



परामर्शदात्री समितियों के गठन, कार्य और  
प्रक्रिया संबंधी दिशा-निर्देश

**Guidelines on Constitution, Functions and  
Procedures of  
Consultative Committees**



भारत सरकार  
Government of India  
संसदीय कार्य मंत्रालय  
Ministry of Parliamentary Affairs

सितम्बर, 2005  
September 2005

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सत्यमेव जयते

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## MINISTRY OF PARLIAMENTARY AFFAIRS

### GUIDELINES ON CONSTITUTION, FUNCTIONS AND PROCEDURES OF CONSULTATIVE COMMITTEES

#### 1. Preamble

An informal Consultative Committee system for various Ministries/Departments of the Government of India was instituted in 1954. It was given a formal shape in April 1969 with the issue of Guidelines to regulate the constitution and functioning of the Consultative Committees for various Ministries and Departments, in consultation with the Leaders of Opposition Parties/Groups.

#### 2. Objectives

- To create awareness among the Members of Parliament about the working of Government.
- To promote informal consultation between the Government and the Members of Parliament on policies and programmes of the Government and the manner of their implementation.
- To provide an opportunity to Government to benefit from the advice and guidance of the Members of Parliament in relation to policy matters and implementation of programmes and schemes.

#### 3. Constitution and Dissolution

3.1 Consultative Committees will be constituted for all Ministries/Departments of the Government of India, as far as possible. The Government will decide the composition of these Committees with due regard to the respective strengths of various parties in Parliament.

3.2 A Consultative Committee will have a **minimum membership of ten and a maximum membership of thirty.**

3.3. The membership of Consultative Committees is voluntary. A Member of Parliament desirous of serving as a Regular Member on a Consultative Committee shall send her/his request (in the enclosed proforma) providing options of Consultative Committees for three Ministries/Departments in order of preference to the Leader of his Party/Group in the Lok Sabha/Rajya Sabha, except Nominated Members and Members of small parties/groups (with less than five Members) who may send her/his preferences directly to the Ministry of Parliamentary Affairs. The Leader of the Party/Group will, in turn, after due consideration, forward her/his recommendation to the Ministry of Parliamentary Affairs. A Member of Parliament can become a Regular Member of only one Consultative Committee at any point of time.

3.4 Members of Parliament may also be appointed as Permanent Special Invitees on a Consultative Committee if they have special interest in the subjects of a particular Ministry/Department. A Member can be nominated as Permanent Special Invitee on one Consultative Committee only. However, such a Member will not be entitled to any TA/DA for attending the meetings of the Consultative Committee. **A maximum of five Permanent Special Invitees will be allowed on each Consultative Committee.**

3.5 The Ministry of Parliamentary Affairs will notify the membership of a Member of Parliament on a Consultative Committee taking note of the vacancy position and the preference of the Member of Parliament, on a first come first served basis.

3.6 A Member who is neither a Regular Member nor a Permanent Special Invitee may be invited to a meeting of the Consultative Committee as a special invitee if she/he has given notice of a subject for discussion and it has been included in the agenda or if she/he expresses her/his desire to participate in the discussion on agenda item(s)

notified for the meeting of the Consultative Committee and her/his request has been approved by the Minister of Parliamentary Affairs. However, such a Member will not be entitled to any TA/DA for attending the meeting of the Consultative Committee.

3.7 A Regular Member of the Consultative Committee shall be entitled to receive TA/DA for attending the meetings held during Inter-Session period as per her/his entitlement.

3.8 The Minister in-charge of the Ministry/Department shall preside over the meeting of the Consultative Committee attached to her/his Ministry/Department. Whenever, for exceptional reasons, the Minister in-charge is not able to preside over the meeting already convened, it will either be presided over by the Minister of State of that Ministry/Department or it will be postponed.

3.9 A Consultative Committee may be dissolved if its membership falls below ten due to retirement/resignation of member(s). The remaining Members of such dissolved Committee will be requested to indicate their preferences as prescribed in paragraph 3.3 above for their nomination on the Consultative Committees where vacancies exist.

3.10 The Consultative Committees shall stand dissolved upon dissolution of every Lok Sabha and shall be reconstituted upon constitution of each Lok Sabha.

3.11 Ministry of Parliamentary Affairs will notify the constitution of Consultative Committees.

#### **4. Functions and Limitations**

4.1 The Consultative Committees provide a forum for free and open discussion on the policies, programmes and schemes of the concerned Ministries/Departments in an informal environment.

4.2 Members of Parliament are free to discuss any matter which can appropriately be discussed in Parliament. It would, however, not be desirable to refer on the floor of either House of Parliament to anything which might have taken place in a meeting of a Consultative Committee. This will be binding on both the Government and the Members.

4.3 The Consultative Committees will not have the right to summon any witness, to send for or demand the production of any file or to examine any official record.

## **5. Meetings**

### Number of Meetings

**5.1 Six meetings of the Consultative Committees should normally be held during Session and Inter-session period. Of the six meetings of the Consultative Committees in a year, it shall be mandatory to hold four meetings. Of these, three meetings shall be held during inter-session periods and one meeting shall be held during either the session or inter-session period, according to the convenience of the Chairman of the Committee.**

### Meetings outside Delhi

5.2 One meeting of a Consultative Committee in a calendar year may be held outside Delhi, anywhere in India, during an Inter-session period if the Chairperson of the Committee so desires.

### Date of the Meeting

5.3 Date for a subsequent meeting of a Consultative Committee may be decided in the previous meeting of the Committee, as far as possible.

## Duration

5.4 The duration of the meeting will be decided by the chairperson at her/his discretion depending on the business to be transacted.

## Notice for the Meeting

5.5 In order to facilitate making of adequate administrative arrangements for the meetings of the Consultative Committees and avoid bunching up of such meetings, the Ministries/Departments concerned should, as far as possible, communicate the decision to convene the meeting to the Ministry of Parliamentary Affairs at least four weeks in advance of the meeting.

5.6 Notice for the meeting of a Consultative Committee will be issued to Members and invitees at least 10 days in advance during the Session periods and at least two weeks in advance during the Inter-Session periods by the Ministry of Parliamentary Affairs.

5.7 Notice for the meeting shall be sent to the residential addresses of the Members in Delhi during the Session periods and to their Delhi addresses as well as the permanent addresses during the Inter-session period.

## Quorum

5.8 There is no quorum fixed for conducting the meeting of a Consultative Committee.

## **6. Agenda**

6.1 The Agenda for the meeting of a Consultative Committee may be decided by the Chairperson in consultation with the Members, as far as possible. The Members may also suggest item(s) for inclusion in the Agenda for the consideration of the Chairperson.

6.2 As far as possible, the Agenda for a subsequent meeting of the Consultative Committee may be decided during the previous meeting of the committee.

6.3 The Agenda papers (both Hindi & English versions) [including the minutes of the last meeting, action taken report on the minutes of the last meeting and brief/notes on the agenda item(s) for the ensuing meeting] for the Consultative Committee meeting shall be sent by the Ministry concerned to the Ministry of Parliamentary Affairs at least 10 days in advance in order to ensure its circulation among the Members sufficiently in advance to facilitate informed discussions during the meeting.

6.4 Copies of the Agenda papers (in English & Hindi) must be supplied in adequate numbers (number of Members plus ten during the Session period and double the number of Members plus ten during Inter-session period, respectively) by the Ministry /Department concerned to the Ministry of Parliamentary Affairs.

6.5 The Members may seek details or additional information on items/ additional items of the Agenda from the Ministry/Department concerned through the Ministry of Parliamentary Affairs.

## **7. Recommendations**

7.1 A brief record of the discussions held on the approved Agenda items of the meeting shall be maintained and circulated to the Members.

7.2 In case of unanimity of views in the Committee, Government will normally accept the recommendations of the Committee, subject to the following exceptions, viz.:

- (i) any recommendation with financial implications;

- (ii) any recommendation concerning security, Defence, External Affairs and Atomic Energy; and
- (iii) any matter falling within the purview of an autonomous institution.

## **8. Administrative Matters**

8.1 The Ministry of Parliamentary Affairs shall be responsible for over-all coordination in respect of matters concerning the Consultative Committees.

8.2 Senior Officers of the Ministry/Department concerned shall attend the meetings of the Consultative Committee and will assist the Minister in making presentations on agenda items, providing information and clarifications etc.

8.3 All notices, agenda papers, minutes etc. shall be sent to the residential address of the Members in Delhi during the Session periods and to their Delhi address as well as the permanent address during the Inter-session periods.

## **9. SUB-COMMITTEE**

**No Sub-Committees of a Consultative Committee shall be constituted.**

(Proforma referred to in paragraph 3.3)

**NOMINATION ON CONSULTATIVE COMMITTEE**

I may be nominated on one of the following Consultative Committees in order of preference:-

1. ....
2. ....
3. ....

Signature.....

Name: \_\_\_\_\_  
(in capital letters)

Member : Lok/Rajya Sabha

Party Affiliation:

Telephone and Fax Number at

(a) Delhi Address:

(b) Permanent Address:

To

Deputy Secretary,  
Ministry of Parliamentary Affairs,  
New Delhi.