As such, the responsibility for the veracity and authenticity of the information supplied vests with the published sources and not the Lok Sabha Secretariat. That being so, members should, either in the House or outside cite the original books or documents as the source of information. Information supplied to members is meant as a help in the discharge of their parliamentary duties and not for publication or use in any other manner.

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

- (i) *Parliament of India*: A Study, brought out at the end of the term or dissolution of each Lok Sabha.
- (ii) *President's Rule in the States and Union Territories*: It presents in a tabular form important details relating to the Presidential Proclamations made under Article 356 of the Constitution and under Section 51 of the Government of Union Territories Act, 1963, since 1950.
- (iii) *Presidential Ordinances*: It provides information on Ordinances promulgated by the President from time-to-time and processes leading to subsequent Acts passed, since 1950.
- (iv) *Council of Ministers*: It contains the names and portfolios of members of the Union Cabinet, Ministers of State and Deputy Ministers in alphabetical order since 1947.
- (v) *India — Some Facts*: An updated version of it is brought out during March and September every year.

Online Reference Service

Recently, a new website has been developed for providing 'Online Reference Service' to Members of Parliament and others.

This provides online information on important and burning topics/ subjects which the members can retrieve at their end. In addition to the signed requisitions, members can now send their queries online also and get the desired information through e-resources. A large number of occasional papers are now made available on this website and on Intranet in digital format for online retrieval by Members of Parliament and for use in the Secretariat. The electronic versions of the Reference Notes are also e-mailed to members of both the Houses of Parliament.

79. Library Services.—Parliament Library is located in the Parliament Library Building (in 'A' Block on Ground Floor). With its present holding of about 1.27 million volumes of printed books, Reports, Governmental Publications, U.N. Reports, Debates, Gazettes and other documents including Periodicals, Newspapers and Publications brought out by the Lok Sabha Secretariat, it is one of the finest and richest repositories in the country. 85 Indian and Foreign newspapers and 463 periodicals in Hindi, English and other Indian languages are received regularly in Parliament Library. The Library caters to the information needs of the Members of Parliament and other users primarily by way of issuing books, reports, debates and other documents, attending to on-the-spot references and preparing select bibliographies on various subjects and personalities.

The principal functions of the Library Division are acquisition, processing, preservation and issue of books, periodicals, reports and other published material received from various sources. The emphasis throughout has been on the concept of building the Library into a dynamic living organism like the great institution of Parliament which it serves, capable of thinking ahead and planning new tools and services to meet the multifarious and growing needs of its special clientele. Parliament Library, in fact, reflects in its acquisition the entire gamut of national activity in its totality.

Books and publications for the Library are selected and acquired from the entire field of human activity relating to almost all subjects with special emphasis, of course, on legislative requirements of members. All branches of human knowledge are thus covered, the only exception being books on specialized and advance technical subjects, pure science and light fiction.

Books and publications are also received for addition in the Library on complimentary basis, donated by Members of Parliament

or other individuals and institutions. In addition, books are added on the suggestions from Members of Parliament and others. While selecting the books, the Acquisition Section of the Library gives due consideration to the readers' initiative, past demands, changing social needs and anticipated demands for books in the light of forthcoming international, national and local events.

Library management functions such as acquisition, processing and issue and return of books have been computerized by using the software package — LIBSYS. Online access of catalogue provides information about author, title, subject and keywords-based searches in order to save the time of the members and other readers to have the requisite information. Indices of important articles published in newspapers and journals and publications of national and international organizations are also available on the Intranet. Subject bibliographies and select lists of publications on various subjects are provided to members on request.

Rare and Art Books

The Parliament Library possesses a rich collection of over a thousand rare books on Politics, Law and History including books on Art, Painting, Sculpture and Architecture. A book titled '*The History of the Late Revolution of the Empire of the Great Mogol*' by Mons. F. Bernier, published in 1671 is one of the oldest book available in the Parliament Library. Books on Indian Art cover a broad canvas of Indian history depicting different stages in its evolution. These include the paintings of the Mughal, Rajput, Kangra, Garhwal and other schools of art. Among the books on foreign art include the creations of celebrated artists like Michaelangelo, Leonardo Da Vinci and Raphael as also works on Chinese and Japanese art and Russian, German, French, American and Arabian paintings.

Another important rare document in the possession of Parliament Library is the ORIGINAL CALLIGRAPHEd CONSTITUTION OF INDIA (in Hindi and English). This document is of great value as it contains the signatures of the founding fathers of the Constitution, many of whom played a pivotal role in shaping the destiny of the country.

Gandhiana

As a mark of respect to the memory of Mahatma Gandhi, the Father of the Nation, and to make available all the works by and on the Mahatma at one place, a separate *Gandhiana* Section was

opened in the Parliament Library on 9 August, 1978. Members and scholars interested in a deeper study and extensive research on the life and works of Mahatma Gandhi have welcomed the *Gandhiana*, which contains more than 4,295 books by and on Mahatma Gandhi in English, Hindi and various Indian regional languages. These are stacked in Room No. G048.

Nehruana

Similarly, the books written on and by Pandit Jawaharlal Nehru have also been stacked separately in Room No. G050. The collection contains about 1,250 books in Hindi, English and various Indian regional languages.

Literature on Indian languages

The Parliament Library has been laying great emphasis on developing its language collections. A separate Wing containing nearly 1,23,000 books in various Indian languages has been carved out in the Library. The languages covered, apart from Hindi and Sanskrit, are: (i) Assamese; (ii) Bengali; (iii) Bodo; (iv) Dogri; (v) Gujarati; (vi) Kannada; (vii) Kashmiri; (viii) Konkani; (ix) Maithili; (x) Malayalam; (xi) Manipuri; (xii) Marathi; (xiii) Nepali; (xiv) Odia; (xv) Punjabi; (xvi) Rajasthani; (xvii) Santhali; (xviii) Sindhi; (xix) Tamil; (xx) Telugu; and (xxi) Urdu. Concerted efforts are under way to enrich this collection by adding more and more basic standard works in each of these and other Indian languages.

The Parliament Library is at present receiving 77 periodicals in Hindi and 36 periodicals in other Indian languages. All these language periodicals are displayed in the Library Hall.

Working Hours

The Library remains open from 1000 hours to 1800 hours on all working days. During the session periods, however, the Library functions from 0900 hours to 1900 hours or till the rising of the Houses, whichever is later. During session periods, the Library also remains open from 1000 hours to 1400 hours on Saturdays/Sundays/Holidays (except National Holidays and on the day of Holi).

Stacking Arrangements

- (a) Books in Hindi, English and other Indian languages are stacked in Basement-I whereas all the reports of

Central/State Governments including U.N. and foreign reports have been stacked in Basement-II of the building.

- (b) Display of newspapers and Periodicals — Latest newspapers and periodicals are displayed in the Library Hall of Parliament Library Building and Parliament House for the information and use of members.
- (c) Catalogue — Apart from automation of Library books, an alphabetical author/title catalogue is also maintained in the Library. The arrangement of entries is dictionary-wise.

Separate catalogue for Government publications and the reports of the United Nations and its allied agencies are maintained in the Library.

Issue and return of Publications

The issue of books from the library is regulated by Library Rules, copies of which printed both in English and Hindi can be obtained on request from the Library.

Library Rules — The following Library Rules are reproduced for the information of members:—

1. Parliament Library is intended for the exclusive use of Members of Parliament and Officers of the Secretariats of both Lok Sabha and Rajya Sabha. With a view to facilitate optimum use of collection, the Library is also open to media persons, *bona fide* Research Scholars from India and abroad, Officers of the Government of India, State Governments, Public Undertakings and Statutory Bodies.

2. The use of Parliament Library for the purpose of study by personal staff of members of Lok Sabha or *bona fide* Research Scholars requires special permission in writing from the Secretary-General, Lok Sabha or an officer designated by him for the purpose. In the case of members of Rajya Sabha, Secretary-General, Rajya Sabha may grant such permission. The Secretary-General, Lok Sabha or Secretary-General, Rajya Sabha, as the case may be, may grant permission if he is satisfied that a particular person is actually required to assist a member for collecting information which may help him in the efficient discharge of his duties as a member. The pass may however be issued for a limited period not exceeding three months, depending upon the nature of project undertaken.

3. Library facility is extended to PAs/PSs to Members of Parliament for a period of one week only, subject to its renewal for one more week during Session periods. However, during inter-session periods, the Library passes may be issued for fifteen days. PAs/PSs to members are issued General Entry Passes by Parliamentary Notice Office (PNO) and in order to ensure that only genuine PAs/PSs to members make use of the Library, the facilities may be extended to only those PAs/PSs to members, who are holding General Entry Passes issued by the PNO.

4. In case of Research Scholars, the application form for seeking permission to study in the Library, should be submitted along with the letter of introduction from respective University/Guide/Organisation and a valid identity proof. In the first instance, the pass will be issued for one month after obtaining the necessary clearance from the Parliament Security Service. The facility can be extended up to three months on monthly basis, after a written request is received from the user for the same, provided the Library Incharge certifies that the Library is extensively being used by the Research Scholar, failing which extension will be denied.

5. Research Scholars who are granted fellowships by the Lok Sabha Secretariat on subjects of parliamentary interest may be given access to the Parliament Library during Session as well as inter-session periods on a specific request by Bureau of Parliamentary Studies and Training (BPST) to have access to the Parliament Library for consulting the Parliamentary debates and other relevant documents pertaining to their fellowships.

Permission for the use of Library in cases mentioned at (4) & (5) shall be subject to the following conditions:

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

6. Library facilities may also be provided to the Press Correspondents accredited to the Press Gallery subject to similar conditions as are applicable to the personal staff of Members and Research Scholars under Rule 2 above.

7. Former Members of Parliament may borrow books from the Library on depositing a security of ₹ 500/- with the Budget and Payment Branch of the Lok Sabha Secretariat.

8. The Library shall remain open from 1000 hours to 1800 hours on all working days during the inter-session periods. During the Session periods, the library will remain open from 0900 hours to 1900 hours or till half-an-hour after the rising/adjournment of both the Houses, whichever is later. During Session periods, Library will also remain open from 1000 hours to 1400 hours on Saturdays, Sundays and other closed holidays except on three National Holidays and Holi.

9. All requisitions for the issue of books and other publications shall be made on the prescribed form. Not more than one book/publication shall be entered on each form.

10. Ordinarily, not more than two books and two other publications (including volumes of a book or other publication) shall be issued on loan at a time to a member.

11. (a) On the termination of a Session, books and other publications borrowed by a member shall be returned to Parliament Library before he leaves the station. Members staying in Delhi shall be able to make use of the Parliament Library, as usual.

(b) No book or other publication loaned to a member shall be taken out of Delhi.

12. (a) During the Sessions of Parliament, books and other publications borrowed from Parliament Library shall be retained for not more than fifteen days but this period may be extended by seven days if the request for renewal is made in advance and provided these are not in demand.

(b) During the inter-session periods, books and other publications shall be retained for a period not exceeding 30 days.

13. In the event of a book/publication on loan being required for any important or urgent purpose, the same may be recalled at any time and such a book/publication shall be returned by the member within 24 hours.

14. Any member requiring a book or other publication, which is issued out, may get it reserved for him at the Circulation Counter and such a book/publication shall be issued to the member in the order of priority, as soon as it is received back.

15. (a) In no case, shall a member keep any book or other publication for more than 15 days during Session period or 30 days during inter-session period. No additional book or any other publication may be issued to a defaulting member till the outstanding book/publication is returned to Parliament Library. Books may be got reissued, if there is no demand from other users of the Parliament Library for those books. For this purpose, the books shall be returned physically at the Books Circulation Counter and got reissued after a week.

(b) Books/reports/publications that are required by members are kept for them at the Circulation Counter for a period of two weeks only. At the expiry of the two week period, these books/reports/publications shall be restored to the shelves, if no further extension is asked for.

16. If a book or other publication is not returned to the Parliament Library after the expiry of its due date, it will be presumed lost and steps shall be taken to recover the cost from the member concerned as indicated below:—

Sl.No.	Publication	Cost to be recovered
(i)	Indian book/publication printed during the last five years.	Double the original price
(ii)	Indian book/publication printed more than five years back.	Three times the original price.
(iii)	Foreign publication printed during the last five years.	Double the original price.
(iv)	Foreign publication printed more than five years back.	Three times the original price.
(v)	Foreign publication which is "Out of Print"	Five Times the original price.
(vi)	Indian book/publication which is "Out of Print"	Five times the original price.
(vii)	Indian or Foreign publication for which price is not available.	1 rupee per page.

17. Encyclopaedias, dictionaries, directories, yearbooks, atlases, periodicals (current as well as old issues), books on art, painting and other illustrated books, rare books, books which are out of print, reference books, newspapers (current and back numbers), press clipping folders (current and old ones), serials, and books in damaged and brittle condition shall not be issued out. Such books/ publications/ folders shall be made available for consultation in Parliament Library premises only.

18. No new book or other publication shall be issued to members till after a week of their having been displayed in a separate shelf marked "Latest Arrivals". Each new addition shall bear the date up to which it would remain on display.

19. Marking of any kind, underlining and writing on books or other publications is strictly forbidden.

20. Books and reports pertaining to a Bill or Resolution or any other matter which is either under discussion or is to come up before either House immediately shall not be issued so long as the matter is pending consideration before Parliament.

21. From the time books or other publications are issued and until they are returned to Parliament Library, the borrower shall be responsible for their proper maintenance and in the event of any damage or loss, the borrower shall be required either to replace the book/publication or to pay up their replacement cost at the rates prescribed in these Rules.

22. Pass Books shall be maintained at the Circulation Counters of Parliament Library in respect of Members of Parliament for the issue and receipt of books/publications. When a book/publication is issued, the member shall sign in the relevant column of the Pass Book in token of having received the book/publication. While returning the books/publications, the Library staff on duty at the Circulation Counter shall sign the Pass Book in token of having received back the book/publication.

23. In case a member is unable to come to the Parliament Library personally, he or she may obtain books, reports, etc., on loan through their Private Secretary/Personal Assistant subject to furnishing a letter of authority, in the prescribed form. The members shall, however, be personally responsible for the safe custody of the books and their return.

24. Users of Parliament Library shall observe strict silence, while in the Library premises.

25. Smoking in any part of Parliament Library and taking of meals and/refreshments in the Reading Rooms are strictly prohibited.

26. No stranger shall be admitted into any sector of the Parliament Library unless accompanied by a member or an officer of Parliament.

27. Suggestions for the purchase of new books, periodicals and newspapers shall be made on the prescribed form available at the Circulation Counter.

28. Regulation of entry to Parliament Library premises shall be subject to such orders and instructions as may be laid down from time to time.

Display of books

New books added to the Library are on display for a period of one week in the Library. During this period, the books are not issued. However, members can get these books reserved, by filling in a prescribed form available at the Counter, for issue on the expiry of the period of display.

Circulations

With the computerisation of Library management activities, the Circulation of Library documents has been automated by using LIBSYS Package. There is a centralized circulation service from where all the Library documents are issued and received back. This service operates from Circulation Counter, 'A' block, Ground Floor.

The Library has at present over a 1.27 million books, documents, periodicals and pamphlets for borrowing or consultation. A monthly publication titled '*Parliament Library Bulletin*' is brought out to inform the members about the latest books and reports added to the Parliament Library every month.

Books may be taken on loan by members in person or through messengers duly authorized by them for the purpose. The readers are expected to return the books promptly so that others may also use them.

Reading Room Facilities

For those members who desire to study in Parliament Library, reading facilities with internet are provided in Hall No. G048, and

also in Hall No. F058 in PLB. Members may also reserve books to facilitate reference.

Web Portal of Parliament Library

The information pertaining to different Branches of LARRDIS has been incorporated in the web portal of Parliament Library and links to various heads have been provided to the information available on the Lok Sabha Home Page.

Digitization in Parliament Library

Keeping in view the archival as well as reference value of the debates of the Lok Sabha and other data generated within Indian Parliament, it has been decided to digitize all important documents and make them available on internet for easy access by Members of Parliament and other interested readers throughout the world. Besides, a committee to undertake the project for developing a digital depository for the benefit of Members of Parliament and other users has also been constituted under the Chairmanship of Shri S.S. Ahluwalia. Constant efforts are being made to acquire as much documents available with various Ministries/Government departments in digital form as well as by copying from their server and to upload them on the web portal of Parliament Library. The project is being undertaken in coordination with NIC. The Ministry of Communications and Information Technology have also been requested to provide all possible assistance to the interested Ministry/Department in digitizing their old records.

80. Acquisition Section.— The principal functions of the Library Division are acquisition, processing, preservation and issue of books, periodicals, reports and other published material received from various sources. The emphasis throughout has been on the concept of building the Library into a dynamic living organism like the great institution of Parliament which it serves, capable of thinking ahead and planning new tools and services to meet the multifarious and growing needs of its special clientele. Parliament Library, in fact, reflects in its acquisition the entire gamut of national activity in its totality.

Books and publications for the Library are selected and acquired from the entire field of human activity relating to almost all subjects with special emphasis, of course, on legislative requirements of members. All branches of human knowledge are thus covered, the

only exception being books on specialised and advanced technical subjects, pure and applied sciences and light fiction. In addition, books are added on the suggestions from members of Parliament and others. While selecting the books, the Acquisition Section of the Library gives due consideration to the readers' requirements, past demands, changing social needs and anticipated demands for books in the light of forthcoming international, national and local events.

Books and publications are also received for addition in the Library on complimentary basis, donated by Members of Parliament or other individuals and institutions. The publications are also acquired under exchange arrangement with National and International Organizations.

81. Documentation Service.— The Documentation Service of Parliament Library, which was set up in 1975, is mainly responsible for indexing of articles published in newspapers, periodicals and edited books received in the Parliament Library that may be of interest to the Members of Parliament. The Indexed entries of selected articles contain bibliographic details such as name of the author, title, name of the publisher, date of publication, suitable annotation and subject headings as per the specially devised scheme of classification. The Indexed entries of articles for a fortnight are arranged, fed into the computer and published in the form of a publication.

The bibliographic details of selected articles were earlier published with the title '*Documentation Fortnightly*' (January 1975 to December 1988). However, from January 1989 onwards, it is being published entitled '*Parliamentary Documentation*'.

The Documentation service was computerised in June 1988 with the help of the software developed by National Informatics Centre (NIC). Later the data was posted on web-enabled LIBSYS Software in 2005.

Parliamentary Documentation was also started in Hindi with the title '*Sansadiya Pralekhan*' from August 2008 to cater to the information needs of Members of Parliament, Officers of both the Secretariats of Parliament and other users of the Parliament Library who intend to take bibliographical details of articles appearing in Hindi Newspapers, Journals and edited books being received in Parliament Library.

The electronic version of '*Parliamentary Documentation*' and '*Sansadiya Pralekhan*' are being sent to members of both Houses

of Parliament, officers of Lok Sabha and Rajya Sabha Secretariats through e-mail and are also made available to public through website of Lok Sabha Home Page for '*Parliamentary Documentation*' <http://164.100.47.134/plibrary/issue.aspx> and for '*Sansadiya Pralekhan*' http://164.100.47.132/loksabha_hindi/parliament%20Library/Issue.aspx

The indexed entries may be searched online through various parameters, such as name of the author, title of the article, name of the publisher, year of publication, and subject of the article, etc. Though the '*Parliamentary Documentation*' and the '*Sansadiya Pralekhan*' are available on Parliament of India Home Page, a few computer generated copies of the publications are also taken out and distributed for reference and use of the officers of Lok Sabha Secretariat. Bound volumes of '*Documentation Fortnightly*' (1975-88), '*Parliamentary Documentation*' (1989 onwards) and the '*Sansadiya Pralekhan*' (August 2008 onwards) are also kept in the Library for reference purpose.

Efforts are being made to provide links to the full text of article wheresoever available for being accessed by the Members of Parliament and other users.

82. Library Committee.— (i) The Library Committee is a joint Committee of the two Houses constituted by the Speaker to advise on matters concerning the Parliament Library. The Committee consists of six members from the Lok Sabha including Deputy Speaker, who is the *ex officio* Chairperson of the Committee, and three members of the Rajya Sabha. The Committee holds office for a term not exceeding one year.

(ii) The functions of the Committee are:—

- (a) to consider and advise on such matters concerning the Parliament Library as may be referred to it by the Speaker from time to time;
- (b) to consider suggestions for the improvement of the Parliament Library; and
- (c) to assist Members of Parliament in fully utilising the services provided by the Parliament Library.

(iii) Recommendations and suggestions by members regarding addition of books to the Parliament Library and other day-to-day

miscellaneous matters concerning the Parliament Library are referred to the Library Committee.

83. Children's Corner.— A Children's Corner was inaugurated on 21 August 2007 in Room No. G-131 of the Parliament Library Building during the Fourteenth Lok Sabha. It aims at inculcating a reading habit amongst children between 8 and 17 years of age, particularly those of underprivileged/marginalized sections of the society by providing them easy access to the vast resources of Parliament Library.

Decorated in a befitting manner, the Children's Corner has in its holdings 1,835 books in English, 1,500 in Hindi and 100 books in regional languages besides a number of CDs and DVDs pertaining to different subjects. 11 Periodicals/Newsletters of children's interest in Hindi as well as in English are being regularly subscribed to for the Children's Corner. The Corner, which remains open from 1100 hours to 1730 hours on all working days, offers children a warm, colourful and peaceful atmosphere to concentrate on their studies so as to improve their skills. The documents/CDs/DVDs available in the Corner are for consultation/use in the Library only and are not issued.

Membership of the Children's Corner is open to:

- Children/grand children of Members of Parliament and ex-Members of Parliament who have obtained membership of the Parliament Library.
- Children of the permanent employees of Secretariats of Parliament and Ministry of Parliamentary Affairs.
- Children of the journalists accredited to the Press Gallery of Lok Sabha and Rajya Sabha.
- Children sponsored by the registered NGOs and authorized by the Director, Parliament Library.
- Children sponsored by recognized schools.

Membership is initially given for a period of six months on submission of prescribed form with requisite documents and is renewable on half-yearly basis.

The Children's Corner also has a well developed Multimedia Centre equipped with computers with internet facility. Children are

encouraged by the Corner staff to make maximum use of computers as an educational tool and assist them in preparing their school projects also.

Special events like writing competitions, drawing competitions, elocution competitions, etc., are organized to make the Corner a lively and interactive hub of activity, wherein small groups of children from recognized schools and registered NGOs participate along with the children having membership of the Children's Corner.

84. Press Clipping Service.—The Press Clipping Service was started on a modest scale in the year 1956 with the objective of speedy disposal of references on current topics received from Members of Parliament. The scope of the Service has considerably increased over the years. Accordingly, it has now been organized more methodically to serve as an essential tool for reference purposes. The Service collects all important, relevant and up-to-date news items, editorial comments and articles on developments in the legislative, political, economic, socio-cultural, scientific and technological fields. The clippings are taken from 11 Hindi and 18 English Newspapers published from various parts of the country:

- (i) *Hindi newspapers* — Business Standard, Dainik Jagran, Economic Times, Hindustan, Jansatta, Nav Bharat Times, Rashtriya Sahara, (all from New Delhi), Aaj (Varanasi), Lokmat Samachar (Nagpur), Punjab Kesari (Panipat), and Rajasthan Patrika (Jaipur).
- (ii) *English newspapers* — The Asian Age, Business Standard, The Economic Times, The Financial Express, Hindu Business Line, Hindustan Times, The Indian Express, The Pioneer, The Statesman, The Hindu, Times of India, Tribune (all from New Delhi), Assam Tribune (Guwahati), Deccan Herald (Bangalore), Free Press Journal (Mumbai), Kashmir Times (Jammu), Telegraph (Kolkata), and The Hindu (Chennai).

Keeping in view its importance, Press clippings of topical and parliamentary interest are submitted for the perusal of the Hon'ble Speaker, Hon'ble Deputy Speaker, Leader of Opposition, Secretary-General, Secretary and the Additional Secretary, every day.

Press clippings are maintained chronologically in subject folders and stacked in a proper sequence according to a specially devised

classification scheme based on the Dewey Decimal Classification system.

These folders are not issued out but can be consulted in the Reading Rooms of the Parliament Library and the Press Clippings Section.

Press clippings are extensively used by members, Research and Reference staff and also by various Branches of both the Secretariats of Parliament, particularly the Committee Branches, the Research Scholars visiting the Parliament Library and accredited press correspondents, etc.

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

In line with the on-going process of computerization of various activities of the Parliament Library, the digitization of the Press Clipping Service was initiated from June 2011. Images of important press clippings in Hindi and English on topical interest are scanned and uploaded on Lok Sabha Intranet. These clippings can be retrieved through classification number, subject, keywords, newspapers and date-wise from the computers connected in Local Area Network (LAN) in the Parliament House Complex.

85. Microfilming Unit.— Micrographic/Microfilming is an indispensable part of information technology for better management of Library and Information Services all over the world. It has long been an established method for preservation of rare and deteriorating documents. Scientific estimate indicates that the normal life expectancy of the microfilm, with careful handling and storage, is 500 years (approx.) as compared to a short life span of digital media. Microfilming is a legally accepted substitute for the original. In addition, it is protected against viruses and worms and cannot be manipulated by the hackers. It also has advantage over digital media in terms of capture cost, media life, technological obsolescence and image quality.

For better preservation and future use of the valuable documents/collections of Parliament and its Library, *viz.*, Parliamentary Debates, Papers Laid on the Table, Acts and Bills, Committee Reports, Private

Papers, Rare Books and Documents, Newspapers (bound volumes), Press Clippings, Documents of Parliamentary Archives and other documents as decided from time to time by the Secretariat, the Microfilming Unit was set up in 1987 as an integral part of LARRDIS, Lok Sabha Secretariat. The Unit is housed in the Parliament Library Building. Microfilms of documents are easily accessible to the Members of Parliament, Research Scholars and others for their use. The following publications/documents have been microfilmed by the Unit for reference and use of the members.

Legislative Debates/Proceeding, etc.

1. Indian Legislative Council Debates : 02.01.1858 to 16.9.1920
2. Central Legislative Assembly Debates : 3.02.1921 to 12.04.1947
3. Council of States Debates : 3.02.1921 to 19.05.1954
4. Constituent Assembly Debates : 17.11.1947 to 24.12.1949
(Legislative)
5. Constituent Assembly Debates : 9.12.1946 to 24.01.1950
[(Draft making) (Hindi)]
6. Constituent Assembly Debates : 9.12.1946 to 24.01.1950
[(Draft making) (English)]
7. Parliamentary Debates (Provisional : 28.01.1950 to 13.05.1954
Parliament and House of the People)
8. Lok Sabha Debates (Original Version) : 14.05.1954 to 27.08.1984
9. Lok Sabha Debates (Hindi) : 15.01.1985 to 6.02.2009
(Translated Version)
10. Lok Sabha Debates (English) : 15.01.1985 to 04.08.2009
(Translated Version)
11. Rajya Sabha Debates (Hindi) : 15.02.1956 to 02.06.1995
(Translated Version)
12. Rajya Sabha Debates (English) : 23.08.1954 to 25.03.2011
(Original Version)
13. Indexes of following Debates:
(A) Lok Sabha Debates:
(i) 1952 to 1955
(ii) 1956 to 1958 (11.08.1958 to 27.09.1958 A to R)

- (iii) 1959 to 1961
- (iv) 06.08.1962 to 07.09.1962
- (v) 08.11.1962 to 18.06.1966
- (vi) 25.07.1966 to 30.08.1968 , 11.11.1968 to 20.12.1968 (Part-I)
- (vii) 11.11.1968 to 20.12.1968 (Part-II), 17.02.1969 to 04.09.1970, 09.11.1970 to 18.12.1970 (Part-I), 09.11.1970 to 18.12.1970 (Part-II)
- (viii) 19.03.1971 to 16.05.1973, 23.07.1973 to 06.02.1976, 08.03.1976 to 23.12.1978
- (ix) 19.02.1979 to 18.05.1979 (Part-I A to T), 19.02.1979 to 18.05.1979 (Part-I T to Z) 24.12.1981
- (x) 18.02.1982 to 27.08.1984
- (xi) 15.01.1985 to 12.05.1987

(B) Rajya Sabha Debates and Council of States Debates (Indexes):

- (i) 1921 to 14.09.1957
- (ii) 8.11.1957 to 11.04.1967
- (iii) 22.05.1967 to 23.12.1972
- (iv) 1973 to 31.08.1978 (Part-I Subject Index)
- (v) 17.07.1978 to 31.08.1978 (Name Index)
- (vi) 20.11.1978 to 25.03.1983

14. *Parliamentary Committees (Lok Sabha)*

- | | |
|--|--|
| (i) Public Accounts Committee | : 1st to 10th Lok Sabha
(Up to 31st Report) |
| (ii) Estimates Committee | : 1st to 10th Lok Sabha
(Up to 18th Report) |
| (iii) Public Undertakings Committee* | : 3rd to 10th Lok Sabha
(Up to 32nd Report) |
| (iv) Committee on Welfare of SCs
and STs [#] | : 4th to 10th Lok Sabha
(Up to 37th Report) |
| (v) Committee on Subordinate
Legislation | : 1st to 8th Lok Sabha
(Up to 21st Report) |

* Public Undertakings Committee was initially constituted on 1 May 1964 in 3rd Lok Sabha.

Committee on Welfare of SCs and STs was initially constituted in November 1968 in 4th Lok Sabha.

- (vi) Committee on Government Assurances : 1st to 8th Lok Sabha (Up to 12th Report)
- (vii) Committee on Petitions : 1st to 10th Lok Sabha (Up to 17th Report)
- (viii) Railway Convention Committee : 1943 to 14th Lok Sabha (Up to 3rd Report)
- (ix) Joint Committee on Salaries and Allowances of MPs : 1954 to 1989
- (x) Committee on Papers Laid on the Table[@] : 5th to 10th Lok Sabha (Up to 12th Report)
- (xi) Committee on Empowerment of Women[&] : 12th to 14th Lok Sabha (Up to 3rd Report)

15. *Reports of Departmentally Related Standing Committees (Lok Sabha)*

- (i) Committee on Petroleum and Chemicals^{\$} : 10th to 12th Lok Sabha (Up to 8th Report)
- (ii) Committee on Defence^{\$} : 10th to 14th Lok Sabha (Up to 4th Report)
- (iii) Committee on External Affairs^{\$} (English) : 10th to 14th Lok Sabha (Up to 23rd Report)
- (iv) Committee on External Affairs^{\$} (Hindi) : 10th to 14th Lok Sabha (Up to 23rd Report)
- (v) Committee on Food, Civil Supplies and Public Distribution^{\$} : 10th to 14th Lok Sabha (Up to 8th Report)
- (vi) Committee on Agriculture^{\$} (English) : 10th to 14th Lok Sabha (Up to 30th Report)
- (vii) Committee on Agriculture* (Hindi) : 10th to 14th Lok Sabha (Up to 30th Report)
- (viii) Committee on Water Resources[^] : 14th Lok Sabha (Up to 5th Report)

[@] Committee on Papers Laid on the Table was initially constituted on 1 June 1975 in 5th Lok Sabha.

[&] Committee on Empowerment of Women was initially constituted on 29 April 1997 in 11th Lok Sabha.

^{\$} Committee on Petroleum & Chemicals; Defence; External Affairs and FCS & PD were initially constituted on 8 April 1993 in 10th Lok Sabha.

^{*} Committee on Agriculture, was initially constituted on 8 April 1993 in 10th Lok Sabha.

[^] Committee on Water Resources was initially constituted on 5th August 2007 in 14th Lok Sabha.

16. *Constitution of India (Calligraphed copy of the original)*
(English and Hindi)
17. *Presiding Officers Conference* : 1921-20.03.2005
(Agenda, Proceedings, Resolutions,
Minutes)
18. *Papers Laid on the Table of the House* : 1980-1986
(Lok Sabha) (LT No. 1/80 to 2308/86)
19. *O&M's Records:*
 - (i) *Instructional Orders* : No. 2 to 1193
 - (ii) *Annual Administrative Reports* : 1960 to 2002
20. *Library Records:*
 - (a) Accession Register (purchase of books) of Acquisition Section, LARRDIS : Up to Acc. No. 1,45,230
 - (b) Accession Register (Copyright) of Acquisition Section, LARRDIS : Up to Acc. No. 52,080
 - (c) *Bills:*
 - (i) Official Bills introduced in Central Legislative Assembly : 1921 to 1952
 - (ii) Government Bills introduced in House of People/Lok Sabha : 1953 to 1992
 - (iii) Government Bills introduced in Council of States/Rajya Sabha : 1953 to 1993
21. *Rare Books* : 1272*
22. *Decisions from the Chair* : 1921 to March 1996
23. *Observations from the Chair* : 1950 to March 1996
24. *Directions by the Speaker* : 1st to 4th Edition

*All the books identified as rare books by the Parliament Library have been Microfilmed.

25. *Historical Documents*

- (i) Indian Round Table Conference Proceedings: (1930-1932)
- (ii) Constituent Assembly of India; Constitutional Precedents 1947
- (iii) Indian Statutory Commission: Memoranda (1930)
- (iv) Sardar Patel's Correspondence (1945-1950) (Vols. I to X)
- (v) Indian Historical Records Commission-Proceedings (1920-1960)
- (vi) Partition Proceedings—Expert Committee No. I (1947-1949) (2 Vols.)
- (vii) Indian Record Series-Fort William-India House Correspondence: Vols. II to IV and other contemporary papers and Vols. VI to XXI

26. *Publications, etc.*

- (i) Journal of Parliamentary Information : April 1955 to December 2007
- (ii) Parliament of India (Souvenir) : 1st to 10th Lok Sabha
- (iii) Who's Who, Lok Sabha (Hindi) : 1967-1999
- (iv) Who's Who, Lok Sabha (English) : 1950-1999
- (v) Who's Who, Rajya Sabha (Hindi) : 1970, 1972 & 1974
- (vi) Who's Who, Rajya Sabha (English) : 1952-2000
- (vii) Rajya Sabha Members' Biographical : 1952-1990
Sketches
- (viii) Report of Indian Parliamentary : 1950-1998
Group

27. *Parliamentary Museum & Archives Collections*

- (i) Private Papers of Shri G.V. Mavalankar : 200 pages
- (ii) Private Papers of Prof. N.G. Ranga : 4919 pages
- (iii) Private Papers of Shri Jwala Prasad Jyotishi : 742 pages

86. Gazettes and Debates Section.— The Section is located on First Basement in Hall No. FB 025 of 'G' Block of the Parliament Library Building. It maintains the debates of the Central Legislative

Assembly, Constituent Assembly, Provisional Parliament, Lok Sabha, Rajya Sabha, State Legislatures and foreign Parliaments (Australia, Canada, New Zealand, Pakistan, U.K. and U.S.A.) and indices of Lok Sabha and Rajya Sabha debates for reference and research by Members of Parliament and their PSs/PAs, Officers of both the Secretariats of Parliament, media persons, Research Scholars and others engaged in the working of the Parliamentary institutions. The Section also maintains the Gazette Notifications of Union and State Governments and Union territories. Original Verbatim reporting of the proceedings of Lok Sabha and bound volumes of Papers Laid on the Table are maintained in the Section. The synopsis of the proceedings of Lok Sabha and Rajya Sabha are also maintained. All these documents have been stacked in Basement I & Basement II of 'G' block of Parliament Library Building.

87. Administrative and Preservation Section.— The Administrative and Preservation Section of the Library Division deals with the general administration of the Library, maintenance and preservation of Library holdings, grant of Library facilities to Research Scholars (Indian and foreign) and personal staff of Members of Parliament, stock verification, binding of publications, training of staff and the acquisition of all Library equipments.

88. Acts and Bills Section.— The Acts and Bills Section, located at Room No. FB-60 in 'I' Block of the Parliament Library Building, preserves and maintains the record of all the Central Government and State Government Acts and Ordinances, Government and Private Members' Bills, Central and State Government Rules, Joint Select Committee Reports, Constitution of India, Government of India (Allocation of Business Rules) 1961, Foreign Acts of selected countries [as and when received], etc., for reference and use by Members of Parliament, researchers and other users.

The Section carries out corrections regularly in five copies of Constitution of India, Government of India (Allocation of Business Rules) 1961 and Central Acts as amended from time to time so as to keep them up-to-date. Reports of the Joint/Select Committees (constituted from time to time to review Bills) as presented to the Lok Sabha/Rajya Sabha (available since 1921) are maintained.

Copies of all the Central Acts since 1836 are preserved and maintained chronologically. The volumes of India Code, updated copies of Central Acts and Ordinances promulgated by the President

of India, received from the Ministry of Law and Justice are also maintained. Five copies of the Central Acts (loose) as amended up-to-date are maintained by the Section. The Rules, Regulations and Notifications of the Government of India Laid on the Table of House, under the Central Acts, are procured from the Table Office and maintained in the Section.

89. Reprography Service.—The Reprography Service set up in 1975 caters to the urgent official photocopying needs of the Members of Parliament, Officers and Branches of the Lok Sabha Secretariat and media persons accredited to Lok Sabha Press Gallery to cover the proceedings of the House.

The Service also provides facilities for photocopying and computerized typing of personal correspondence/documents to Members of Parliament on payment basis in Room No. 45, Library Ground Floor, Parliament House. Here, MPs and former MPs can get their documents photocopied on a nominal payment of Rs. 1 per copy. English and Hindi typing work can be done on a payment of Rs. 6 per page for single space and Rs. 5 per page for double space. Additional copies of the typed documents are charged @ Re. 1 per page. Another unit of Reprography Service located in G-037, Parliament Library Building also provides photocopying facilities on payment basis.

90. Computerised Information System.— In a parliamentary system, the representatives of the people need objective, factual and timely information. In view of this, the Parliament of India has taken significant steps in developing Information Technology (IT) to assist parliamentarians in the effective discharge of their duties. The Parliament Library made a modest beginning towards automation in December 1985 when a Computer Centre for managing the Parliament Library Information System (PARLIS) was set up. Later, an Expert Committee was set up in 1991 under the Chairmanship of the Secretary-General of Lok Sabha to identify relevant areas for introduction of IT and to suggest an integrated scheme for implementing the same. After considering the report of the Expert Committee, the work of automation was entrusted to the National Informatics Centre (NIC) and the Computer Maintenance Corporation Ltd. (CMC). NIC was made responsible for introduction of IT in Questions, Legislative procedures, Administration, office automation and Parliament Library and Reference, Research, Documentation and Information Service (LARRDIS). CMC was assigned the job of

automating the Reporters' and Committee Branches. CMC was also assigned the work of maintenance of the hardware.

Over the years, the Computer Centre has played a key role in the modernization and computerization not only of the Parliament Library but also of the entire Lok Sabha Secretariat. It has also been providing necessary technological support for managing different activities of the Secretariat and to meet the information requirements of Members of Parliament. Keeping pace with the continuous growth in the requirements of members, and the rapid development in the field of information technology, almost all the activities of the Lok Sabha Secretariat have since been computerized.

Parliament Library Information System (PARLIS)

A large number of index-based databases of information generated within the Parliament were initially developed by PARLIS to make available non-partisan, objective and authentic information and authoritative data on a continuous and regular basis to the parliamentarians. Later, all the databases were converted into full text databases and were made available on the Parliament of India Home Page.

Parliament of India Home Page

The Parliament of India Home page was inaugurated by Dr. Shanker Dayal Sharma, the then President of India, on 15 March, 1996. In a very short period, the Home page containing information generated within the Rajya Sabha and Lok Sabha has become an important source of information and reference tool about the Constitution of India, history of Indian Parliament, its practices and procedures, profiles and socio-economic background of members and the proceedings of Constituent Assembly, Rajya Sabha and Lok Sabha. The major components of the parliamentary information now available on the Parliament of India Home page are:—

(i) Business of the House

- List of Business
- Bulletin—Part I
- Bulletin—Part II
- Synopsis of Debates
- Daily Debates

- Debates (with search facility)
- Questions List
- Parliamentary Questions/Answers (with search facility)
- Resume of Work
- Wit & Humour in Parliament

(ii) Members of Parliament

- List of Members (1st to 15th Lok Sabha)
- Biographical Sketches of members (1st to 15th Lok Sabha)
- Members' Home pages Addresses/E-mail Addresses of members
- Handbook for Members
- Members of Parliament Local Area Development Scheme (MPLADS)

(iii) Information about Parliamentary Committees and their Reports

(iv) Bills (Govt./Pvt. Members) from 1947 onwards

(v) General Information

- Deputy Speaker's Office
- Panel of Chairpersons
- Library
- BPST
- Parliament Museum
- Lok Sabha TV
- Organization of Lok Sabha Secretariat

The answers to the Lok Sabha Questions received from the Ministries through e-mail are available on the Parliament of India Home page. Subject-wise, member-wise, Ministry-wise and date/Session-wise search is available in Questions. The floor version of the text of Debates in bilingual form is also available on the Home page. Members can access debates by subject/date/Session/year-wise. The debates can also be accessed with combination search of members and subject. The Lok Sabha Debates are telecast live on Lok Sabha Television; live audio and video streaming of Lok Sabha Television is made available through the Home page.

Important speeches of the President of India, addresses to Parliament and to the nation, information relating to former Presidents, Vice-Presidents, Prime Ministers and Council of Ministers are available on the Home page. Links to the Websites of Rajya Sabha (contains information on various parameters as released on the Lok Sabha Home page), Government of India, States and Union territories, Election Commission, Supreme Court and High Courts, and other Parliaments have been provided under the icon Legislative sites, Judicial/Legal sites and official sites on Lok Sabha Home Page.

In addition, Virtual Tour of Parliament House and Parliament Library, general information about Parliament, the Rules of Procedure and Conduct of Business in Lok Sabha, the Directions by the Speaker, Government of India Manual on Parliamentary Work and Government Instructions on dealings with MPs are available on the Home Page. Besides, 24-hour Lok Sabha TV webcast, its schedule, important video clippings, etc., are available.

The web page of Lok Sabha is periodically redesigned keeping in view the easy access of information by the users. The data released on the website is organized logically through user-friendly drop-down menus. Navigation of information across the pages is available. Access to this site can be had at <http://www.loksabha.nic.in>.

Computerization in Parliament Library

The activities of Parliament Library have been automated by using an indigenously developed software package 'LIBSYS', an integrated Library application web-enabled software package covering almost all functions of the Library, *viz.* Acquisition, Cataloguing, Circulation, Serials Control and Articles Indexing. On-line search of Bibliographic information is also available on the Library Home page.

Bibliographic information on the new additions of books, Government publications and UN and other International Publications to Parliament Library is released on the Home page every month.

Documentation Service

To keep pace with the advances in Information Technology, the Documentation Section of LARRDIS was computerized in the year 1989. The computerized database is designed to cater to the reference needs of members and officers of Parliament, Committees, Research and Reference personnel and other staff members. Indexes of

important articles published in newspapers and journals and publications of national and international organizations are available through the Home page and users can access the articles subject-wise. Subject-wise bibliographies and select lists of publications on various subjects are compiled and released on the Home page. This has facilitated the availability of instant and up-to-date information to Members of Parliament.

Digital Library

A Digital Library of electronic publications on DVDs, CDs, tapes and floppies was set up in 1997 to cater to the information needs of members of Parliament and officers of Lok Sabha Secretariat. The Digital Library collection is being developed keeping in view the core areas of interest of members and latest technological advances. The collection can be accessed through the Local Area Network (LAN) or through <http://164.100.24.230>. A member is entitled to borrow two DVDs/CDs at a time for reference and use.

Computer Facilities and Training for Members of Parliament

Keeping in view the information requirements of the Members of Parliament, it was felt necessary to provide computer facilities to them at their residences/work places. Accordingly, each member is being provided a fund of ₹ 2 lakh for purchase of Computer Equipment, viz. Laptop, Desktop, Printers, e-Reader Devices, etc., under the scheme of Financial Entitlement, since 2009.

MPs' Home pages

Each Member of Parliament has a web page which contains bio-data, information about participation in parliamentary proceedings, Questions, Bills, Motions and information pertaining to the development of constituency. Links to members' Home pages are available on the Parliament of India Home page. The members' Home page has been developed and is being maintained by the Software Unit. In case a member desires to post some information on the Home page, the same can be forwarded to the Software Unit.

Training

Orientation Programmes are organized at the Bureau of Parliamentary Studies and Training for the benefit of the MPs/Officials in acquiring knowledge and developing/sharpening their skills in various uses of information technology for parliamentary work. These

are conducted by specialized agencies like CMC, NIC and the Ministry of Communications and Information Technology. A Computer Training Room has been set up in the Parliament Library Building to conduct regular training programmes for Members of Parliament, their staff and officers of Parliament.

Query Booth

Member's Query Booth in Room No. G-127 in the Parliament Library Building assists MPs for purchase of Computer Equipment under the 'Scheme of Financial Entitlement' and imparting training to familiarize them with the functions of e-Reader devices.

Committee on Provision of Computers to Members and Officers

A Committee on "Provision of Computers to Members of Parliament, Offices of Political Parties and Officers of Lok Sabha Secretariat" consisting of 15 members is nominated by the Speaker, Lok Sabha with the Deputy Speaker of Lok Sabha as Chairperson. The purpose of the Committee is to direct/guide the Lok Sabha Secretariat and the agencies involved in the computerisation of the Members' Project about the latest technological developments. It also frames the policies relating to the procurement, distribution and maintenance of computers.

Scheme of Financial Entitlement to Members of Lok Sabha for purchase of Computer Equipment

After the constitution of the 15th Lok Sabha, a Financial Scheme was launched in 2009 by the Speaker to facilitate purchase of computer and other peripherals by members. Under the scheme, a member of Lok Sabha elected in the General Election or nominated by the President of India under Article 331 of the Constitution is entitled to purchase computer hardware/software and other peripherals up to ₹ 2,00,000/- and those elected in by-election/nominated by the President for less than three years are entitled to purchase computer items up to ₹ 1,50,000/-. However, purchase of e-Reader device shall be mandatory for a member to avail the above financial entitlement. Maintenance and Insurance charges of the computer hardware procured by the members under the scheme are to be borne by the members themselves. The computer equipment purchased by members under the Scheme shall remain with them. However, they shall have to deposit depreciated cost of the computer equipment as per prevailing Income Tax Rules when they cease to be a member.

Computer Hardware to Political Parties

As per provision of Computer Equipment (Legislature Party in Lok Sabha and Officers) Rules, 2009, political parties which have been allotted accommodation in Parliament House Complex shall be entitled to one Desktop, one UPS, one Printer and Internet Connection by the Secretariat. Maintenance of the computer hardware shall be provided by the Secretariat. The expenditure on Insurance and consumable items shall be borne by the political parties. The computer hardware shall be received by the Leader/Chief Whip on behalf of the party. Where a Leader/Chief Whip ceases to be a Leader/Chief Whip or a Member of Lok Sabha, they shall be liable to return the computer equipment to the Secretariat. In case they fail to return the same, they shall be liable to deposit the cost of the computer equipment. Where they fail to deposit the cost of the computer equipment, the same shall be recovered from the amount payable to them by the Secretariat.

Maintenance of Computers

The work of maintenance of computers in the Secretariat has been entrusted to the CMC Ltd. They have set up a Call Dispatch Centre in Parliament Complex to register the calls received from all officers/Branches. A team of engineers has been deputed by CMC to attend to the complaints. The Call Dispatch Centre also provides telephonic support for users' assistance.

Speaker's Home Page

The Speaker's Home page was released on 25 January 2002. The Home page contains the profile of the Speaker, Lok Sabha, political and personal achievements, important rulings/decisions, important speeches, information pertaining to the development of their constituency, tours undertaken and photo gallery. Profiles of all the former Speakers are also available in this section. A link to the Speaker's Home page has also been provided in the Parliament of India Home Page.

Intranet and E-mail Services

To facilitate sharing of data and access to internet, a high speed Local Area Network (LAN) has been laid. LAN of all the three buildings in the Parliament Complex and Reception Offices is connected with one another through Optical Fibre Cables for providing high speed

connectivity. The computer connectivity to the outside world, including Internet, is being provided through the Network known as NICNET. The Parliament of India is connected to NICNET at NIC (HQ), CGO Complex, through a 1 GB optical fibre link. The NICNET connects all the Central Ministries/Departments, State capitals, important institutions and all the District Headquarters of the country. There are about 3000 LAN nodes in the Parliament complex. All the users have been provided access to Internet. Also, a dedicated Email Messaging Service with the domain name *sansad.nic.in* is available to all Members of Parliament and Officers/Sections of the Secretariat.

Training

Computer Awareness Programmes are organized periodically by the Bureau of Parliamentary Studies and Training for the benefit of members of Parliament and officials of the Lok Sabha Secretariat with a view to imparting/developing their computer skills for parliamentary work. These Programmes are conducted by specialized agencies like the National Informatics Centre (NIC) and CMC Ltd. A Computer Lab with state-of-the-art facility is located in the Parliament Library Building where Members of Parliament, their staff and officers of Parliament are given hands-on training.

91. Media and Public Relations Services.— The Press and Public Relations (PPR) Wing of the Lok Sabha Secretariat liaises with the print and electronic media and various governmental publicity organizations. It also deals with all matters concerning the Press Gallery of the Lok Sabha (with a seating capacity of 123), including the issue of passes for the Press Gallery and the Central Hall, general entry and car park labels and provision of facilities to correspondents covering the proceedings of the House. Media persons accredited to the Lok Sabha Press Gallery are issued Radio Frequency Tags for a period of one calendar year, which are renewed in the month of January every year. Since the year 2002, a separate section named the Centralized Pass Issue Cell (CPIC) has been issuing the passes on the basis of recommendations forwarded by this Wing.

The facilities provided by the PPR Wing include the supply of parliamentary papers such as List of Business (*i.e.* daily agenda), Committee reports, Papers Laid on the Table of the House, etc., to all correspondents. Photocopying of select pages and fax facilities are also available to media persons, free of cost, on request. Three well-furnished Press Rooms have been provided to media

representatives in Parliament House near the Lok Sabha Press Gallery. The facility of simultaneous interpretation of the proceedings of Parliament is also available to the correspondents in the Press Gallery. Large screen television sets have been placed in the Press Gallery as well as in the three Press Rooms to enable journalists to watch the proceedings of both Houses which are telecast live by the Lok Sabha Television (LSTV) and Rajya Sabha Television (RSTV).

A separate Work Station has been provided for media persons with 10 computers with internet connection, one TV set and a telephone in the Parliament Library Building to enable them to file their stories on parliamentary proceedings, events and activities.

Canteen facilities are extended to media persons at Room Nos. 54 and 73 in Parliament House, and Room No. G-142, Parliament Library Building.

Admission of Press correspondents to the Lok Sabha Press Gallery is regulated as per the recommendations given by the Press Advisory Committee, which is constituted by the Speaker of Lok Sabha every year from amongst senior media persons. The PPR Wing provides the secretarial assistance to the Committee and organizes its meetings.

Press Releases on all matters relating to various Sessions of the Lok Sabha and meetings of Parliamentary Committees, Parliamentary Conferences, visits of foreign Parliamentary Delegations to India and of Indian Parliamentary Delegations to other countries and national and international parliamentary functions taking place in Parliament complex are issued by the PPR Wing. Special arrangements are made for wider coverage of important Parliamentary Conferences by setting up Media Centers catering to the needs of the print and the electronic media. All Press Conferences of the Speaker, Deputy Speaker, Chairpersons of Parliamentary Committees and Secretary-General of Lok Sabha are also arranged by the PPR Wing.

For easy identification of a member in the House by the Speaker, a Photo Chart showing members' photographs, their names, constituencies and Division Numbers is prepared by this Wing and placed on the Table of the Speaker in the Lok Sabha Chamber. Copies of the Chart are also provided in the Chambers of the Speaker, Secretary-General, etc. The Chart is updated/revised as and when Division Numbers of members are revised.

With the objective of wider dissemination of knowledge about the working of parliamentary institutions, handy Information Folders on important parliamentary activities and various aspects of parliamentary practices and procedures are brought out and distributed to Members of Parliament, media persons, visiting dignitaries from India and abroad and others by the Wing.

Research Fellowships:—Research Fellowships for writing books—three in Hindi and two in English, and Fellowships for writing Monographs—three in Hindi and two in English—every year have been instituted by the Lok Sabha Secretariat with a view to promoting original studies on matters of parliamentary interest. A Fellowship Committee is appointed by the Speaker for this purpose. The Committee is assisted in its work by the PPR Wing.

This Wing sets up a temporary studio in Parliament House for taking photographs of members of Lok Sabha for inclusion in the 'Who's Who' of Lok Sabha, Photo Chart and for use by various branches/agencies.

Teleprinter Service:—In order to keep pace with the latest developments in the country and abroad, English and Hindi teleprinters of national news agencies have been installed in Parliament House and Parliament Library Building.

Lok Sabha Calendar:—A Lok Sabha Calendar is brought out by this Wing for distribution among members of Parliament, Presiding Officers of Legislatures, dignitaries, media persons and officials of the Secretariat.

92. Audio-Visual Unit.— As part of modernisation of Library and Information Services, an Audio-Visual Unit was set up in 1992 for keeping/viewing video/audio records of the Lok Sabha Debates; proceedings of National and International Parliamentary Conferences/seminars; Parliamentary films and language learning courses for Members of Parliament, visiting dignitaries, media persons, Government officials, Research Scholars of recognized institution/Universities, film producers and other interested persons. The Unit is now functioning in Room No. G-140, PLB. It also has a separate viewing room for Members of Parliament and an editing room.

The Unit is looking after the work of selection and collection of multimedia material, accession, classification and preservation of the cassettes/DVDs/VCDs of parliamentary proceedings of both the

Houses since 1992 and important parliamentary functions/events like conferences, seminars, symposia, workshops and telefilms on different aspects of parliamentary practices and procedures.

The Audio-Visual Unit has also acquired Language Learning Courses in various Indian and foreign languages and has also added to its holdings audio cassettes pertaining to classical and instrumental music and patriotic songs for the use of Members of Parliament and for use at various parliamentary functions. The following Language Learning Courses (audio and video cassettes) are available for listening/viewing in the Viewing Room:

Audio-Cassettes

- (i) Language learning courses in Kannada, Malayalam, Tamil and Telugu through English;
- (ii) Hindi language learning course through commentaries in Assamese, Bengali, English, Kannada, Malayalam, Oriya, Tamil and Telugu;
- (iii) Language learning courses in 23 foreign languages, *viz.* Arabic, Chinese, Danish, Dutch, Finnish, French, German, Greek, Hebrew, Icelandic, Indonesian, Italian, Japanese, Korean, Malay, Norwegian, Persian, Polish, Portuguese, Russian, Serbo-Croatian, Spanish and Swedish through English;
- (iv) Language learning courses for learning Hindi language through English; and
- (v) Language learning courses for learning English language through Hindi.

Video-Cassettes

Language Learning Courses in four foreign languages, *viz.* French, German, Italian and Spanish through English.

The Unit is equipped with facilities for viewing DVC Pro and VHS Cassettes and dubbing of speeches of members, LSTV programmes and other parliamentary events into VHS Cassettes/ VCDs/DVDs for being supplied to Members of Parliament and others on payment basis as decided from time to time.

93. Telecasting Unit.— The Unit coordinates with Doordarshan/ All India Radio and other official agencies for the telecast/broadcast

of important parliamentary proceedings (*e.g.* President's Address, General Budget, Railway Budget, Confidence/ No-Confidence Motion, etc.) and important parliamentary functions held in the Parliament precincts and elsewhere. It makes all necessary arrangements for effective and uninterrupted telecast/broadcast by providing infrastructural and other assistance to the concerned agencies. The Unit liaises with official/private agencies for transferring the proceedings from U-matic/Betacam tapes to DVC Pro cassettes and from U-matic/Betacam cassettes to Video CDs/DVDs.

As an extension of telefilming and televising of parliamentary proceedings, video films were prepared on different parliamentary practices and procedures and related parliamentary topics for the use of new Members of Parliament and State Legislatures.

Parliamentary films also facilitate in educating students, media persons and others about various facets of the functioning of the Parliament. Six Parliamentary films which have been prepared so far are:

- (i) Private Members' Bills;
- (ii) Parliamentary Questions;
- (iii) Parliamentary Etiquette and Manners;
- (iv) Financial Committees;
- (v) Enriching the Debates in Legislatures; and
- (vi) How to be an Effective Parliamentarian?

Two films *viz.* '*Parliamentary Etiquette and Manners*' and '*How to be an Effective Parliamentarian*?' were also dubbed in Russian.

94. Lok Sabha Television Channel (LSTV) .— The Speaker in consultation with the leaders of political parties in Lok Sabha, took the historic decision in August, 2005 to start a 24 hour television channel of Lok Sabha, independent of *Doordarshan*, that would be carried by cable operators all over the country. On 24 July, 2006, with the commencement of the Monsoon Session, Lok Sabha Television (LSTV) began continuous 24 hour broadcast. The Channel is also available throughout the country on the *Doordarshan* DTH platform.

The Channel is a unique platform for providing citizens unprecedented access to the working of the country's parliamentary democracy. It can be seen as a technological extension of the Visitors Gallery of the Lok Sabha to bring the Parliament closer to the people. The Lok Sabha TV Channel is a unique Channel as it is owned and operated by a House of Parliament.

LSTV carries not only the live telecast of the proceedings of the Lok Sabha but also features various informative, interactive and substantial value-added programmes of general interest and on issues relating to democracy, governance, social, economic, constitutional and of citizens concerns. Besides, award-winning films in Hindi and other Indian languages produced/supplied by the National Film Development Corporation (NFDC) and the documentaries provided by Films Division and the Public Service Broadcasting Trust (PSBT) are also showcased.

As part of setting up the Lok Sabha Television Channel, a studio equipped with modern recording and telecasting facilities was set up in the first basement, Parliament Library Building. The studio was initially set up by *Doordarshan* and later on handed over to Lok Sabha Television. Broadcast Engineering Consultants India Limited (BECIL), a Public Sector Undertaking in the Ministry of Information and Broadcasting was assigned the job of setting up of infrastructure facilities for LSTV. Accordingly, the old robotic cameras in the Parliament Chamber were replaced and ten new robotic cameras were installed in strategic locations for better visibility of the proceedings. A second studio with High Definition (HD) equipment and a Transmission room were set up to further facilitate the recording and telecasting of LSTV proceedings. The second studio is a sophisticated studio with high definition cameras which are robotically controlled and make it possible for invited audience programmes, dance and music programme and other kinds of programmes to be filmed and recorded or broadcast live. An Earth Station has been installed for LSTV Channel so that the Channel can be directly uplinked with the satellite. With the installation of the Earth Station, the Channel becomes first of its kind, *i.e.* the first Parliamentary Channel which has its own earth station. The Lok Sabha Proceedings are recorded in the Production Control Room of the Channel in Room No. 50, Parliament House. The live proceedings of the House are received in the Transmission Room through optical fibre connectivity from where they are transmitted.

The Lok Sabha Television works on the principles of a public broadcaster so as to cater to the masses and to that section of the nation that is interested in the day to day working of Parliament, debates on social issues, discussions on international affairs, current affairs, views of visiting dignitaries, documentaries on culture, common man issues, etc. In pursuance of these objectives, a very nominal fee is charged from private television networks who show interest to telecast/broadcast the live/recorded proceedings or to use the recorded excerpts/footage of Parliamentary proceedings, by allowing them to use the feed on certain terms and conditions. However, *Doordarshan* is allowed to use all footage free of any charge.

95. Parliamentary Museum and Archives—Origin :— The origin of the Parliamentary Museum and Archives can be traced to 1976, when as a part of the Parliament Library and Reference, Research, Documentation and Information Service (LARRDIS), the Lok Sabha Secretariat set up the Parliamentary Archives of Photographs and Films to preserve an authentic and up-to-date pictorial record of the history of the Indian Parliament, its activities and eminent personalities. The years 1984 to 1989 witnessed a great deal of preliminary work and efforts were made to collect papers, objects and other material connected with the Parliament and previous legislative bodies. The idea was to preserve the past and the present for the future by protecting these from the ravages of time and neglect and through them to make the history and growth of parliamentary institutions and the political system better understood.

As an outcome of these efforts, the Parliamentary Museum and Archives (PMA) was set up which was inaugurated by Shri Rabi Ray, the then Speaker of Lok Sabha, on 29 December 1989. PMA is located in the First and Second basements of the Parliament Library Building (Sansadiya Gyanpeeth).

Aims and Objectives: The basic objective of the PMA is to acquire, collect and preserve the following objects/materials, connected with the Parliament and parliamentary institutions in India and abroad:

1. Rare objects
2. Relics
3. Models
4. Art works

5. Paintings/Portraits
6. Photographs
7. Gifts/Mementoes/Souvenirs
8. Computer Floppies/CDs/DVDs, etc.
9. Other parliamentary antiques like old/historical furniture, pens, writing pads, wigs/dresses of parliamentary officers, etc.
10. Commemorative stamps and coins
11. Official records
12. Manuscripts and private papers of eminent parliamentarians
13. Unpublished dissertations, etc., connected with the origin, growth, structure and functioning of parliamentary institutions in India and their predecessor bodies.

The Parliamentary Museum and Archives, at present, has four distinct sections, *viz.* (i) Museum Section; (ii) Archives Section; (iii) Photographs Section; and (iv) Exhibition Section.

Museum Section

The Museum Section concentrates on the acquisition and building up of collections, preservation of its holdings and display of select items. In due course, it will also undertake other tasks directed towards the dissemination of information about parliamentary institutions and projection of a proper image of, and the encouragement of healthy respect for Parliament by stimulating interest in its growth, activities and achievements.

The Museum Section has in its collection impressive models and photographs of Legislature buildings of Indian States and Union territories and foreign Parliaments buildings; artefacts, charts, illustrations, objects, photographs, etc., relating to parliamentary institutions during the pre and post-Independence period. Besides, the Section preserves portraits and photographs of distinguished freedom fighters and eminent parliamentarians which have been unveiled from time to time in Parliament. Gifts and mementoes received by Parliament of India from State Legislatures, foreign Parliaments, visiting delegations and during various Conferences are also preserved in this Section. The collections of the Museum

Section act as a repository for Parliament Museum and a number of artefacts of the Museum Section's collection have now been beautifully displayed in the Parliament Museum.

Archives Section

The Archives Section concerns with the acquisition, storage, systematic cataloguing and preservation of precious records, private papers of Parliamentarians, historical documents and other documentary materials for promotion and dissemination of research and other literary activities in the field of Parliament and democracy. At a suitable time, these records will be made available for consultation by scholars, private as well as official, to promote scholarly ventures in the sphere of parliamentary and democratic traditions, practices and institutions. Members wishing to hold their papers confidential for a specific number of years are provided with this facility. The Section also has a collection of publications on constitutional developments and parliamentary activities and books on and by Speakers of Lok Sabha, Members of Parliament and Secretaries-General for furtherance of academic pursuits.

The Archives has a collection of documents, private papers, correspondence, notes and photographs of 84 eminent Parliamentarians and freedom fighters which are connected with their parliamentary work and related matters and also 686 books on Constitution, parliamentary activities, parliamentarians and museum.

Photographs Section

The Photographs Section acquires, preserves, catalogues and displays photographs relating to the history of the Indian Parliament and its events and activities, including those relating to Indian Parliamentary Delegations visiting foreign countries and foreign Parliamentary Delegations visiting India. It also caters to the needs of different Branches of Lok Sabha and Rajya Sabha Secretariats for photographs and organizes temporary exhibitions on different occasions.

The Section maintains an up-to-date pictorial record of the activities of Parliament and of eminent parliamentarians and its present collection has about 18,000 photographs. The photographic collection of PMA is also maintained in the digital format to ensure better preservation and quick retrieval of photographs.

Exhibition Section

This Section in cooperation with the Directorate of Advertising & Visual Publicity and State Legislature Secretariats organizes for Members of Parliament and the general public, exhibitions on various themes in different parts of India and abroad, depicting our ancient democratic heritage and its growth and development into a modern democratic parliamentary institution. The exhibitions broadly comprise photographs, statistical charts, diagrams, write-ups, quotations, short films, audio-visual presentations and computer interactive programmes and provide a glimpse of the democratic heritage of our country and parliamentary institutions.

96. Hi-tech Parliament Museum.— An ultra-modern, hi-tech and interactive Parliament Museum of international standards, highlighting India's rich democratic heritage, set-up on an area of more than 1,500 square metres on the Ground Floor and the Mezzanine Floor 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. The Museum depicts the continuum of democratic heritage through seven major clusters with the help 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. The country's democratic heritage has been inscribed in brief in Braille language at different places in the Museum for the benefit of visually challenged visitors.

The Museum has been conceptualized, designed and operationalised by Dr. Saroj Ghose, eminent Museologist and former President of the International Council of Museums in UNESCO, Paris, and retired Director-General of the National Council of Science Museums in India.

A well equipped Conservation Laboratory has been set up to take care of preservation and restoration of important collection of artefacts in the Parliament Museum. There is also a Resource Centre with a fully computerized textual and visual information bank.

Apart from the general visitors, a large number of school children, high constitutional dignitaries and other eminent personalities visit the Museum. The visitors can enjoy an 'Arm Chair Tour' of the Museum through DVD/CD. On the Mezzanine floor, there is a

Souvenir Shop having more than 50 items with Parliament Logo, on sale. An interactive website (www.parliamentmuseum.org) on the Parliament Museum provides an opportunity to the viewers for a virtual visit of the Museum.

The Museum is open to the public from 1100 hours to 1700 hours on all weekdays, except Sundays, Mondays (during inter-Session period) and Government holidays. Access to the Museum is from the Reception Office of the Parliament Library Building located at Pandit Pant Marg.

CHAPTER VII

BUREAU OF PARLIAMENTARY STUDIES AND TRAINING

97. Aims and Objectives.—The Bureau of Parliamentary Studies and Training was established in 1976 as an integral part of the Lok Sabha Secretariat. The Bureau, among other things, seeks to provide legislators and officials with institutionalized opportunities for systematic training in various disciplines of parliamentary institutions, processes and procedures.

With a view to familiarizing new Members of Parliament and State Legislatures with the intricacies of parliamentary practices and procedures, the Bureau organises Orientation Programmes for them. These Programmes seeks to promote a proper appreciation of the constitutional role and position of the Parliament and the State Legislatures as representative institutions, familiarize the members more closely with the parliamentary traditions, etiquette and conventions, and help them in making the best and most effective use of the precious time of the House.

The Bureau also organizes Hindi classes for non-Hindi speaking Members. Besides, Computer Awareness programmes for Members of Parliament as well as their personal staff are organized.

Since August 2005, the Bureau has been conducting a Lecture Series for Members of Parliament by domain experts and specialists on issues of topical interest when Parliament is in session.

The Annual Parliamentary Lecture in honour of the eminent parliamentarian, Prof. Hiren Mukherjee, which was instituted in 2008, is also organized by the Bureau. The Inaugural Lecture was delivered by Nobel Laureate Prof. Amartya Sen on 11 August 2008. The subsequent Lectures were delivered by Prof. Muhammad Yunus, Prof. Jagdish Bhagwati, and H.E. Lyonchhen Jigme Y. Thinley, the then Prime Minister of Bhutan.

Further, the Bureau organizes Round Table Discussions on important issues concerning the institution of Parliament and democracy. These Round Table Discussions are attended by eminent personalities from different walks of life. Also, Seminars on issues of topical importance are organised from time to time, which are attended by Members of Parliament/State Legislatures, eminent personalities/dignitaries, etc. Familiarization Programmes are organized for the benefit of the media persons covering the proceedings of Parliament and State Legislatures.

The Bureau, every year conducts two International Training Programmes of one-month's duration for Foreign Parliamentary Officials, *viz.*, the 'Parliamentary Internship Programme' and the 'International Training Programme in Legislative Drafting'. In addition, the Bureau organizes Training Programmes and Study Visits for Members and officials of Foreign Parliaments and State Legislatures, Government Officials, scholars and students. Attachment Programmes for Parliamentarians and Parliamentary/Government Officials of foreign countries with the Indian Parliament are also conducted on specific requests.

The Bureau regularly organizes Appreciation Courses in Parliamentary Practices and Procedures for Probationers of various All-India and Central Services, such as the Indian Administrative Service, Indian Foreign Service, Indian Police Service, Indian Revenue Service, etc. The Bureau also organizes Courses/Programmes for Middle and Senior Level Officers of various Ministries/Departments, Public Sector Undertakings, and Officials of Parliament and State Legislatures. Programmes are also conducted for Professors and Lecturers of Universities and Colleges.

The Bureau organizes one-day Study Visits for students of various schools, colleges and educational institutions from across the country. The objective of these Study Visits is to acquaint the students with the working of Parliament and to make them aware of its primacy in our democratic system.

The Bureau also organizes Call-on Meetings with the Speaker of Lok Sabha for various stakeholders, including school, colleges, university students and others.

A one year-long 'Lok Sabha Internship Programme' was launched in January 2008 to provide an opportunity to young men and women with outstanding academic and extracurricular achievements to acquaint themselves with the working of parliamentary democracy and the democratic institutions in general and specifically about the Indian Parliamentary system.

The objective of the various programmes organized by the Bureau is to provide the participants the much needed direct exposure to the environment, culture and traditions of parliamentary institutions so as to enable them to appreciate better the nature of their role and place in the overall context of the parliamentary system and democratic set-up leading to a more informed response of their work in relation to Parliament and representative institutions.

The Bureau is located in Sansadiya Gyanpeeth (Parliament Library Building), Parliament Complex.

CHAPTER VIII

INDIAN PARLIAMENTARY GROUP

98. Constitution and Functions of Indian Parliamentary Group.—(1) The Indian Parliamentary Group is an autonomous body formed in the year 1949 in pursuance of a motion adopted by the Constituent Assembly (Legislative) on 16 August, 1948. The Speaker of Lok Sabha is the *ex-officio* President and Deputy Speaker, Lok Sabha and Deputy Chairman Rajya Sabha are *ex-officio* Vice-Presidents of the Group. The Secretary-General of Lok Sabha is the *ex-officio* Secretary-General of the Indian Parliamentary Group.

(2) The aims and objects of the Indian Parliamentary Group are:—

- (i) to promote personal contacts between Members of Parliament;
- (ii) to study questions of public importance that are likely to come up before Parliament and arrange Seminars and discussions and Orientation Programmes and bring out publications for the dissemination of information to the Members of the Indian Parliamentary Group;
- (iii) to arrange lectures on political, defence, economic, social and educational problems by Members of Parliament and distinguished persons;
- (iv) to arrange visits to foreign countries with a view to develop contacts with Members of other Parliaments; and
- (v) to function as (a) National Group of the Inter-Parliamentary Union, and (b) Main Branch of the Commonwealth Parliamentary Association in India.

(3) As may be seen from the above, the Indian Parliamentary Group functions as the Branch of two International Parliamentary Organisations—the Inter-Parliamentary Union and the Commonwealth Parliamentary Association. The particulars of these organisations as well as the advantages of becoming a member of the Indian Parliamentary Group are given below:—

(i) *Inter-Parliamentary Union*—The Inter-Parliamentary Union (IPU) is an international organisation of the Parliaments of sovereign

States. Its aim is to work for peace and cooperation among peoples and for the firm establishment of representative institution. The IPU fosters contacts, coordination and the exchange of experience among Parliaments and Parliamentarians of all member countries and contributes to better knowledge of the working of representative institutions. IPU also expresses its views on all contemporary questions of international importance for necessary effective implementation of parliamentary actions and suggests avenues for improving the working standard and capacity of international institutions.

At present the IPU consists of 163 Parliaments of sovereign nations. The IPU holds two Assemblies in a year. The First Assembly is held in the first half of the year *i.e.* in April–May and the Second Session of the IPU Assembly falls in the second half of the year *i.e.* in the month of October/November and each assembly spans for four days.

The main advantages of membership of Indian Parliamentary Group, in so far as it functions as the National Group of the Inter-Parliamentary Union, are as follows:—

- (a) The events provide an opportunity to study and understand contemporary changes/reforms taking place in various countries of the world.
- (b) It helps members of Indian Parliamentary Delegation develop contacts with the Parliamentarians of the member countries of the IPU.

In the recent past, members of India Group have been holding various positions on the IPU bodies namely, office bearers in different Committees of the IPU, Rapporteurs, Chairmen of Drafting Committees etc. and by virtue of the same, the Group has been successful in putting forward effectively the view point of India on various important issues dealt in the IPU meetings.

For further details about IPU and participation of Indian Parliamentary Delegations in the IPU Assembly, the following website may be visited:

www.ipu.org and <http://164.100.47.132/LssNew/IPUindia/IPUIndia.htm>

(ii) *Commonwealth Parliamentary Association*—The Commonwealth Parliamentary Association (CPA) is an association of about 17000 Commonwealth Parliamentarians spread over 175 National, State, Provincial and Territorial Parliaments. The aims of the Association are to promote knowledge and understanding of the constitutional, legislative, economic, social and cultural systems within a parliamentary democratic framework with particular reference to the countries of the Commonwealth of Nations. Its mission is to promote the advancement of parliamentary democracy by enhancing knowledge and understanding of democratic governance and by building an informed parliamentary community able to deepen the Commonwealth's democratic commitment and to further co-operation among its Parliaments and Legislatures. This mission is achieved through a Strategic Plan which ensures CPA activities continue to meet the changing needs of today's Parliamentarians. The Secretariat of the CPA is in London. The main advantages of membership of the Indian Parliamentary Group insofar as it functions as the Main Branch of the Commonwealth Parliamentary Association in India, are as follows:—

- (a) *Conference and Seminars*: Membership provides an opportunity for participation in the plenary and regional conferences, seminars, visits and exchanges of delegations.
- (b) *Publications*: All members of the Indian Parliamentary Group are entitled to receive, free of charge, the CPA Newsletter and 'The Parliamentarian' quarterly published by the CPA Secretariat, London. On a request made in the prescribed form available in the Conference Branch of Lok Sabha Secretariat, these publications will be sent to the members.
- (c) *Information*: The Parliamentary Information and Reference Centre of the CPA Secretariat provides information to members on parliamentary, constitutional and Commonwealth matters.
- (d) *Introductions*: The CPA Branches readily assist in arranging introductions for members visiting other jurisdictions. A letter from the visiting member's Branch Secretary is usually helpful in this and other contexts.

- (e) *Parliamentary Facilities:* Members visiting other Commonwealth countries are normally accorded Parliamentary courtesies, especially access to debates and local members.
- (f) *Travel Facilities:* Some Branches provide for a designated number of their members annually to undertake study tours of Commonwealth and other countries to compare political and procedural developments. Other Branches arrange *ad hoc* visits.

For further details about CPA, the following website may be visited www.cpahq.org. and Lok Sabha Home Page-Conference.

99. Members visiting abroad.—(1) When any member of the Group decides to visit abroad, the following information should be given by him to the Lok Sabha Secretariat about two weeks before the date of his departure from India:—

- (i) itinerary with date, time, flight particulars and countries to be visited including transit visits;
- (ii) whether the visit is official or private. In the former case, the exact purpose;
- (iii) the nature of passport held—whether Diplomatic or official or ordinary; and
- (iv) addresses in the countries of visit.

(2) On receipt of the above information, the Lok Sabha Secretariat send intimation to the Secretaries of the National Groups of the IPU and 'Secretaries of the CPA Branches' in the countries of visit requesting them to extend appropriate assistance and courtesies to them.

100. Non-Official Visits abroad by Members of Parliament.—

(1) The following guidelines are to be observed by Members in connection with their non-official visits abroad:—

- (i) If any invitation from any foreign source namely, Government of any country, foreign organizations, etc. is received directly by a member, a copy of such invitation

letter giving full details of the purpose of the visits and the hospitality to be accepted should be sent.

- (a) the Ministry of External Affairs for political clearance; and
 - (b) the Secretary, Ministry of Home Affairs [Foreigners Division (FCRA), NDCC-II Building, Jai Singh Road, Near Jantar Mantar, New Delhi] for accepting any foreign hospitality being offered during visits abroad.
- (ii) On receipt of political clearance from the Ministry of External Affairs and permission from FCRA by the Ministry of Home Affairs, the Member concerned shall keep the Hon'ble Speaker, Lok Sabha informed, *inter-alia*, of the purpose of the visit and the hospitality proposed to be received.
 - (iii) It may kindly be ensured that none of their activities during those visits give an unintended impression that Members are on an official visit on behalf of Parliament.
 - (iv) Before accepting the hospitality the members should satisfy themselves about the credentials of the organization/ institution extending the hospitality.

101. Outstanding Parliamentarian Award.—An award for outstanding Parliamentarian was instituted by the Indian Parliamentary Group in the year 1995. The First and Second awards for the years 1995 and 1996 were conferred on Shri Chandrashekhar and Shri Somnath Chatterjee. The Third and Fourth awards for the years 1997 and 1998 were conferred on Shri Pranab Mukherjee and Shri S. Jaipal Reddy respectively. The Fifth, Sixth, Seventh and Eighth Awards for the years 1999, 2000, 2001 and 2002 were conferred on Shri L.K. Advani, Shri Arjun Singh, Shri Jaswant Singh and Dr. Manmohan Singh, respectively. The Ninth, Tenth, Eleventh and Twelfth Awards for the years 2003, 2004, 2005 and 2006 were conferred on Shri Sharad Pawar, Smt. Sushma Swaraj, Shri P. Chidambaram and Shri Mani Shankar Aiyar respectively. The Thirteenth and Fourteenth Awards for the years 2007 and 2008

were conferred on Shri Priya Ranjan Dasmunsi and Shri Mohan Singh respectively. Shri Arun Jaitley, Dr. Karan Singh and Shri Sharad Yadav have been selected to receive the Award for the years 2010, 2011 and 2012 respectively. The Awards will be presented later.

102. Parliamentary Friendship Groups.—To encourage bilateral relations, IPG has decided to constitute Parliamentary Friendship Groups with other countries in the Parliament.

Each Friendship Group shall consists of at least twenty-two sitting Members of Parliament (15 from Lok Sabha and 7 from Rajya Sabha) in proportion to the strength of Parties in Lok Sabha and Rajya Sabha.

The aims and objectives of the Group will be to maintain political, social and cultural contacts between the two countries and to assist in exchanges of information and experiences on issues relating to Parliamentary activities.

103. IPG Newsletter.—An uninterrupted flow of information to Members regarding the activities of the Group is maintained through IPG Newsletter brought out every quarter. It is sent regularly to all Members of the Group including Associate Members.

APPENDIX

[*Vide* Paragraph 14(9)]

*GROUNDS OF DISALLOWANCE OF ADJOURNMENT MOTION

1. It does not relate to a definite matter.
2. It does not relate to a matter urgent enough to warrant interruption of the business of the day.
3. It does not relate to a matter of sufficient public importance.
4. It does not relate to a matter of recent occurrence which has arisen suddenly but relates to a continuing matter.
5. It is not a matter for an adjournment motion. Other opportunities can be availed of to raise the matter.
6. It raises more than one issue.
7. Notice was not given in time *i.e.* by 10.00 hours.
8. It relates to a matter which is likely to be debated in the near future/discussion on which has already been fixed.
9. The matter sought to be raised is covered by amendments to Motion of Thanks on the President's Address.
10. A motion of No-Confidence in the Council of Ministers is under discussion.
11. The matter should have been raised at the first opportunity.
12. The matter sought to be raised is mainly based on press reports without being substantiated.
13. It relates to a matter which is *sub-judice*.
14. An Adjournment Motion cannot be moved merely to obtain information.
15. It relates to a matter of law and order which is a State subject.
16. It relates to calling of assistance of Army by State Government for maintenance of law and order under the provisions of Criminal Procedure Code for which no responsibility of the Central Government is involved.
17. It relates to a State subject.

*The grounds mentioned are only typical and not exhaustive.

18. No responsibility of the Central Government is involved.
19. It raises a question of privilege.
20. It seeks to revive discussion on a matter which has already been discussed during the current session.
21. It raises a question which under the Constitution/Rules can only be raised on a distinct substantive motion.
22. Wide questions of policy cannot be discussed on an Adjournment Motion.
23. Conduct of a foreign Government cannot be discussed on an Adjournment Motion.
24. Interpretation of provisions of the Constitution/Rules cannot be the subject-matter of an Adjournment Motion.
25. It raises matter entailing legislation.
26. Fast undertaken by individuals or body of people cannot be the subject-matter of an Adjournment Motion.
27. Service grievances cannot be raised through an Adjournment Motion.
28. Arrest made under the normal process of law cannot be subject-matter of an Adjournment Motion.
29. An Adjournment Motion is not in order where redress of the grievances complained of is available under the existing law.
30. It relates to a day-to-day administrative matter.
31. The matter can be raised during discussion on the Demands for Grants of the Ministry/Finance Bill/Motion of Thanks on President's Address.
32. It relates to an individual case.
33. It relates to frivolous or trivial matter.
34. It relates to the affairs of an autonomous corporation/body.
35. An Adjournment Motion cannot be moved on matters where a Minister exercises discretionary powers conferred upon him by a Statute.
36. An Adjournment Motion cannot be moved when Ministers carry out treaty obligations under International Law.

37. Industrial disputes such as lockouts and strikes of a normal character are not proper matters for Adjournment Motion.
38. Apprehended lockout or threat of strike cannot be raised on an Adjournment Motion.
39. Decisions of the Speaker cannot be the subject-matter of an Adjournment Motion.
40. Action taken by authorities in due administration of law cannot be subject of an Adjournment Motion.
41. Policy continued from day-to-day cannot be the subject-matter of an Adjournment Motion.
42. Demonstrations to get an Act of Parliament modified cannot be the subject-matter of an Adjournment Motion.
43. Unsatisfactory reply given to a question or refusal by Government to answer a question cannot be a matter for an Adjournment Motion.
44. Orders promulgated under Section 144 of the Code of Criminal Procedure, 1898 cannot be the subject-matter of an Adjournment Motion.