



Handbook on the Working of Ministry of Parliamentary Affairs



For Official Use

**Handbook on the Working of Ministry
of
Parliamentary Affairs**

**Handbook on the Working
of
Ministry of Parliamentary Affairs**

**Second Edition
Edited by
Dr. R.S. Shukla, IAS
Secretary,
Ministry of Parliamentary Affairs**

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प्रल्हाद जोशी
PRALHAD JOSHI
ಪ್ರಲ್ಹಾದ ಜೋಶಿ



संसदीय कार्य, कोयला तथा खान मंत्री
भारत सरकार
नई दिल्ली
MINISTER OF PARLIAMENTARY AFFAIRS,
COAL AND MINES
GOVERNMENT OF INDIA
NEW DELHI

MESSAGE

It gives me immense pleasure to know that the Ministry of Parliamentary Affairs is bringing out updated version of the Handbook on the working of the Ministry. The first edition of the Handbook was published in the year 2004 and quite naturally, an updated version was the need of the hour as a substantial period has passed containing therein various important and vital developments as far as the functioning of the Ministry and Parliamentary system is concerned.

The Handbook is a great gift in terms of familiarity with the procedures and practices adopted in the Ministry for ensuring smooth functioning of all its branches. It's quite admirable that the Handbook contains everything which may be required for a successful and smooth discharge of duties by the staff/officers of the Ministry. It may prove to be very helpful particularly for incoming senior officer(s) who may take guidance of the Handbook and may contribute their maximum to the cause of the Parliamentary work.

Thanks to the officers whose untiring and exhaustive endeavours resulted into such a nice publication in the year 2004 which has made the working easier for employees/officers of the Ministry. Undoubtedly, it is an outstanding piece of document. The Handbook gives detailed account of various matters viz. Genesis, Evolution and Structure of the Ministry, Legislative and other Government Business in Parliament, Consultative Committees, Welfare of Members of Parliament, Youth Parliament Schemes, Goodwill Delegations and many other important aspects pertaining to functioning of the Ministry of Parliamentary Affairs.

I am sure that updated version of the Handbook will be of immense help to the employees of the Ministry of Parliamentary Affairs in ensuring better output.


(Pralhad Joshi)

New Delhi: August, 2019

Office : Room No. 15, Parliament House, New Delhi-110001
Tel : 011-23017780, 23017798, 23018729, Fax : 011-23792341
Office : Room No. 504, C Wing, 5th Floor, Shastri Bhawan
Tel : 23070522, 23070524, Fax : 23070529
Residence : 5, G.R.G. Road, New Delhi-110001
Tel : 011-23094850, 23093497,
H.No. 122-D, 'Kamitartha' Mayuri Estate, Keshwapur, Hubli-580023 (Karnataka)
Tel. No. 0836-2251055, 2258955 E-mail : pralhadvjoshi@gmail.com

अर्जुन राम मेघवाल, आई.ए.एस. (रिटाइरड)
Arjun Ram Meghwal, IAS (Retd.)



भारी उद्योग एवं लोक उद्यम और
संसदीय कार्य राज्य मंत्री
भारत सरकार, नई दिल्ली-110011
MINISTER OF STATE FOR
HEAVY INDUSTRIES & PUBLIC ENTERPRISES
AND PARLIAMENTARY AFFAIRS
GOVERNMENT OF INDIA, NEW DELHI - 110011

Message

It is a matter of pleasure that Ministry of Parliamentary Affairs has updated the Handbook on its working and is publishing the same.

The Handbook has covered all the facets of working of the Ministry of Parliamentary Affairs. Chapters on Genesis, Evolution and Structure of the Ministry, Legislative and other Government Business in Parliament, Monitoring Assurances in both the Houses of Parliament, Consultative Committees, Welfare of Members of Parliament, Youth Parliament Schemes, Goodwill Delegations, Training of Officials, Salaries, Allowances and Facilities for MPs and many other important contents with regards to functioning of the Ministry of Parliamentary Affairs have been incorporated.

I hereby congratulate the Ministry for their efforts to update the Handbook which clearly lays down the procedure to be adopted for an effective and unhindered handling of the matters. In fact, every Ministry must imbibe this and come out with such publication so as to ensure enhanced productivity for that institution. We need to express our heartiest thanks to Dr. V.K. Agnihotri, IAS and his team who conceptualized this Handbook and paved the way for dissemination of precise information and knowledge while one is assigned duties in the Ministry of Parliamentary Affairs.

(Arjun Ram Meghwal)

New Delhi: August, 2019

वी. मुरलीधरन
V. MURALEEDHARAN



राज्य मंत्री
संसदीय कार्य मंत्रालय
भारत सरकार
MINISTER OF STATE FOR
PARLIAMENTARY AFFAIRS
GOVERNMENT OF INDIA

MESSAGE

I am happy that the Ministry is publishing its updated edition of the Handbook on the working of the Ministry of Parliamentary Affairs. I am sure that updation of the document will provide latest information which will prove to be of great use for the institution.

The Handbook contains detailed description viz. Genesis, Evolution and Structure of the Ministry, Legislative and other Government Business in Parliament, Monitoring Assurances in both the House of Parliament, Consultative Committee, Welfare of Members of Parliament, Youth Parliament Schemes, Goodwill Delegation, Training of Officials and many other important dimensions with regard to functioning of the Ministry of Parliamentary Affairs.

The officers/staff of the Ministry of Parliamentary Affairs have always worked with high degree of dedication and more so during the sessions of Parliament. This Handbook has greater role in providing systematic and methodical ecosystem of working in the Ministry and as such, I heartily congratulate the entire team which undertook this noble work and I wish all the success for the Ministry in its endeavour.

(V.Muraleedharan)

New Delhi: 3rd September, 2019

PREFACE TO THE SECOND EDITION

As per provisions of the Government of India (Allocation of Business) Rules, 1961, Ministry of Parliamentary Affairs has been allocated 24 items prominent amongst them being dates of summoning and prorogation of the two Houses of Parliament, Planning and coordination of Legislative and other Official Business in both Houses, Implementation of assurances given by Ministers in Parliament, Organisation of Youth Parliament Competitions in schools / colleges throughout the country, Administration of four Acts relating to Presiding Officers, Members of Parliament, Leaders of Opposition and Leaders and Chief Whips of the recognized Parties and Groups, among others.

A Pioneer work was undertaken in this Ministry in 2004 under the leadership of Dr. V.K. Agnihotri, IAS, the then Secretary, Ministry of Parliamentary Affairs to document the work flow and processes undertaken in each section of the Ministry which proved to be of great use for personnel working in this Ministry. Detailed description of all the steps required to be taken in performance of each task in the Ministry has been given in the Handbook and policy decisions thereto and sample letters and checklists have also been provided to facilitate the smooth functioning of this Ministry.


With the passage of time, it has been felt that the Handbook is required to be updated considering various improvements and developments in the areas and spheres relating to the working of the Ministry of Parliamentary Affairs. It becomes essential for the government organizations to remain in touch and in tune with the latest information so that various tasks, as per mandate, may be completed more effectively.

Keeping the above objectives in mind, this carefully documented procedural Manual of processes being followed in this Ministry for the execution of various functions has been updated for assessing the quality of work and for helping in-coming officers as well as in-house officers. It is a step forward towards achieving zero defect output in the working of this Ministry.

A dedicated and devoted team is required for completing such an exhaustive and elaborate job. The task of updation of the Handbook on the Working of Ministry of Parliamentary Affairs was undertaken on a short notice, and I am happy that the team led by Dr. Satya Prakash, Joint Secretary and comprising Smt. Suman Bara, Director, Sh. A.K. Jha, Deputy Secretary, Sh. S.S. Patra, Under Secretary, Sh. P.K. Tripathy, Under Secretary and others contributed their best to achieve the target of publishing this updated document in a time bound manner.

Hon'ble Minister of Parliamentary Affairs and Ministers of State in this Ministry have also encouraged and motivated us for bringing out new edition of the handbook. The Ministry expresses its gratefulness to Hon'ble Ministers for their continuous support and guidance. I am sure that this edition of the Handbook will certainly help the staff/officers in efficient discharge of their duties.

Any valuable suggestions for further improvement of this document are always welcome.


(Dr. R.S. Shukla)
Secretary

Ministry of Parliamentary Affairs
Government of India

New Delhi.

Dated: 30th August, 2019

PREFACE

Life is an unending journey of discovery, but it need not necessarily be so while handling one's official business. A carefully documented procedural manual of all the main processes managed by an organisation could eliminate the element of surprise and uncertainty which one encounters when inducted into a new organisation or when there is a change of assignment in the same organisation.

All organisations, particularly government organisations, are understandably very busy managing the work allocated to them. In the course of this daily grind it is difficult to find time to look at the administration of various processes from the outside or to reflect internally on them. However, if certain critical processes have to be managed well and their quality has to be guaranteed in all situations, irrespective of the personnel entrusted with the tasks, a modicum of documentation is absolutely essential. As a matter of fact, process documentation is the first step in the journey of quality assurance leading to ISO quality certification.

The Ministry of Parliamentary Affairs handles several key processes relating to the management of government business in Parliament and issues pertaining to the welfare of Members of Parliament, among others. In the nature of things, these processes entail a zero-defect approach. The Handbook of the Ministry of Parliamentary Affairs has been designed with this end in view. The chapters in this book were identified in the context of the work allocated to the Ministry in the Government of India (Allocation of Business) Rules, 1961 (as amended up to 12/1/2004). The broad framework of each chapter comprises explaining the concerned task through a background note, listing out various components of the process and documenting the policy decisions taken from time to time with regard to that process. At the core of these chapters is a set of samples provided as annexes, which will facilitate speedy and efficient implementation of the processes. In most cases, a check list too has been included in order to achieve the objective of zero-defect.

The preparation of this Handbook, spread over several months on account of pressure of routine work during the Parliament sessions, has been a journey of introspection and self-discovery for all of us involved in this unique and exciting project. All the officials and

staff members associated with the preparation of this Handbook have really looked within and taken time off to look at the processes from the outside in order to document, in the minutest of details, different aspects and dimensions of every process. I would, in particular, like to put on record my deep and abiding appreciation of the wholehearted commitment of Shri K.K. Thakur, Deputy Secretary to the project. Without his faith in the outcome of the project, it would have been a non-starter. He has been by far the key contributor to the text of the Handbook. My thanks are also due to all the other main contributors to the Handbook, namely, Shri Dhani Ram, Deputy Secretary; Smt. Santosh Prabha, Under Secretary; Shri Bhoj Raj, Under Secretary; Shri M. S. Chopra, Under Secretary; Smt. Rewa Rani, Under Secretary; Shri Joseph Zacharias, Section Officer; Smt. Suman Bara, Section Officer; Smt. Manorama Bhardwaj, Hindi Officer; and Shri P. Bepari, UDC. They all did an excellent job of developing the material and providing the inputs, beyond the call of normal duty. In the fitness of things, Shri P. Gopalakrishnan, Joint Secretary, a recent entrant to the family of the Ministry of Parliamentary Affairs, put together the chapter on 'Ushering in a New Lok Sabha', which was not part of the original scheme of the Handbook. I am also grateful to all other officers and staff members of the Ministry of Parliamentary Affairs, who contributed to the preparation of this Handbook in different ways.

I am also grateful to the Minister of Parliamentary Affairs and the Ministers of State in our Ministry, who have greatly appreciated and encouraged the preparation of this document. I am sure, this Handbook will serve as a beacon light for all those organisations in government which have to manage critical and specific processes within an inviolable time frame. I look forward to receiving valuable suggestions for further improvement of this pioneering initiative.

V.K. Agnihotri,

Secretary,

Ministry of Parliamentary Affairs

June 20, 2004

New Delhi

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ABBREVIATIONS

A&P	: Accounts and Purchase
ATR	: Action Taken Report
AC	: Air Conditioning
AIWC	: All Indian Whips' Conference
BAC	: Business Advisory Committee
CGEIS	: Central Government Employees Insurance Scheme
CCPA	: Cabinet Committee on Parliamentary Affairs
CGHS	: Central Government Health Scheme
CEA	: Children's Educational Allowance
CC	: Consultative Committee
CGA	: Committee on Government Assurances
DA	: Dearness Allowance
DCRG	: Death-cum-Retirement Gratuity
DTC	: Delhi Transport Corporation
D.O.	: Demi Official Deptt. : Department
GPF	: General Provident Fund
GSR	: General Statutory Rule
HMPA	: Hon'ble Minister of Parliamentary Affairs
ISO	: International Organisation for Standardisation
IFA	: Internal Financial Adviser IFD : Internal Finance Division
ICPS	: Institute of Constitutional and Parliamentary Studies
JC	: Joint Committee JPC : Joint Parliamentary Committee
JE	: Junior Engineer
LTC	: Leave Travel Concession
LDC	: Lower Division Clerk
LS	: Lok Sabha
LSR	: Rules of Procedure and Conduct of Business in Lok Sabha

LS Sectt.	: Lok Sabha Secretariat
ME	: Members' Emolument
MP	: Member of Parliament
MPA	: Ministry of Parliamentary Affairs MOS : Minister of State
NCT	: National Capital Territory
NDMC	: New Delhi Municipal Committee
OM	: Office Memorandum
O&M	: Organisation and Methods
OBC	: Other Backward Classes
OTA	: Over Time Allowance
OSD	: Officer on Special Duty
PMO	: Prime Minister's Office
PSU	: Public Sector Undertaking
PSI	: Permanent Special Invitee
RS	: Rajya Sabha
RSR	: Rules of Procedure and Conduct of Business in the Council of States
RS Sectt.	: Rajya Sabha Secretariat
SC	: Select Committee
SCs	: Scheduled Castes
SD	: Directions by Lok Sabha Speaker
STs	: Scheduled Tribes
SO	: Statutory Order
SOR	: Statement of Objects and Reasons
TA	: Travelling Allowance
UO	: Unofficial
UDC	: Upper Division Clerk
UT	: Union Territory

THE GENESIS, EVOLUTION AND STRUCTURE OF THE MINISTRY

Coordinating Agency in Parliamentary Democracy

In a parliamentary democracy, parliamentary work constitutes one of the important preoccupations of the government. The day-to-day working of the system makes large claims on the time and resources of the various administrative departments of the government. Though, at any given time, the Houses of Parliament may be concerned with a single legislative proposal or an issue of Government policy or the performance of a department in charge of an individual minister, the total parliamentary programme, over a period of time, covers numerous intricate issues (financial, legislative and nonlegislative) concerning various Ministries/Departments of the Government. In order that this enormous and diverse parliamentary work may be handled efficiently on behalf of the Government in the Houses of Parliament, it is necessary to have a coordinating agency between Parliament and the Government as a whole. In India, this task is presently assigned to a full-fledged Ministry, known as the Ministry of Parliamentary Affairs in charge of a Cabinet Minister.

Genesis of the Ministry of Parliamentary Affairs

Before the Indian Independence Act, 1947 came into operation, the Secretary of the Ministry of Law, who used to be a nominated member of the Legislative Assembly, assisted the Leader of the House in the Central Legislative Assembly. The Legislative Department of the Government of India, inter alia, served as the coordinating agency between the Central Legislative Assembly and the entire Executive Wing of the Government.

With the establishment of a popular and responsible Government on the passing of the Indian Independence Act, 1947, the Law Secretary ceased to be a member of the Assembly and functions of coordination devolved on the Government Chief Whip, who was, on the analogy of the practice obtaining in the House of Commons, appointed Secretary to the Leader of the Assembly. The functions assigned to him were:

- (1) to arrange Government Business before the House;
- (2) to maintain liaison between the Hon'ble Ministers and the other Members of the House in relation to official and non-official business before the Legislature;
- (3) to maintain contact with the Hon'ble Speaker and the Legislative Assembly Department in relation to Government Business;
- (4) to arrange priority for Government Business in consultation with the Hon'ble Ministers concerned and the Ministry of Law;
- (5) during the non-session period, to attend to arrangements connected with the holding of meetings of the various Select Committees in consultation with the Legislative Assembly Department and the Ministries concerned; and
- (6) generally, to act under the directions of the Hon'ble Leader.

On a realistic appraisal of the importance of the office of the Government Chief Whip, he was given the rank of a Minister of State from 14 December, 1948. Keeping in view the onerous functions assigned to the Government Chief Whip, and taking note of the fact that his counterpart in the U.K. had been provided with a separate staff and organisation to assist him, a small organisation, with a nucleus staff was created on 26 January, 1949 in the Ministry of Law to assist the Government Chief Whip in discharge of his functions. This office was designed to serve as a Secretariat to the Government Chief

Whip. This arrangement was intended to be purely temporary till a separate full-fledged Department of Parliamentary Affairs, with the Government Chief Whip (designated as Minister of Parliamentary Affairs) as the administrative head of the Department, was formed on 16 May, 1949 by a Government Notification (**Annex I-A**).

Functions

When the Department of Parliamentary Affairs was created in the year 1949, its functions mainly consisted of:

- (i) efficient and smooth running of the parliamentary machinery;
- (ii) mapping out the time of the session and providing details of the Government's programme of business;
- (iii) to extract from the proceedings of the House, assurances, promises and undertakings given by Ministers on the floor of the House and to watch and report to the House the progress of action taken on these assurances from time to time;
- (iv) co-ordination of the activities of the Standing Committees attached to various Ministries; and
- (v) to act as an instrument of co-ordination effecting liaison between the various sections which come in contact with Parliament, such as between Ministers and the House, between the Speaker and the Members, and between the individual Members of the House.

On 3 April, 1952, when the Upper House (Rajya Sabha) was constituted, the Department of Parliamentary Affairs was made responsible for all the above functions in respect of that House as well.

With the passage of time, the functions of the Department of Parliamentary Affairs went on expanding. These functions in the year 1950 consisted mainly of the following:

- (i) providing secretarial assistance to the Parliamentary and Legal Affairs Committee of the Cabinet;
- (ii) liaison with the Speaker/Chairman and Parliament Secretariats;
- (iii) liaison with Ministries/Departments of the Government of India;
- (iv) discharge of responsibilities towards the Prime Minister as the Leader of the House; and
- (v) liaison with the Members of Parliament.

The functions of the Ministry expanded in 1954 when, on recommendations of the Ministry of Law, the work relating to subjects under entry 73 of the Union List, namely “Salaries and Allowances of MPs and Officers of Parliament”, was transferred to the Ministry. Informal Consultative Committees consisting of Members of Parliament attached to various Ministries/ Departments were formed in the same year and the functions regarding the constitution and working of these Informal Consultative Committees devolved on the Ministry of Parliamentary Affairs. Later, in 1959, Informal Consultative Committees for the various Zonal Railways were also constituted and work relating to the constitution and working of these too was assigned to this Ministry. The nomenclature of Informal Consultative Committees was changed on 20 June, 1969 and these Committees were designated as Consultative Committees which provided a forum for Members of Parliament to have free and frank discussion with the Minister in charge as well as officials of the concerned Ministries regarding their policies, programmes and activities.

In 1956, the Ministry was allotted the following functions:

- (i) fixation of dates of summoning and prorogation of the two Houses of Parliament;

- (ii) timely preparation of the programme and business for the session through co-ordination of legislative proposals emanating from various Ministries;
- (iii) laying down priorities and order of Government Business for each House from day to day;
- (iv) determination of the House in which Bills, other than Money Bills, should originate and the timing and stages of their consideration (including reference of Bills to Select/Joint Committees);
- (v) broad allocation of time between Legislative and non Legislative Business;
- (vi) implementation of assurances given by Ministers in Parliament;
- (vii) determination of Government stand on recommendations made by Parliamentary Committees in their reports;
- (viii) to advise Ministries on procedural matters and on state of business in the House; and
- (ix) to maintain informal contact with Leaders of Opposition/groups and to ascertain their views on allocation of time for various discussions and to render assistance to individual Members interested in discussions on specific problems of public importance.

As on 1 March, 1973, the functions of the Ministry, allocated by the President under article 77(3) of the Constitution, were as follows:

- (1) Dates of summoning and prorogation of the two Houses of Parliament, dissolution of Lok Sabha, President's address to Parliament.
- (2) Planning and co-ordination of Legislative and other official business in both Houses.

- (3) Allocation of Government time in Parliament for discussion on motions given notice of by Members.
- (4) Liaison with Leaders of groups and Deputy Chief Whips.
- (5) Lists of Members of Parliament on committees and other bodies set up by the Government.
- (6) Appointment of Members of Parliament on committees and other bodies set up by the Government.
- (7) Functioning of Consultative Committees of Members of Parliament for various Ministries.
- (8) Implementation of assurances given by Ministers in Parliament.
- (9) Government's stand on Private Members' Bills and Resolutions.
- (10) Secretarial assistance to the Cabinet Committee on Parliamentary Affairs.
- (11) The Salaries and Allowances of Members of Parliament Act.
- (12) The Salaries and Allowances of the Officers of Parliament Act.
- (13) Advice to Ministries on procedural and other parliamentary matters.
- (14) Coordination of action by Ministries on the recommendations of general application made by Parliamentary Committees.
- (15) Officially sponsored visits of Members of Parliament to places of interest.
- (16) Matters connected with powers, privileges and immunities of Members of Parliament.

In 1976, the Ministry was made responsible for the work relating to the Manual for Handling Parliamentary Work in Ministries/Departments. This work was transferred from the Department of Personnel and Administrative Reforms.

For the first time, the offices of the Leader of Opposition in the Lok Sabha and the Rajya Sabha were created on 1 November, 1977 by an Act of Parliament and the work relating to the salary and allowances of the Leaders of the Opposition in Parliament was assigned to this Ministry.

In December, 1985, the following two items were added to the list of functions allotted to this Ministry, after entry 16 thereof:

- (17) The Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 (33 of 1977).
- (18) Parliamentary Secretaries - functions.

In 1990, a scheme comprising a National Youth Parliament Competition for Kendriya Vidyalayas and the Nehru Parliamentary Quiz Contest was launched by the Ministry.

On 23 September, 1992, determination of policy and follow up action in regard to matters relating to Zero Hour became part of the functions allotted to this Ministry.

Training courses in Parliamentary procedure and practices for officers of State Governments were initiated by the Ministry in 1994.

Thus in January, 1997, the following items of work were allocated to the Ministry by adding them after entry 18 as under:

- (19) Organisation of Youth Parliament Competitions in Schools/Colleges throughout the country.

- (20) Organisation of All India Whips' Conference.
- (21) Determination of policy and follow-up action in regard to matters raised under Rule 377 of the Rules of Procedure and Conduct of Business in Lok Sabha and by way of Special Mentions in the Rajya Sabha.
- (22) Manual for Handling Parliamentary Work in Ministries/ Departments.

In 1997, a scheme for National Youth Parliament Competition for Jawahar Navodaya Vidyalayas as well as Universities/ Colleges was launched by the Ministry. In 1999, the Leaders and Chief Whips of Recognised Parties and Groups in Parliament (Facilities) Act, 1998 was passed. The functions of the Ministry at present, as per the Government of India (Allocation of Business) Rules, 1961 (Notification dated 17 June, 2019) are as at **Annex I-B**.

Nomenclature of the Department

The Department of Parliamentary Affairs was re-designated as the Ministry of Parliamentary Affairs in 1985 by a notification dated 4 January, 1985 amending the Government of India (Allocation of Business) Rules, 1961.

On re-organisation of the various Ministries/Departments on 25 September, 1985, the Ministry of Parliamentary Affairs was redesignated as the Ministry of Parliamentary Affairs and Tourism with two Departments (i) Department of Parliamentary Affairs; and (ii) Department of Tourism.

On 12 May, 1986, the Ministry of Parliamentary Affairs and Tourism was bifurcated into two separate Ministries under the Presidential Notification to the Government of India (Allocation of Business) Rules, 1961, namely, Ministry of Parliamentary Affairs and Ministry of Tourism. Since 12 May, 1986, it has been a separate Ministry of the Government of India.

Cabinet Committee on Parliamentary Affairs (CCPA)

With the creation of a bicameral Parliament consisting of several representatives of the people, it was deemed desirable that the Cabinet should delegate the overall responsibility regarding detailed parliamentary matters to a small standing committee of the Cabinet, specialising in this task. A Parliamentary and Legal Affairs Committee was accordingly constituted in 1949. This committee was subsequently named as the Cabinet Committee on Parliamentary Affairs (CCPA). The Department of Parliamentary Affairs has been providing the Secretarial assistance to this committee since 1954, before which it was provided by the Ministry of Law. (Even during the period 1949 to 1954, the Department of Parliamentary Affairs used to render secretarial assistance to the committee in regard to planning of Government Business in both Houses of Parliament.)

As on 1 March, 1973 this Committee consisted of the following Members:

- (i) Minister of Defence (Chairman),
- (ii) Minister of Law, Justice and Company Affairs,
- (iii) Minister of Parliamentary Affairs,
- (iv) Minister of State for Parliamentary Affairs

Ministers other than those mentioned above, who are concerned with the subject matter under discussion with the committee, are also invited to attend meetings when necessary. Functions allocated to the Committee and its present composition can be seen at **Annex I-C**.

Administrative Structure

In the year 1950, the Department consisted of a Secretary of the rank of Under Secretary to the Government of India, 16 other officers and staff. The budget estimate for the Department for

the year 1950-51 was Rs. 90,000 only. The Department grew steadily and in the year 1956, the administrative machinery consisted of one Secretary of the rank of Deputy Secretary to the Government of India and 42 other officers and staff and the budget estimate for 1956-57 was Rs. 1, 48,000. In the year 1972-73, the Department consisted of a Secretary of the rank of Joint Secretary to the Government of India, two Deputy Secretaries, three Under Secretaries and 137 other officers and staff. The budget estimate for 1972-73 was Rs. 12, 18,000, the revised estimate being Rs. 12, 34,000.

In the year 2019-20, the Ministry of Parliamentary Affairs consists of a Secretary of the rank of Secretary to Government of India, a Joint Secretary, One Director, three Deputy Secretaries and eight Under Secretaries, with a total sanctioned staff strength of 129 (July, 2019). The budget for the Ministry stood at Rs 19.38 crores (BE 2019-20). The Organisational Structure of Ministry is at **Annex I-D**. The details of sections along with their staff strength and the work allocated to them are at **Annex I-E**.

Status of Secretary

The post of Secretary, Ministry of Parliamentary Affairs, was equivalent to that of an Under Secretary to the Government of India up to 26 November, 1952. It was made equivalent to the status of a Deputy Secretary to the Government of India up to 28, November, 1963 and upgraded to the status of a Joint Secretary to the Government of India with effect from 29 November, 1963. It was upgraded to the status of an Additional Secretary to the Government of India with effect from 3 June, 1980. It was again upgraded to the status of a Secretary to the Government of India with effect from 18 February, 1984, but as personal to the then incumbent Shri Ishwari Prasad (a member of the Indian Administrative Service) up to 29 February, 1988 and Shri B.N. Dhoundiyal (a member of the Indian Administrative Service) up to 12 July, 1990. With effect

from 13 July, 1990, the post of Secretary of the Ministry was upgraded to the status of a Secretary to the Government of India on a regular basis. The list of Secretaries of this Ministry is at **Annex I-F**.

Status of the Minister of Parliamentary Affairs

In the year 1948, the Government Chief Whip was given the rank of a Minister of State in the Council of Ministers and designated as the Minister of Parliamentary Affairs. In 1962, the Minister of Parliamentary Affairs was given the rank of a Cabinet Minister. In the year 1966, the Minister of Parliamentary Affairs was appointed the Leader of the House in the Lok Sabha and the Minister of State, in-charge of Parliamentary Affairs, was made the Government Chief Whip. (At that time, the Prime Minister was a Member of the Rajya Sabha). In March, 1967, however, the Prime Minister on her election to the Lok Sabha became the Leaders of the House and the Minister of Parliamentary Affairs was made the Government Chief Whip. (During a brief interval from February 1969 to June 1970, the Minister of Parliamentary Affairs had the status of a Minister of State. From June 1970 onwards, he has held the rank of a Cabinet Minister.)

In the year 1952, as a result of enlargement of duties of the Minister of Parliamentary Affairs with the emergence of the two Houses of Parliament, two Government Deputy Chief Whips were appointed to assist him in the performance of his parliamentary duties, one for the Lok Sabha and the other for the Rajya Sabha. The Government Deputy Chief Whips enjoyed the privileges and the amenities available to Parliamentary Secretaries from 1954 to 1968, when they were given the status of Deputy Ministers. In 1962, the strength of the Government Deputy Chief Whips was raised to three, two in the Lok Sabha and one in the Rajya Sabha. In addition, a Member of the Rajya Sabha was appointed as Government Whip in charge of the Informal Consultative Committees.

In April, 1966, the Government Whip in charge of the Informal Consultative Committees was also designated as the Government Deputy Chief Whip. After the fourth general election in 1967, the Department had one Cabinet Minister, one Minister of State and two Deputy Ministers. In addition, there was one Government Deputy Chief Whip in charge of the Informal Consultative Committees. Subsequently, in the place of Deputy Ministers, three Government Deputy Chief Whips were appointed, two for the Lok Sabha and one for the Rajya Sabha, in addition to one Government Deputy Chief Whip in charge of the Informal Consultative Committees. One more Government Deputy Chief Whip was later appointed in April, 1969 to look after the work relating to implementation of Government Assurances given by Ministers on the floors of the Houses. With effect from 1 April, 1968, the status of the Government Deputy Chief Whips was raised to that of a Deputy Minister in the Government of India (with a marginal difference in pay).

At present, the Minister of Parliamentary Affairs is assisted by a Minister of State in the Rajya Sabha and a Ministers of State in the Lok Sabha. A list of Ministers, Ministers of State and Deputy Ministers, who have held charge of the Ministry of Parliamentary Affairs is at **Annex I-G**. The allocation of work among the Ministers is at Annex **I-H**.

USHERING IN A NEW LOK SABHA

On the constitution of a new Lok Sabha, there are certain actions which are required to be taken by the Ministry of Parliamentary Affairs. These are discussed below.

Appointment and Swearing in of Speaker *pro tem*

As per the second proviso to article 94 of the Constitution, the office of the Speaker becomes vacant immediately before the first meeting of the new Lok Sabha. In that case, the duties of the Speaker are to be performed by a Member of the House appointed for this purpose by the President as Speaker *pro tem*. Similarly, as per article 99 of the Constitution, every Member of the House shall, before taking his seat, make and subscribe before the President or some person appointed in that behalf by him, an oath or affirmation according to the form set out for the purpose in the Third Schedule of the Constitution. For this purpose, normally three other elected Members of the Lok Sabha, before whom the other Members may make or subscribe the oath/ affirmation, are also appointed by the President. Normally, the seniormost Members (in terms of number of years of membership of the House) are generally chosen for the purpose, even though there have been exceptions to this practice.

As soon as the new Government is formed, the Legislative I Section prepares a list of the senior-most Members. The list will indicate their seniority in terms of their tenure in the Lok Sabha only (Before XVII Lok Sabha it was in terms of tenure in Lok Sabha as well as in the Rajya Sabha). The list prepared after the constitution of the XVII Lok Sabha is at **Annex II-A**. The list is then submitted to the Minister of Parliamentary Affairs/ Prime Minister for identifying a Member as Speaker *pro tem* and another three members as persons before any of

whom the other Members may make or subscribe the oath/affirmation (**Annex II-B**). After the approval of the Prime Minister, the consent of these Members is obtained by the Minister of Parliamentary Affairs, generally over the telephone. Thereafter, the Minister submits a note to the President (**Annex II-C**) seeking his approval to the appointment of the Speaker *pro tem* and the other three Members and also seeking the convenience of the President to the date and time of the swearing in ceremony. During the XIV Lok Sabha, the Member of Parliament proposed to be appointed as the Speaker *pro tem* was also to be subsequently proposed for election as Speaker. Under the circumstances, a question arose as to whether two Speakers *pro tem* are to be appointed in order to have a different Speaker *pro tem* in the Chair at the time of election of the Speaker. This was examined in consultation with the Department of Legal Affairs (**Annex II-D**) and it was decided to have two *pro tem* Speakers. The draft order, duly vetted by the Legislative Department, regarding appointment of two *pro tem* Speakers to be issued by the President is at **Annex II-E**.

After approval of the President, the Ministry informs the Speaker *pro tem* [**Annex II-F(I)**] and other Members [**Annex II-F(II)**] regarding their appointment. The Lok Sabha Secretariat is also informed through a UO Note forwarding the original orders signed by the President (**Annex II-G**).

The President administers the oath to the Speaker *pro tem* in the Rashtrapati Bhawan. The other three Members appointed by the President to assist him in administering the oath/affirmation are administered the oath/affirmation by the Speaker *pro tem* in the Lok Sabha. The Speaker *pro tem* then administers the oath / affirmation to the newly elected Members with the help of the three persons so appointed by the President. Since the session of the Lok Sabha starts at 11.00 a.m., the time generally fixed for swearing in of the Speaker *pro tem* is in the morning of the same day at 9.30 a.m, subject to the convenience of the

President. A copy of the minute to minute programme of the swearing in of the Speaker *pro tem* of the XVII Lok Sabha is at **Annex II-H**.

The arrangements for the swearing in of the Speaker *pro tem* are made by the President's Secretariat and invitations are also issued by that Secretariat. By convention, they have been inviting the Vice President, the Prime Minister, the Minister of Parliamentary Affairs, and the Ministers of State of the Ministry of Parliamentary Affairs, the Secretary-Generals of the Lok Sabha and Rajya Sabha and Secretary of the Ministry of Parliamentary Affairs. If any other senior officer of the Ministry of Parliamentary Affairs is required to be present in the function, prior intimation has to be given to the office of the Military Secretary to the President.

By convention, the Minister of Parliamentary Affairs accompanied by the Secretary, Ministry of Parliamentary Affairs, assembles at the residence of the Speaker *pro tem* designate half an hour before the time fixed for the swearing in and accompanies the Speaker *pro tem* designate to the Rashtrapati Bhavan. The Minister also presents a bouquet to the Speaker *pro tem* designate. (This has to be arranged in advance by the P&W Section.) The car for the Speaker *pro tem* designate is arranged by the Lok Sabha Secretariat. The Minister also calls on the Speaker *pro tem* in his chamber after the swearing in and, if he so desires, he and the other Ministers of State for Parliamentary Affairs too may present bouquets to the Speaker *pro tem* in his chamber. (The Minister's office has to check this and arrange the bouquets, if required.)

Date and Time for Commencement of the First Session, President's Address and Election of the Speaker

Immediately after the formation of the Council of Ministers, a Note for the Cabinet is required to be prepared, seeking approval of the Cabinet on the following points:

- (i) date of commencement of the First Session of the Lok Sabha and its duration;
- (ii) date of commencement of the next Session of the Rajya Sabha and its duration;
- (iii) date of holding of election of the Speaker; and
- (iv) date and time of delivery of the President's address to both Houses assembled together in the Central Hall of Parliament.

Normally, only a short session is first convened to administer the oath/affirmation, election of the Speaker, President's address, etc. and the Budget Session is summoned subsequently. After the constitution of XVIIth Lok Sabha however, besides oath/affirmation of Members, Election of the Speaker, President's Address, Union Budget and other Legislative and Non-Legislative Business were taken up during the first Session.

After obtaining the approval of the Cabinet to the above proposals, the Minister of Parliamentary Affairs submits a note to the President for obtaining his approval to the Cabinet decisions on points at Sr. Nos. (i), (ii) and (iv) (**Annex II-I**). After the President's approval, the decisions with regard to the above are communicated to the two Secretariats of Parliament, which issue summons to the Members.

Consideration of the Confidence Motion

If the President directs the Prime Minister to obtain the Vote of Confidence, a draft motion proposed to be moved by the Prime Minister in the Lower House is sent to the Prime Minister's Office to enable him to sign the same and send it to the Secretary General, Lok Sabha. (During the XVII Lok Sabha, Government had the majority and a Confidence Motion was not required.) However, the communication sent to the Prime Minister's Office during 1998 along with the format of Confidence Motion are at **Annexes II-J & II-K**.

Appointment of the Leader of the Lok Sabha

In case the Prime Minister is not a Member of either House or is a Member of the Upper House, the Minister of Parliamentary Affairs requests the Prime Minister to nominate a Minister who is a Member of the Lok Sabha to function as Leader of that House. After obtaining approval of the Prime Minister, the Minister of Parliamentary Affairs informs the Speaker accordingly. Communication sent to the Lok Sabha in this regard is at **Annex II-L**.

Appointment of the Leader of the Rajya Sabha

In case the Prime Minister is not a Member of either House or is a Member of the Lok Sabha, the Minister of Parliamentary Affairs requests the Prime Minister to nominate a Minister who is a Member of the Rajya Sabha to function as Leader of that House. After obtaining approval of the Prime Minister, the Minister of Parliamentary Affairs informs the Chairman, Rajya Sabha accordingly. Communication sent to the Rajya Sabha in this regard is at **Annex II-M**.

President's Address to Parliament

Once the decision of the Cabinet and President is obtained regarding the date and time of the President's address to Parliament and communicated to the Lok Sabha Secretariat, the Ministry of Parliamentary Affairs does not have any specific role to play regarding the President's address. However, when the President arrives in Parliament House, he is received by the Minister of Parliamentary Affairs also. The President is received at Gate No. 5 by the following VIPs in the order mentioned below:

1. Chairman, Rajya Sabha,
2. Prime Minister,
3. Speaker, Lok Sabha,

4. Minister of Parliamentary Affairs,
5. Secretary-General, Rajya Sabha, and
6. Secretary-General, Lok Sabha.

These VIPs have to reach the Gate in the reverse order of priority. Thus, the Secretary-Generals of the Lok Sabha and the Rajya Sabha have to reach first and others thereafter. The Minister of Parliamentary Affairs presents bouquets to the President and the VIPs at Sl. Nos. 1 to 3.

A procession is formed to take the President from Gate No.5 to the Central Hall. The procession comprises those who have received the President at Gate No. 5 as well as the Secretary to the President and certain other members of the staff from the President's Office.

Once the President's address is delivered, a copy thereof is laid on the Table of both Houses by the Secretary-Generals concerned. Thereafter, the ruling party moves a Motion of Thanks to the President's address in the Lok Sabha as well as in the Rajya Sabha, which has to be proposed and seconded by two Members of the ruling alliance. Copies of the formats for the Motion of Thanks are at **Annexes II-N & II-O**.

Election of the Speaker

Once the date for the election of the Speaker has been approved by the President and notified by the Lok Sabha Secretariat, any member may give notice in writing, addressed to the Secretary-General, of a motion that another Member be chosen as the Speaker of the House. This has to be seconded by a third Member and has to be submitted before noon on the day preceding the date of election. The format of motion for election of the Speaker, Lok Sabha is at **Annex II-P**. The motion for the ruling party alliance is generally arranged by the Office of the Minister of Parliamentary Affairs, as per his directions.

Appointment of Leaders of the Opposition in the Lok Sabha and Rajya Sabha and allotment of Rooms in Parliament House

The Chairman of the Rajya Sabha and the Speaker of the Lok Sabha recognise the Leaders of the Opposition in the Rajya Sabha and in the Lok Sabha respectively as per provisions made in Section 2 of the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977. Pursuant to this, the Ministry of Parliamentary Affairs notifies in the Gazette of India about the recognition of the Leaders of the Opposition in the Lok Sabha and the Rajya Sabha. Similarly, the Ministry also issues another Notification regarding the derecognition of the Leader of Opposition in either House of Parliament, whenever the Leader of Opposition demits the office. (Specimen copies of the Notifications issued in this regard are at **Annexes II-Q to T**).

The Ministry of Parliamentary Affairs also allocates rooms for the Leaders of the Opposition in the Parliament House. By convention, room numbers 43 and 44 on the Ground Floor of the Parliament House are allotted to the Leaders of the Opposition by the Ministry of Parliamentary Affairs (**Annex II-U**).

Allotment of Seats to MPs in Lok Sabha / Rajya Sabha

The allotment of seats in the Lok Sabha/Rajya Sabha to the Members of Parliament is a function of the concerned Secretariat. Normally, no seating arrangement is made in the Lok Sabha till the election of the Speaker. Blocks of seats are allotted to each party and the Minister of Parliamentary Affairs can make suggestions to the Lok Sabha/Rajya Sabha Secretariats in respect of the block to be allotted to the ruling party alliance.

SUMMONING AND PROROGATION OF BOTH HOUSES OF PARLIAMENT AND DISSOLUTION OF LOK SABHA

BACKGROUND

Summoning

Article 85(1) of the Constitution empowers the President to summon each House of Parliament to meet at such time and place as he thinks fit, but six months shall not intervene between its last sitting in one Session and the date appointed for its first sitting in the next Session. [Notwithstanding outer limit laid down in article 85, the Parliament may have to be called before 31 March in order to pass at least a Vote on Account to carry on the administration as no money can be withdrawn from the Consolidated Fund of India except under appropriation made by law passed in accordance with article 114(3). Besides, articles 352(4 & 8), article 356(3) and article 360(2)(c) lay down certain time limits for summoning the Houses of Parliament.] The President exercises the power to summon the Houses on the recommendation of the Prime Minister or the Cabinet.

Normally, three Sessions, namely the Budget, Monsoon and Winter Sessions, are held in a calendar year. The question of having more or less fixed dates for the commencement of the three Sessions was considered by the General Purpose Committee of the Lok Sabha at their sitting held on 22 April, 1955, and they recommended the following time-table for the three Sessions:

<u>Session</u>	<u>Date of Commencement</u>	<u>Date of Termination</u>
Budget Session	1 February	7 May
Autumn Session	15 July	15 September
Winter Session	5 November or the fourth day after Diwali, whichever is later	22 December

The Cabinet agreed with these recommendations. The above time- table has not, however, been observed in practice. Sessions have commenced on different dates though more or less in the specified months, and the duration has varied according to the volume of business conducted by the Houses.

Rule 33 of the Rules of Procedure and Conduct of Business in Lok Sabha provides that ‘unless the Speaker otherwise directs, not less than fifteen clear days ’ notice of a question shall be given.’ Rule 39 of the Rules of Procedure and Conduct of Business in the Rajya Sabha provides that ‘unless the Chairman otherwise directs, not less than fifteen clear days’ notice of a question shall be given. ‘There is no maximum limit, in terms of days, for tabling notice of a question in the Rajya Sabha. Therefore, in order to provide 15 clear days for tabling the questions by the Members of Lok Sabha, it is, as far as possible, ensured that all procedural formalities for convening the Sessions are completed and summons are issued to the members at least 15 clear days before the proposed date of commencement of the Session. This is, however, not always possible and there are several instances when the summons to members have been issued at an interval of less than 15 clear days (**Annex III-A**). After general election, owing to paucity of time the two Houses are normally convened at an interval of two to seven days. (The summons regarding the first session of the XIII Lok Sabha scheduled to commence

on 20 October, 1999 were issued on 16 October, 1999); refer **Annex III-A**).

It is not necessary that the Lok Sabha and Rajya Sabha should be summoned simultaneously or on the same date. (First Session of two Houses convened after constitution of new Lok Sabha are normally summoned on different dates.)

Summoning of Houses for Joint Sitting

Under article 108 of the Constitution, the President may call a joint sitting of both Houses if a Bill passed by one House and transmitted to the other House:

- (a) is rejected by the other House; or
- (b) the Houses have finally disagreed to the amendments to be made in the Bill; or
- (c) more than six months elapse from the date of the reception of the Bill by the other House without the Bill being passed by it.

In the past, joint sittings of the Houses have been convened on three occasions under this provision (**Annex III- B**).

PROCESS

The process for summoning the Houses *inter alia* involves the following steps:

- (a) To obtain the approval of the Cabinet to the date of commencement and duration of the Session. In case of first Session after general election and first Session of the year, approval is obtained for the time, date of the President's address to the two Houses assembled together;
- (b) To obtain a copy of the minutes of the meeting of the Cabinet in which approval was accorded to the above proposals; where, however, there is urgency, necessary authority regarding Cabinet's approval of the Ministry's

proposal may be obtained from the Cabinet Secretariat for taking further action;

- (c) To obtain the approval of the President to the date of commencement of the Session and where necessary, the venue, date and time of the President's address;
- (d) To inform the Secretary-Generals of the Lok Sabha and Rajya Sabha Secretariats about the date(s) of commencement of the Session and its duration and where necessary, venue, date and time of the President's address and also that the President has accorded his approval thereto. The Cabinet Secretary and Secretary to the President to be endorsed copies of such communications for information.

About 45 days before the probable date of the Session, a Note for consideration of the Cabinet *inter-alia* indicating the proposed date of the commencement and duration of the Session and, where necessary, proposed time and date of the President's Address is prepared and, after obtaining the approval of the Minister of Parliamentary Affairs, the requisite number of copies thereof (at present 50 copies) are sent to the Cabinet Secretariat. The following points are taken into consideration in preparation of the 'Note for the Cabinet':

- (a) Bills pending in two Houses on the conclusion of the last Session of Parliament and Ordinances promulgated, if any, during the inter-session period, which may have to be passed by the two Houses during the ensuing Session.
- (b) Financial Business to be taken up during the Session, if any.
- (c) Time bound essential non-legislative business, if any, e.g. Confidence Motion, consideration and adoption of Resolution regarding President's Rule in any State etc.

- (d) Number of sittings of corresponding Sessions of Parliament held during the last five years and average number of sittings of a Session. (For a proposal to convene the Budget Session, the number of sittings of Budget Sessions held during the last five years and the number of sittings of a Budget Session, on an average, are kept in view.)
- (e) Date and time of the President's Address, in case of first Session after general election or/and first Session of every calendar year.
- (f) Need to set apart some time for discussion on matters of urgent public importance likely to be moved by members.
- (g) Election for State Legislative Assemblies, if any, during or before the proposed dates of the Session.

After the Cabinet has approved the proposal of the Ministry with or without amendment, the Ministry waits for the receipt of the minutes of the meeting of the Cabinet in the normal course. In case of urgency, the Cabinet Secretariat is formally requested, immediately after the meeting, to give an authority as soon as possible to the effect that the proposal of the Ministry has been approved by the Cabinet, with or without any change in the dates etc., to enable it to take further necessary action in the matter immediately.

On receipt of the minutes of the meeting or requisite authority from the Cabinet Secretariat, a note from the Minister of Parliamentary Affairs to the Hon'ble President containing the proposal approved by the Cabinet is submitted for approval and signature of the Minister (**Annex III-C**). The Note, as duly signed by the Minister, is sent in a sealed cover to the President's Secretariat along with a copy each of the "Note for the Cabinet" as considered in the meeting and 'minutes/authority' received from the Cabinet Secretariat. After delivery

of the note in the President's Secretariat, the Ministry keeps in touch with the concerned branch/officers in the Secretariat, and in case of delay, efforts, preferably at Secretary level, are made to expedite the approval. After receipt of President's approval to the proposal, Secretary-Generals of the Lok Sabha and Rajya Sabha are informed of the Government's decision in the matter through a letter from the Secretary, Ministry of Parliamentary Affairs (**Annexes III-D & E**). Further necessary action in the matter including notifying the dates of the Session and issue of summons to Members of the two Houses is taken by the respective Parliament Secretariat after obtaining approval of the Hon'ble President.

Summoning of Joint Sitting of two Houses

The administrative Ministry concerned with the Bill, after obtaining the approval of the Prime Minister, requests the Ministry of Parliamentary Affairs to take necessary action for convening the joint sitting of the Houses for the purpose of deliberation on the Bill. In case the administrative Ministry approaches the Ministry in the matter without obtaining the approval of the Prime Minister, the Ministry takes the approval of the Prime Minister for the purpose. Thereafter, a note from the Minister of Parliamentary Affairs *inter alia* indicating the purpose and date on which the two Houses are proposed to be summoned for joint sitting is submitted to the President for taking his approval to the proposal (**Annex III-F**). Along with the note, draft Messages to be sent by him to the two Houses in this regard are also enclosed for his approval and signature. The Order of the President, when received, is sent by the Minister of Parliamentary Affairs to the Presiding Officers of the two Houses for summoning the two Houses for a joint sitting on the date(s) as approved by the President (**Annexes III-G & H**). The presidential Message sent to the Presiding Officers of the Houses only mentions the date of joint sitting leaving the duration of the

joint sitting to the discretion of the Speaker, Lok Sabha, who presides over the joint sitting of the two Houses.

DECISIONS

Earlier, the approval of the Cabinet Committee on Parliamentary Affairs (CCPA), except when it had not been constituted, used to be obtained to the proposals regarding the commencement and duration of the Sessions. However, at such times, when the Cabinet Committee on Parliamentary Affairs had not been constituted, the approval of the Cabinet was obtained to the proposal. Such occasions were, however, very few and far between. Normally, occasions of this nature arose in respect of Sessions convened immediately after constitution of new Lok Sabha/formation of new Ministry as by that time the Cabinet Committee on Parliamentary Affairs is normally not constituted.

PROROGATION OF THE HOUSES

BACKGROUND

Under Article 85(2) of the Constitution, the President may from time to time prorogue Houses or either House of Parliament. Termination of a session of the House by an Order by the President under the above constitutional provision is called 'prorogation'. Prorogation normally follows the adjournment of the sitting of the House *sine die*. The time-lag between the adjournment of the House *sine die* and its prorogation is generally two to four days, although there are instances when the House was prorogued on the same day on which it was adjourned *sine die*. It is also not necessary that the two Houses are prorogued on the same day. There have been instances when one House was prorogued on its adjournment *sine die* while the other House was not prorogued on its adjournment *sine die*. (141st Session of Rajya Sabha which commenced on 23 February, 1987 was adjourned *sine die* on 20 March, 1987 and was prorogued on 24 March, 1987. However, the

Eighth Session of the VIII Lok Sabha which commenced on 23 February, 1987 was adjourned *sine die* on 12 May, 1987. The Speaker, exercising his powers under proviso to Rule 15, reconvened the sittings of the Lok Sabha from 27 July to 28 August, 1987, with the result that its Eighth Session which commenced on 23 February, 1987 continued till 3 September, 1987 and the House was not prorogued during the period of adjournment. The Lok Sabha was prorogued on 3 September, 1987.)

PROCEDURE

Few days before the Houses are scheduled to adjourn *sine die* on the conclusion of their Session, a Note for the Cabinet Committee on Parliamentary Affairs *inter alia* proposing that the Houses which are scheduled to adjourn *sine die* may be prorogued on their adjournment *sine die*, is submitted for the approval of the Minister of Parliamentary Affairs seeking convenience of the Chairman, CCPA. In the meantime, Note for CCPA is placed before the Minister for his approval. After date and time is indicated by the Chairman, CCPA a meeting notice is issued. The meeting is sometimes held by circulation of papers. In case the CCPA has not been constituted by that time, a Note containing the proposal on the above lines, after it has been approved by the Minister, is submitted to the Prime Minister soliciting his approval to the proposal (**Annex III-I**). After the CCPA/Prime Minister, as the case may be, has accorded his approval to the proposal, the Secretary, Ministry of Parliamentary Affairs, through a letter, communicates the decision of the Government in the matter to the Secretary-Generals of the two Houses. (**Annexes III-J & K**). The two Parliament Secretariats then separately obtain the approval of the President to the proposed date of prorogation of their respective Houses. After the President has accorded his approval, it is notified in the Gazette Extraordinary and simultaneously a paragraph in this regard

is also inserted in the Parliamentary Bulletin Part II of the respective Houses informing the members of the prorogation of the Houses.

DISSOLUTION OF LOK SABHA

In terms of Article 83(2) of the Constitution, the House of the People, unless sooner dissolved, shall continue for five years from the date appointed for its first meeting and no longer and the expiration of the said period of five years shall operate as a dissolution of the House. As per the Government of India (Allocation of Business) Rules, 1961, the function regarding dissolution of the House of the People has been allocated to the Ministry of Parliamentary Affairs.

About a week before the completion of the prescribed term of the Lok Sabha, a 'Note for the Cabinet' soliciting its approval to the proposed date of dissolution of the House of the People *is moved by the Ministry of Parliamentary Affairs*. When the Cabinet has accorded its approval to the proposal, the Minister, through a note addressed to the President, seeks the President's approval to the proposed date of dissolution as recommended by the Cabinet. Before according his approval to the proposal, the President may ask for formal confirmation from the Secretary, Ministry of Parliamentary Affairs, as provided in the letter at **Annex III-L**, whether proposed essential Legislative and Financial Business has been transacted by the Lok Sabha before it was adjourned *sine die*. The President's approval, when received, is communicated by the Secretary, Ministry of Parliamentary Affairs, to the Secretary-General, Lok Sabha, who after obtaining necessary approval, gets it gazetted.

DECISIONS

Requirement of Placing Proposal Regarding Prorogation of Rajya Sabha before Cabinet Relaxed

The ninth Session of the VI Lok Sabha and 111th Session of the Rajya Sabha were adjourned *sine die* on 20 August, 1979. Subsequently, the Lok Sabha was dissolved by the President on 22 August, 1979 and it was felt necessary to prorogue the Rajya Sabha. The Lok Sabha and Rajya Sabha Secretariats were informed of the Government's decision to prorogue the Rajya Sabha which was prorogued on 24 August, 1979 itself. Proposals to prorogue the Rajya Sabha following the dissolution of the IX Lok Sabha on 13 March, 1991, the XI Lok Sabha on 4 December, 1997 and XII Lok Sabha on 26 April, 1999 in similar situations were, however, placed before the Cabinet Committee on Parliamentary Affairs for its approval and after the Committee approved the proposals, the two Secretariats were requested to take further necessary action in the matter.

Houses Prorogued with the Approval of Prime Minister

First Sessions of the XI, XII and XIII Lok Sabha's and corresponding Sessions of the Rajya Sabha were prorogued after obtaining the approval of the Prime Minister as the Cabinet Committee on Parliamentary Affairs had not been constituted by then. (Rule 12 of the Government of India (Transaction of Business) Rules - Departure from Rules:- The Prime Minister may, in any case or classes of cases permit or condone a departure from these Rules, to the extent he deems necessary.)

Lok Sabha Prorogued during Recess Period of Budget Session to enable the Government to Promulgate Ordinances

Ninth Session of X Lok Sabha and 170th Session of the Rajya Sabha were adjourned for recess on 13 May, 1994 to meet on 13 June, 1994. In order to enable the Government to promulgate Ordinances, the Lok Sabha which was adjourned on 13 May, 1994 was prorogued on 23 May, 1994. (The

Rajya Sabha which was also adjourned on 13 May, 1994 was not prorogued.) After prorogation of the Lok Sabha, the following three Ordinances were promulgated:

1. The Manipur Municipalities Ordinance, 1994 (promulgated on 24 May, 1994);
2. The Punjab Municipal Corporation Law (Extension to Chandigarh) Ordinance, 1994 (promulgated on 24 May, 1994); and
3. The New Delhi Municipal Council Ordinance, 1994 (promulgated on 25 May, 1994).

The Bills relating to the above Ordinances were passed during the next Session of the Lok Sabha and in the second part of the same Session of the Rajya Sabha held after the recess.

Rajya Sabha progued during recess period of Budget Session to enable the government to promulgate Ordinance

Fourth Session of Sixteenth Lok Sabha and 234th Session of the Rajya Sabha were adjourned for recess on 20th March, 2015. In order to enable the Government to promulgate ordinances, the Rajya Sabha which was adjourned on 20th March, 2015 was prorogued on 28th March, 2015. (Lok Sabha which was adjourned on 20th March, 2015 was not prorogued). After prorogation of the Rajya Sabha, the following Ordinance was promulgated: -

- (i) The Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement (Amendment) Ordinance, 2015

Both Houses progued during recess period of Budget Session to enable the government to promulgate Ordinance

Seventh Session of Sixteenth Lok Sabha and 238th Session of the Rajya Sabha were adjourned for recess on 16th March, 2016.

In order to enable the Government to promulgate ordinances, Both Houses of the Parliament were prorogued on 29th March, 2016 and 30th March, 2016 respectively. After prorogation of the both Houses of Parliament, the following ordinance was promulgated:-

- (i) The Enemy Property (Amendment and Validation) Second Ordinance, 2016.

CHECK LIST

A check list of steps to be taken at various stages in regard to summoning, prorogation of the Houses and dissolution of the House of the People is at **Annex III-M**.

LEGISLATIVE AND FINANCIAL BUSINESS OF THE GOVERNMENT

In a parliamentary democracy, the main task of the Parliament relates to Government Business. Planning of Government Business, therefore, assumes great significance. The function of planning and coordination of Legislative and other official business in both the Houses of Parliament has been allocated to the Ministry of Parliamentary Affairs under the Government of India (Allocation of Business) Rules, 1961.

Any business initiated or moved by a member of the Council of Ministers in either House of the Parliament is known as the Official or Government Business. Government Business comprises the Legislative, Non-legislative, Financial and Non-financial business introduced or moved/piloted by the Ministers in either House. The Rules of the two Houses provide that on the days allotted for transaction of Government Business, the business sponsored by the Government shall be given precedence and that it shall be arranged in such order as the Presiding Officers of the two Houses may determine in consultation with the Leaders of the respective Houses. Barring the Question Hour and two and a half hours during the Private Members' days (in the Rajya Sabha, no Government Business is normally provided on the Private Members' days), the entire time of the two Houses is at the disposal of the Government for transaction of Government Business. However, the Government normally agrees to provide for discussion on topics of urgent public importance, as demanded by Members from time to time and recommended by the Business Advisory Committees of the Houses, during the time available for Government Business. In this chapter, the official Legislative and Financial business taken up in the two Houses of Parliament alone has been dealt with. In so far as the other official business taken up in the

two Houses is concerned, it has been dealt with separately in chapter 5 of this Handbook.

Government Legislative Business

Any Bill(s) introduced or moved for consideration and passing/piloted by the Minister(s), constitute the Government legislative business. [Bills introduced or moved for consideration and passing by any Member (other than a Minister) in the two Houses, whether he/she belongs to the ruling party/parties or opposition parties/groups, constitute the Private Member's Legislative Business. This can be taken up only during the time set apart for Private Members Business in the two Houses, i.e. two and half hours on the last working day of the alternative week or any other day in a week as may be specified by the Presiding Officer in each House.]

Financial Business

The Financial business brought before the Houses by the Government consists of the following items:

- (i) Presentation of the Union Budget and Statement(s) of Supplementary/Excess Demands for Grants;
- (ii) Presentation of the Budgets and Statements of Supplementary/Excess Demands for Grants in respect of State(s) under President's Rule;
- (iii) General discussion on the Union Budget; discussion and voting on the Demands for Grants, Supplementary and Excess Demands for Grants in respect of the Union Budget;
- (iv) Introduction, consideration and passing of the Appropriation Bills in respect of various Demands voted by the Lok Sabha;
- (v) Introduction, consideration and passing of the Finance Bill; and

- (vi) General discussion on the Budgets, discussion and voting on Supplementary Demands and Excess Grants of States and Union Territories which are under President's Rule, and introduction, consideration and passing of the connected Appropriation Bills.

PROCESS

In discharge of this function, the Ministry of Parliamentary Affairs plans the Government Business in the following three stages:

- (i) Likely business for the entire session, i.e. **Tentative List** of Government Legislative and other Business for the session;
- (ii) Planning of business on a weekly basis, i.e. **statements** made by the Ministers of Parliamentary Affairs in each House every week regarding the Government Business likely to be taken in the respective Houses during the following week; and
- (iii) Planning of business in the two Houses on a **day to day basis**, i.e. furnishing lists of government business to the Lok Sabha and Rajya Sabha Secretariats daily for inclusion in the Lists of Business of the respective Houses for the following day and the day thereafter.

Government Business for the Entire Session - Tentative Lists

In order to chalk out a tentative plan of the Government Legislative, Financial and other business for a session, it is essential that the Ministry of Parliamentary Affairs should have with it, in advance, information regarding various items of business which Ministries/Departments intend to bring before the Houses during the ensuing session. Though the information regarding the Bills which remain pending in the two Houses

on the conclusion of the previous session of the Parliament and the Ministries administratively concerned with these Bills is available with the Ministry, it, however, is not aware whether the administrative Ministry would move its pending Bills for consideration and passing during the next session. It is only the administrative Ministry which can authoritatively state whether it proposes or does not propose to bring a particular pending Bill during the ensuing session. Not only the pending Bills, a Ministry may also bring fresh Legislative proposals or any item of Non-legislative and/or, Financial business during the forthcoming session. It is, therefore, imperative for the Ministry of Parliamentary Affairs to approach all the Ministries/Departments of the Government of India sufficiently in advance of each session of Parliament to obtain the details regarding the Legislative and other business proposed to be brought by them in Parliament during the ensuing session.

For this purpose, as soon as the two Houses are prorogued on the conclusion of their preceding session or as soon as the new Government is formed after the general election or otherwise, the Secretary, Ministry of Parliamentary Affairs, addresses a D.O. letter (**Annex IV-A**) to his counterparts in all the Ministries/ Departments of the Government of India, requesting them to furnish, by a prescribed date [normally four weeks before the commencement of the session (this may vary, depending upon the time available before a session)], information regarding the Legislative (pending as well as new Bills) and other business likely to be introduced/moved by them during the forthcoming session, in the prescribed proforma (**Annex IV-B**). In this communication, an indication about the probable date on which the next session is likely to start is also given.

The position of receipt of replies from the Ministries/ Departments is monitored and the Ministries from whom the replies are awaited, are telephonically requested at various

levels to expedite them. On the expiry of the date prescribed for furnishing the information a reminder is issued. Thereafter, whenever necessary, senior officers in the Ministry also telephonically request their counterparts/concerned senior officers to expedite the information. The information received from various Ministries/ Departments is compiled in the format as at **Annex IV-C**.

With a view to finalising the Tentative List of Government and other business for the session, the information received from various Ministries/Departments is processed in two stages. In the first stage, the list, particularly the Bills included in the List, are individually scrutinized in consultation with the Legislative Department of the Ministry of Law & Justice with reference to the stage of drafting of the 'Note for Cabinet', preparation of the Bill and whether the Cabinet has accorded its approval/fresh approval, where necessary, to the Bill or not. This gives a broad idea to the Ministry about the state of preparedness of each Bill and also whether with this preparedness, it will be feasible for the administrative Ministry to complete all the procedural formalities to bring the Bill before Parliament during its ensuing session, in time. For this purpose, a meeting of the Secretary, Ministry of Parliamentary Affairs, with the Legislative Secretary is arranged, in the latter's office, about eight to ten days in advance of the session, which is also attended by the senior officers of the two Ministries. In this connection, a D.O. letter (**Annex IV- D**), forwarding the consolidated list of business furnished by various Ministries/Departments (in format at **Annex IV-C**), is addressed by the Secretary, Ministry of Parliamentary Affairs, to the Legislative Secretary, about ten to twelve days before the session, requesting him to fix a meeting for the purpose. In actual practice, the Secretary normally first fixes up the meeting in informal consultation with the Secretary, Legislative Department, and thereafter addresses the D.O. letter to him, forwarding therewith a copy of the consolidated list.

In the second stage, after the Bills included in the list have been scrutinized in consultation with the Legislative Department, the Minister of Parliamentary Affairs takes a meeting, about a week in advance of the session, with the Secretaries/senior officers of the concerned Ministries to review and finalise the Government Business for the next session. For this purpose, a note, about a month in advance of the session, is submitted to the Minister seeking his/her convenience regarding the time and date, preferably about a week in advance of the session, for the meeting. Sometimes, when it is not convenient to the Minister, one of the Ministers of State for Parliamentary Affairs indicated by the Minister, presides over the meeting. After the Minister/ Minister of State has indicated his/her convenience regarding the date and time for the meeting, the Lok Sabha or the Rajya Sabha Secretariat, as the case may be, is requested to reserve, for a specified date, one of the larger Committee Rooms in the Parliament House or Parliament House Annexe for the purpose. After the reservation of the Committee Room has been confirmed by the Secretariat, the Secretary addresses a D.O. letter (**Annex IV-E**) to the Secretaries of the Ministries/ Departments concerned requesting them to attend or depute the concerned senior officer(s) of the Ministry to the meeting. A list of items of business concerning each Ministry, which is to be reviewed in the meeting, is also forwarded to the Ministry with the D.O. letter.

Simultaneously, a Note from the *Joint* Secretary, MPA, to the Ministers of State for Parliamentary Affairs, requesting them to attend the meeting, is also sent, along with a copy of the consolidated scrutinized list of the items of business to be reviewed in the meeting. Arrangements for tea/refreshment, security at the venue of the meeting, entry passes for the officers of various Ministries/Departments, attendance sheet for obtaining the signatures of the officers attending the meeting, etc. are made after taking necessary approval from senior officers, wherever necessary.

Each item included in the scrutinized list is taken up one by one in the meeting (either in the ascending or the descending order, or from the middle, as may be decided by the Minister, keeping in view the order followed in the earlier meeting) and is accorded priority after discussion, if necessary, with the officers of the Ministries/Departments concerned. Depending upon their importance and urgency, they are accorded, category A or B or C (Minister sometimes may also accord A+, B+, A -, B - categories.) Bills to replace Ordinances, all items of Financial business and any item of Legislative or other business which is required to be passed by Parliament within stipulated period/date, viz., adoption of resolution regarding Proclamation issued under Article 356 in respect of a State, are always accorded the highest priority. Items of business accorded category A are those which are to be necessarily taken up during the session. Items accorded category B are those which may be taken up either for introduction only or for introduction and also for consideration and passing during the second/later part of the session. While items accorded category C are those which are of lowest priority and are not expected to be taken up during the session. Minutes of the meeting are prepared and, after their approval by the Minister, are circulated to the concerned Ministries/Departments, etc. for information and necessary action.

On the basis of the decisions taken in the Minister's meeting, Tentative Lists of Government Legislative and other Business likely to be taken during the forthcoming session are prepared in respect of each House separately. (Items accorded C category in the meeting are not included in the Tentative Lists, while items accorded the remaining categories are included, if necessary, with remarks, viz., for introduction only, etc.) After their approval by the Secretary/Minister, the Tentative Lists as in the format as at **Annex IV-F**, are sent to the Lok Sabha and the Rajya Sabha Secretariats, about three to four days in advance of the session, for publication in their Parliamentary

Bulletins Part II for the information of the Members of their respective Houses and the Ministries/Departments. (During the session which commences with the President's Address in terms of article 87(2) of the Constitution, the copies of the Tentative Lists are sent to the two Secretariats *after* the President has addressed the Houses.)

Though all the items of business included in the Lists may not necessarily be taken up during the session, the lists, however, give a broad idea to the Members about the Legislative and other business likely to be brought by the Government during a session and also affords them an opportunity to prepare themselves in advance for participation in discussion on such items in the Houses. Besides, the lists also apprise, and, thereby, enable the Ministry/Department concerned to plan/take necessary action in advance for introduction/consideration and passing of their Bills by the Houses during the ensuing session. It also enables the Ministry of Parliamentary Affairs to plan and prioritise the business for the session.

Planning of Business on Weekly Basis

During the session periods, the Ministry reviews and plans the Government business on a weekly basis. On the basis of such reviews, the Ministers of Parliamentary Affairs also make statements in the two Houses every week, normally on the last sitting of the House in the week, about the Government business likely to be brought during the following week. This item also is included in the List of Business of the Houses for the day on which the statement is proposed to be made. As the statements are made almost simultaneously in the two Houses - after Question Hour and laying of Papers *in Lok Sabha and before Question Hour in Rajya Sabha* - the Minister/MoS of Parliamentary Affairs makes the statement in the Lok Sabha and the Minister of State for Parliamentary Affairs from the Rajya Sabha, makes the statement in the Rajya Sabha. At the time of making of these statements, Secretary

is expected to remain present in the Official Gallery, Lok Sabha and the Joint Secretary is expected to remain present in the Official Gallery, Rajya Sabha to assist, if necessary, the Ministers, as also to attend to any exigencies that may arise in relation to the statements.

The Ministry prepares these statements, keeping in view the importance and urgency of various items of Official business which are ready or are likely to be ready for listing in a couple of days/in the following week and also the time likely to be available for transaction of Government Business during the following week. As these statements are prepared during the session periods, they also take into account the Government Business likely to be disposed of by the Houses on the day the lists are prepared as also on the following day. Thus, for the statement prepared on Thursday, the business likely to be disposed of by the Houses on Thursday and Friday is also taken note of. Such statements, prepared for each House separately, are submitted every Thursday or on the penultimate sitting of the Houses every week, for the approval of the Minister. The statements are approved by the Minister on the same day. After their approval, the Secretary informs the Secretary-Generals of the two Secretariats (**Annexes IV-G & IV-H**), along with the requisite number of copies of the statement, about the statements to be made by the Minister/**MoS** of Parliamentary Affairs in the Lok Sabha and by the Minister of State for Parliamentary Affairs in the Rajya Sabha on the next day. After the Ministers have made statements in the two Houses, the Members, with the permission of the Presiding Officers, may make submissions/suggestions, if any. Normally, Ministers do not respond to these submissions, however, if necessary, or if directed by the Chair, the Minister may react to the suggestions/submissions made by the Members. The weekly statements give advance information to the Members about the impending business during the following week and also an opportunity to the Government to sense the mood of

the House on its proposed business and, if necessary, to recast it accordingly.

Planning of Government Business on Day to Day Basis

During the session periods, the Ministry of Parliamentary Affairs reviews, plans and provides the Government Business for consideration in the two Houses on day-to-day basis. The Ministry is responsible for providing Government Business, in the order of priority which it deems appropriate, in the two Houses. The responsibility of bringing out the printed Lists of Business, containing the Private as well as the Government Business, is that of the respective Parliament Secretariats. For inclusion of any items of the Government Business in the Lists of Business of the Houses for any date, the Ministry has to request the two Parliament Secretariats through the List of Government Business sent to them daily during the session period. Initially, the Ministry furnishes the Lists of Government Business for the first two or three sittings of the two Houses to two Secretariats separately, about two to three days in advance of the Session. After the commencement of the session, the Lists of Government Business are provided to the two Secretariats daily. Normally, the List of Government Business in respect of each House is provided to the Secretariat concerned two days in advance of the date to which it relates. However, when it becomes necessary to take up any business on the same day, a Supplementary List of Government Business is sent to the Parliament Secretariat concerned on the same day *inter alia* requesting that such business may be included in the List of Business for that day as per the priority indicated in the Ministry's communication. The matter can be taken up in the House concerned only after its Secretariat issues the Revised Supplementary List of Business. All the proposals regarding the Lists of Government Business are issued after approval of the Minister of Parliamentary Affairs. At any time before the

item included in the List of Business is taken up by the House, the Government can withdraw that item or change its order of priority or issue the revised List of Government Business, as the case may be, for that day.

Points to be Kept in View While Submitting the List of Government Business

While submitting the proposals for Lists of Government Business to the Minister *through the MoS*, the Ministry has to ensure that the items being suggested for inclusion therein fulfil the following criteria:

- (i) All the procedural requirements for listing of the item(s) for introduction or consideration and passing, as the case may be, have been fulfilled. The Ministry/ Department may also be consulted on phone, as far as possible.
- (ii) BAC of the House concerned has allotted time for its consideration/discussion (However, for introduction, no time allocation by the Committee is necessary). (Items of business which have not been allotted time can also be proposed in exceptional circumstances, viz., when no Government Business with time allotment is available, etc. The allocation of time, in such cases, is to be done by the Speaker/Chairman with the approval of the House.)
- (iii) Note being submitted indicates against each item the time allotted, if any, by the BAC as also whether the Bill, if being included in the proposal, has already been examined by the Standing Committee.
- (iv) Total time allotted to items being suggested for a particular day is not less than time available for transaction of Government Business on that day. Normally, four hours - from 2.00 p.m. to 6.00 p.m. are available for transaction of Government Business in the two Houses. However, on Fridays or on the last

sitting of the Houses in a week, i.e. Private Members' day, only one and a half hours - from 2.00 p.m. to 3.30 p.m. - are available in the Lok Sabha for transaction of the Government Business; while in the Rajya Sabha normally no Government Business is provided on such days unless recommended by the BAC, Rajya Sabha or decided otherwise by the Government, keeping in view the urgency of the business.

- (v) Whether the items being suggested have been included in the weekly statement of Government Business for that week (Although, it is not necessary as per the Rules of the Houses, care should, however, be taken to obviate any objections being raised by Members on the floor of the Houses).
- (vi) In case of Constitution Amendment Bills, whether the BAC has recommended the date, etc. for its introduction or consideration and passing. (As the Constitution Amendment Bills require special majority for their introduction or consideration and passing, they are normally included in the List of Business if BAC of the House concerned has recommended the date on which they may be taken up as also the time when they will be put to the vote of the House.)

Time Allocation to Government Business by the BACs

Meetings of the Business Advisory Committees of the two Houses are held normally once a week during the session periods. Before the commencement of each session of Parliament, the Ministry reviews the Bills remaining pending in the two Houses on the conclusion of the last session of Parliament as also the new Bills (particularly relating to Ordinances) or other items of business for which all procedural formalities have been completed and which can be taken up during the first week and thereafter in the two Houses. In case, allotment of time to any of these items has not already been made by the Business

Advisory Committees of the respective Houses, efforts are made to seek allotment of time thereto from the committees as soon as possible. Thereafter, the position in respect of time allotment for Government Business in each House is reviewed from time to time, particularly after the weekly statements regarding Government Business are made by the Ministers in the two Houses and time allotment for such items of Business which have not already been allotted time, is sought from the committees. All proposals seeking allotment of time from the committees are sent with the approval of the Minister.

There is a slight difference in the procedure followed in this regard by the two Secretariats. The meetings of the BAC, Lok Sabha, are normally convened when the Ministry makes a request to the Lok Sabha Secretariat to move the BAC for allotment of time to certain items of Government Business. In case of the BAC, Rajya Sabha, the Chairman, Rajya Sabha, fixes the date and time of its meeting and, thereafter, a request is sent by the Rajya Sabha Secretariat to the Ministry to furnish items of Government Business to which allocation of time is to be sought from the committee in its scheduled meeting. In exceptional cases, the Ministry may, however, request the Rajya Sabha Secretariat to move the committee for allocation of time to urgent items of Government Business. The time allotted by BAC, Lok Sabha and BAC, Rajya Sabha does not lapse unless it is reviewed by BAC later on.

Procedural Requirements for Listing of Government Business

Various procedural formalities which are required to be fulfilled by administrative Ministries/Departments concerned in respect of various items of Government Business are indicated in the following sections.

Introduction of Bills

A Bill can be listed for introduction only after the following procedural formalities have been completed:

- (i) For introduction of a Bill in the Lok Sabha, notice of Motion (English and Hindi versions), duly signed by the Minister has been sent to the Lok Sabha Secretariat seven days before the date on which the Bill is sought to be introduced, unless the Speaker allows the Motion to be made at a shorter notice (Direction 19A of the Directions by the Speaker).
- (ii) For introduction of a Bill in the Rajya Sabha, notice of Motion (English and Hindi versions), duly signed by the Minister has been sent to the Rajya Sabha Secretariat five days before the date on which the Bill is sought to be introduced, unless the Chairman allows the Motion to be made at a shorter notice (Direction 20A of the Directions by the Chairman).
- (iii) Printed copies of the Bill (English and Hindi versions), duly scrutinised by the Legislative Department, have been circulated to the Members two days in advance of the date on which the Bill is sought to be introduced (Direction 19B in Lok Sabha and Direction 20B in Rajya Sabha), except in the case of Appropriation, Finance and Secret Bills.
- (iv) Where the Bill attracts the provisions of the articles 3, 117(1), 274 and 348 of the Constitution, the President's recommendation/sanction for its introduction has been obtained and communicated to the Parliament Secretariat.
- (v) Where, however, the requirement as mentioned at (iii) above has not been fulfilled and the Ministry desires to introduce a Bill in the Lok Sabha at a shorter notice than the period prescribed therein, the Minister concerned may address a letter to the Speaker, Lok Sabha, seeking relaxation of the Direction 19B for introduction of the Bill. The Minister concerned may also consult the Leaders of major opposition parties in the Lok Sabha

in this regard and inform the Speaker that they have no objection to the introduction of the Bill. Such requests should be accompanied by 550 copies of the Memorandum (English and Hindi version) including one copy in each version duly authenticated by the Minister, explaining the reasons as to why the Bill is sought to be introduced at a shorter notice than the period prescribed in Direction 19B. The process is similar in Rajya Sabha for seeking waiver of Direction 20B.

- (vi) In case of Bills proposed to be introduced, one copy of the Bill (English and Hindi versions), duly authenticated by the Minister concerned, may also be supplied by the Ministry to the Parliament Secretariat concerned before introduction of the Bill.

Bills for Consideration and Passing

A Bill can be listed for consideration and passing in the House only after the following procedural formalities have been completed:

- (i) The Bill has already been introduced in the House in which it is proposed to be listed for consideration and passing.
- (ii) Notice of Motion (English and Hindi versions) for consideration and passing of the Bill, duly signed by the Minister concerned, has been received in the Parliament Secretariat.
- (iii) Where, however, the Bill attracts the provisions of article 117(3) or 274(1) of the Constitution, the President's recommendation for its consideration has been obtained and communicated to the Parliament Secretariat concerned. The President's recommendation has to be obtained separately in respect of each House.
- (iv) In case of Bills passed by one House and proposed to be listed for consideration and passing in the other House,

- (a) a message regarding its passing by the former House has been reported in the House in which the Bill is proposed to be listed. (For expediting the message, the administrative Ministry has to ensure that copies of the Bill (other than Appropriation Bills), in both English and Hindi versions, are scrutinised by the Legislative Department as soon as possible and are sent to the Parliament Secretariat concerned to enable it to send the message to the other House); (b) copies of the Bill (English and Hindi versions) as passed by one House, have been printed and circulated to the Members of the House in which the Bill is proposed to be listed for consideration and passing; and (c) where the Bill is proposed to be listed for consideration and passing, at a notice shorter than two days, the Minister concerned has addressed a letter to the Presiding Officer of the Lok Sabha or the Rajya Sabha, as the case may be, for relaxation of the requirements of Rule 116 of the Lok Sabha Rules or Rule 123 of the Rajya Sabha Rules, as the case may be.
- (v) Where the Bill proposed to be introduced is also proposed to be taken up for consideration and passing on the same day, the Minister concerned, citing reasons underlying its urgency, may address a letter to the Presiding Officer for grant of permission to list the Bill for consideration and passing on the same day. Consensus in the BAC of the concerned House, obtained by the Minister of Parliamentary Affairs, facilitates this process.

Coordinating Government Legislative Business

Management of Government Legislative business in Parliament requires coordinating the efforts of several agencies such as, the Ministry concerned with the Legislative business, President's Secretariat, Cabinet Secretariat, Lok Sabha and Rajya Sabha Secretariats, Ministry of

Law and Justice (Legislative Department), Government Printing Press, etc. In some of these organisations, further coordination among these different units is also required such as, in the case of Lok Sabha Secretariat, coordination among Legislative Branch, Printing Branch and Distribution Branch is needed.

Introduction, Consideration and Passing of Bills Seeking to Replace Ordinances

In terms of article 123(1) of the Constitution, the President may promulgate such Ordinance as the circumstances appear to him to require. An Ordinance has the same force and effect as an Act of Parliament. Every Ordinance is required to be laid before both Houses of Parliament and it ceases to operate at the expiration of six weeks from the assembly of Parliament unless it is replaced by an Act of Parliament before the expiration of the above period (Where the Houses of Parliament are summoned to reassemble on different dates, the period of six weeks shall be reckoned from the later of those dates). An Ordinance can be withdrawn any time by the President.

The Ministry of Parliamentary Affairs is responsible for laying of copies of the Ordinances in both Houses of Parliament. Besides, it also coordinates with administrative Ministries for introduction, consideration and passing of the Bills seeking to replace Ordinances by both Houses of Parliament within the stipulated period. As soon as an Ordinance is promulgated, the Ministry requests the administrative Ministry (**Annexes IV-I**) to get the Bill in replacement of the Ordinance drafted well in time and also take necessary action to fulfil the requisite procedural formalities for their introduction as also for consideration and passing in time so that the Bill in replacement of the Ordinance could be passed by both Houses as soon as possible during the ensuing session. The Ministry is also requested to take appropriate

action as envisaged in Rule 71 of the Rules of Procedure and Conduct of Business in Lok Sabha or Rule 66 of the Rules of Procedure and Conduct of Business in the Rajya Sabha, depending upon where the Bill is proposed to be introduced, which provides that whenever a Bill seeking to replace an Ordinance with or without modification is introduced in a House, there shall be placed before the House along with the Bill, a statement explaining the circumstances which had necessitated immediate legislation by Ordinance. However, whenever an Ordinance which embodies wholly or partly or with modification the provisions of a Bill pending before either House is promulgated, such statement shall be laid on the Table of the House at the commencement of the session following the promulgation of the Ordinance.

For the purpose of laying of copies of Ordinances in two Houses, the Ministry, as soon as an Ordinance is promulgated, obtains 75 copies of the Ordinance, each in English and Hindi versions, from the Ministry of Law and Justice (Legislative Department). On receipt of copies of all the Ordinances promulgated before the commencement of each Parliament session, one copy each of the Ordinances in English and Hindi versions is submitted to the Minister of State for Parliamentary Affairs concerned for authentication. (Minister of State for Parliamentary Affairs, concerned with the Lok Sabha, authenticates copies of the Ordinances to be laid in the Lok Sabha whereas the Minister of State for Parliamentary Affairs concerned with the Rajya Sabha, authenticates copies of the Ordinances to be laid in the Rajya Sabha.) Thereafter, copies of the Ordinances as authenticated by the Ministers are sent to the Lok Sabha and Rajya Sabha Secretariats with the request to include an entry regarding laying of copies of the Ordinances on the Table of the Houses by the Ministers of State for Parliamentary Affairs, in the List of Business of the respective Houses for the first day of the session. Normally, the Minister of State for Parliamentary

Affairs (Lok Sabha) lays the copies of the Ordinances in the Lok Sabha and the Minister of State for Parliamentary Affairs (Rajya Sabha) lays the copies in the Rajya Sabha. (Other procedural formalities for introduction as well as for consideration and passing of a Bill in replacement of an Ordinance are the same as explained in the preceding paras.)

Non-Legislative and Other Items

Discussion on any item of Non-Legislative Business, viz., Motion regarding statement made by the Minister, policy documents or reports of Statutory bodies and Motions, Resolutions on any other subjects/topics, sought to be moved by the Ministers can be listed in the Houses after the following procedural formalities have been fulfilled by the administrative Ministry:

- (i) Notice of Motion (English and Hindi versions), duly signed by the Minister concerned for consideration/discussion of the policy document, etc. by the House, has been received in the Parliament Secretariat.
- (ii) The Motion has been admitted by the Presiding Officer and has also been bulletined for information of the Members.
- (iii) Copies of such documents/relevant literature, material etc., in English and Hindi versions, have been laid on the Table of the House in which the discussion is proposed to be listed. (Where it is not possible for the Ministry to lay copies of such documents in the House, before the proposed discussion, they may, with the permission of the Presiding Officer of the House concerned, circulate copies of such documents etc. to the Members and also lay a few copies thereof in the Parliament Library, for information of the Members.)

Order of Priority of Government Business

In case, all the items proposed to be included in the List of Government Business fulfil the requisite procedural formalities, they are prioritised in order of their importance and urgency. Normally, Bills seeking to replace Ordinances, Financial business etc. are given priority over other business. A sample list of business is at **Annex IV-J**.

Reference of Bills to Standing Committees

There are 24 departmentally related Standing Committees (**Annex IV-K**) consisting of Members of the Lok Sabha and the Rajya Sabha, under whose jurisdiction, various Ministries/ Departments have been placed. The functions of these Committees are examination and submission of reports to the Houses on (i) Demands for Grants of Ministries/ Departments; (ii) National Long Term Policy Documents; (iii) Bills referred to them by the Presiding Officers of the respective Houses; and (iv) Annual Reports of Ministries/ Departments. The Bills, other than the Finance Bills, Appropriation Bills and Bills of a trivial nature, after their introduction, are normally referred by the Presiding Officer to the Departmentally related Standing Committees for examination and report to the Houses. Where, however, the Bills are of an urgent nature and are required to be enacted early, the Minister concerned, citing the reasons underlying the urgency, may request the Presiding Officer of the House where the Bill is being introduced or has been introduced, not to refer the Bill to the Standing Committee for examination. In case of Bills introduced in the Lok Sabha, the consent of the Leaders of major Opposition Parties in that House to the effect that they have no objection to the proposal to not refer the Bill to the Standing Committee has also to be obtained and communicated to the Speaker/Parliament Secretariat while making such requests.

Financial Business

In terms of article 112 of the Constitution, the President, in respect of every financial year, causes to be laid before both Houses of Parliament, an Annual Financial Statement of the estimated receipt and expenditure of the Government of India. The Annual Financial Statement known as the 'Budget' relates to Government of India finances including Railways(**The Railway Budget and the General Budget have been merged in the year 2017 thereby today there is only one Union Budget including the Railway**). According to Rule 204 of the Rules of Procedure and Conduct of Business in Lok Sabha, the Budget is presented to the Lok Sabha on such day as the President may direct. By convention, the Union Budget is presented on the first day of February each year at 11.00 a.m. (Before 1999, the General Budget was presented at 5.00 p.m. on the last working day of February. And before 2017 it was presented on the last working day of February) .

The Union Budget is presented to the Lok Sabha by the Minister of Finance. While presenting the Budget in the Lok Sabha, the Finance Minister delivers his speech and thereafter lay the Annual Financial Statement, duly authenticated by him, on the Table of the House. After the presentation of the Union Budget in the Lok Sabha, the Finance Minister lays the Annual Financial Statement on the Table of the Rajya Sabha on the same day. On the date of presentation of the Union Budget, no other formal business is included in the Order Papers of the two Houses. Therefore, after presentation/laying of the Union Budget, the two Houses are adjourned for the day. If any State is under President's Rule and it becomes necessary to have the Budget, Demands for Grants etc. of that State presented/ approved by Parliament during that period, the Budgets etc. in respect of such States are also presented to Parliament by the Minister of Finance and approval of Parliament thereto obtained within the stipulated time.

Immediately after presentation of the Union Budget in the Lok Sabha, the Minister of Finance introduces the Finance Bill to give effect to the financial proposals of the Government for the following financial year. As per second proviso to Rule 72 of the Lok Sabha Rules, the Motion for leave to introduce a Finance Bill cannot be opposed and it is forthwith put to vote. (The motion for leave to introduce an Appropriation Bill also cannot be opposed.) As per provision of the Provisional Collection of Taxes Act, 1931, the Finance Bill has to be passed by Parliament and assented to by the President before the expiry of 75 days after the date on which it was introduced.

In an election year, the Union Budget may be presented twice - first to secure a Vote on Account for a few months i.e. an Interim Budget followed by the Annual financial statement for that year or the full-fledged Budget. Whenever the Union Budget is presented twice in a financial year, the Finance Bill is also presented twice in that year - once in the outgoing Lok Sabha and the other in the new Lok Sabha or once in the First Session of the new Lok Sabha and another in its Second Session.

Provisional Programme for Consideration of Financial Business

On the basis of advance information furnished by the Ministry of Finance regarding the Financial business to be brought by them before Parliament during the Budget Session, the Ministry of Parliamentary Affairs prepares a provisional programme of dates for presentation and general discussions on the Union Budget and related Financial business. Depending upon the availability of time, normally three to four sittings in each House are provided for general discussion on the Union Budgets in the provisional programme, five sittings in the Lok Sabha for discussion and voting on the Demands for Grants of various Ministries/Departments and consideration and passing of the related Appropriation Bill

and one sitting in the Rajya Sabha for consideration and return of the Appropriation Bill after it has been passed by the Lok Sabha. Three sittings in the Lok Sabha and two sittings in the Rajya Sabha are provided for consideration and passing/return of the Finance Bill are provided. The general discussion on the Union Budgets and the corresponding discussion and voting on the Demands for Grants on Account, the Supplementary Demands for Grants, if any, and the Excess Demands for Grants, if any, and the introduction, consideration and passing of the related Appropriation Bills, are normally clubbed together for discussion. In the Rajya Sabha, discussion and voting on any Demands of Grants etc. are not taken up. That House considers and returns the related Appropriations Bills only, after they have been passed by the Lok Sabha. A statement indicating the detailed information regarding the time allotted to various items of Financial business is at **Annex IV-L**.

The provisional programme, after it has been approved by the Minister, is forwarded to the Ministry of Finance, about a fortnight before the commencement of the session, for their concurrence/suggestions regarding change in dates, etc., if any. After receipt of their comments/suggestions, the programme is finalised and copies thereof are sent to the two Parliament Secretariats and the Ministry of Finance for necessary action. On receipt of the programme, the Lok Sabha Secretariat, in terms of Rule 204 (1) of the Lok Sabha Rules, obtains the approval of the President to the dates of the presentation of the Union Budget to the Lok Sabha. The two Secretariats, through their Bulletin Part II, then circulate the programme of their respective Houses to the Members for their information. On receipt of the programme from the Ministry of Parliamentary Affairs, the Ministry of Finance also takes appropriate advance action for presentation/discussion of its Financial business in the two Houses, as per the programme.

After forwarding the programme to the two Parliament Secretariats etc., the Ministry of Parliamentary Affairs takes necessary action for obtaining allotment of time from the Business Advisory Committees of the two Houses to various items of Financial business included in the programme. After obtaining allotment of time, the Ministry, from time to time, issues the Lists of Government business *inter alia* providing those items for consideration in the two Houses, as far as possible, on the dates indicated in the programme. In case, however, it is not possible to stick to the dates indicated in the programme in respect of items other than the presentation of Budgets, those items are provided for consideration/discussion on the revised dates. Inclusion of these items in the List of Business can also be discussed after taking the BAC of the House concerned into confidence.

So far as presentation/laying of the Union Budget in the two Houses is concerned, the two Parliament Secretariats include an entry in this regard in their printed Lists of Business only when the Ministry of Parliamentary Affairs intimates them through the Lists of Government business, the date and time of its presentation/laying in the Houses. In regard to presentation/ laying of Demands for Grants/ Supplementary Demands of Grants etc., the Ministry does not make a request to the Secretariats and they themselves include an entry in this regard in the printed Lists of Business of their respective Houses on the basis of requests received by them from the Ministry of Finance.

General discussions on the Union Budget is normally held in the two Houses before they adjourn for recess during the Budget Session. (However, there have been instances when the general discussions on the Union Budget has been held after recess during the second part of the Budget Session.) After the general discussion on the Union Budget is over, the

two Houses are adjourned for recess for a period of about three weeks. During this period, the various Departmentally related Standing Committees, in terms of provisions of Rule 331(G) of the Rules of Procedure and Conduct of Business in Lok Sabha and Rule 272 of the Rules of Procedure and Conduct of Business in the Rajya Sabha, consider the Demands for Grants of various Ministries/Departments and present their separate reports on the Demands for Grants of each Ministry on reassembly of the two Houses after the recess. The Demands for Grants are considered by the Lok Sabha in the post-recess period in the light of the reports of the committees.

However, before the two Houses are adjourned for recess, Ministries/Departments are required to prepare the Detailed Demands for Grants, Performance Budget and Annual Reports of that financial year and make requisite copies thereof available to the two Parliament Secretariats, at least three days before the date on which the Houses are scheduled to adjourn for recess, for laying on the Table of the Houses/circulation to the Members of their respective Houses to enable them to make use of these documents during the deliberations of the Standing Committees. This requirement is generally brought to the notice of all Ministries/Departments sufficiently in advance of the commencement of the Budget Session of Parliament (**Annex IV-M**).

The tentative dates for discussion of the Demands for Grants of various Ministries/Departments in the Lok Sabha, as recommended by the Business Advisory Committee, Lok Sabha, are circulated by the Ministry to the Ministries concerned (**Annex IV-N**) immediately after the adoption of the report of the committee in this regard by the House, to enable them to prepare themselves for discussion in advance. Discussion and voting on Demands of various Ministries is proposed by the Ministry in the Lok Sabha on the dates, unless changed either by the BAC subsequently or agreed to in the House, as recommended by the BAC.

Procedure followed for Discussion and Voting on Demands for Grants of Ministries/Departments

Discussion and voting on the Demands for Grants of the selected Ministries/Departments is provided by this Ministry in the List(s) of Business of the Lok Sabha for such days as are recommended by the BAC, Lok Sabha. Discussion on the Demands for Grants of a Ministry is not initiated or moved by the Minister concerned in the House. As per practice, when the item regarding the Demands of the Ministry comes up for discussion as per entry in the List of Business for a particular day, it is assumed to have been moved and the Demands are proposed from the Chair for discussion by the House to save the time of the House. After the Demands have been proposed by the Chair, the discussion thereon is initiated by one of the Members of the House. On conclusion of the debate, it is replied to by the Minister concerned. Thereafter the cut motions moved by Members, if any, are put to the vote of the House. After the cut motions have been negatived or withdrawn by the Members concerned, Demands for Grants of the Ministry are put to the vote of the House and are adopted, normally by voice vote. This concludes the item regarding discussion and voting on the Demands for Grants of a Ministry. Discussion and voting on Demands for Grants of other selected Ministries/Departments continues in this manner until the day and time fixed by the BAC for guillotining of outstanding Demands. On the day and time recommended by the Business Advisory Committee for Guillotine, the Speaker puts every question necessary to dispose of all the outstanding matters in connection with Demands for Grants. Besides the Minister of Finance, all the Cabinet Ministers and Ministers of State holding independent charge, except those whose Ministries' Demands for Grants have been discussed and voted by the House, are requested by the Minister of Parliamentary Affairs (**Annex IV-O(I) and Annex IV-O(II)**) to remain present in the Lok Sabha at the time of guillotining of outstanding demands. After the

adoption of the Demands, the related Appropriation Bill is introduced, considered and passed by the House, normally without discussion.

The procedural formalities required to be fulfilled for listing of the Appropriation Bills and the Finance Bills in the two Houses are the same as for other Bills except that copies of Appropriation Bills, after they have been passed by the Lok Sabha, are not required to be scrutinised by the Legislative Department before messages regarding their passing are sent to the Rajya Sabha.

Important Rules/Precedents

- (i) The relative precedence of various classes of business to be listed in the Order Paper of the Lok Sabha shall be in the same order as provided in the Direction 2 of the 'Directions by the Speaker'.
- (ii) Immediately after presentation of the Union Budget in the Lok Sabha, the Finance Bill is introduced by the Minister of Finance.
- (iii) The two Houses of Parliament were convened on gazetted holidays for presentation of the General Budget in the years 1954, 1955, 1981, 1982, 1983, 1984, 1987, 1992, 1999 and 2015.
- (iv) On the day on which the Union Budget is presented to the Parliament, the two Houses are adjourned for the day immediately after presentation/laying of the Budget in the Houses.
- (v) General Budget, Railway Budget and Finance Bills were presented twice in the years 1957, 1962, 1966, 1971, 1977, 1980, 1991, 1996, 1998, 2004, 2009, 2014 and 2019. Union Budget was present twice in 2019.
- (vi) On a point of order as to whether a caretaker Government was competent to pilot Financial business in the Lok

Sabha, raised by several Members in the Lok Sabha on 11 March, 1991, the Speaker ruled that “the Council of Ministers headed by the Prime Minister continues to function. There is no vacuum. Government is fully competent to pilot the Government Business”.

- (vii) Railway Budget/Demands for Grants (Railways) and General Budget/Demands for Grants (General) presented to the Lok Sabha on 26 and 28 February, 1997 by the Minister of Railways and Minister of Finance respectively in the outgoing Government headed by Shri H.D. Deve Gowda, were moved by the same Minister of Railways and Minister of Finance in the Lok Sabha under the subsequent Government headed by Shri I.K. Gujaral and were passed by the House on 2 and 6 May, 1997.
- (viii) In terms of the Provisional Collection of Taxes Act, 1931, the Finance Bill has to be passed by the Parliament and assented to by the President before the expiry of 75 days after the day on which it was introduced.
- (ix) The motion for leave to introduce a Finance and Appropriation Bill cannot be opposed. It is forthwith put to vote (Lok Sabha Rule 72).
- (x) General discussion on the Railway Budget in the Rajya Sabha was taken up before the general discussion on the Railway Budget in the Lok Sabha in the years 1953-63, 1965, 1974, 1975, 1993 and 1998.
- (xi) General discussion on the General Budget was taken up in the Lok Sabha before general discussion on the Railway Budget in the years 1957, 1962, 1995 and 2002; general discussion on the General Budget in the Rajya Sabha was taken up before the general discussion on the Railway Budget in the years 1952, 1957, 1966, 1987 and 1994.
- (xii) Seventeen Departmentally Related Standing Committees for various Ministries/ Departments were formally

constituted w.e.f. 8 April, 1993 and twenty- four Departmentally Related Standing Committees **are expected to be constituted formally shortly after the constitution of the 17th Lok Sabha.**

(xiii) All Cabinet Ministers and Ministers of State (Independent Charge) are requested to remain present in the Lok Sabha at the time of guillotining of the outstanding Demands relating to various Ministries/Departments of Government of India.

(xiv) Since 2017, Budget for Railways has been merged with General Budget and today there is only one Budget is now called Union Budget which includes Railway Budget.

CHECK LIST

A check list indicating steps to be taken at various stages in connection with the function relating to the planning and co-ordination of official business in the two Houses of Parliament is at **Annex IV-P.**

OTHER GOVERNMENT BUSINESS IN PARLIAMENT

The following items *inter alia* constitute other Government Business (excluding Financial business):

MOTION MOVED BY MINISTER FOR DISCUSSION ON A MATTER OF GENERAL PUBLIC IMPORTANCE

No discussion on a matter of general interest, except provided otherwise in the Constitution or the Rules of the respective Houses, can take place in the Houses except on a motion made with the consent of the Presiding Officer (Lok Sabha Rule 184, Rajya Sabha Rule 167). A motion may be in the form of a declaration of opinion or a recommendation; or it may be in the form so as to record approval or disapproval by the House of an act or policy of Government or to express concern or commend, to urge or request an action or to take note of a document or to consider a policy, statement or situation. Usually, notices are tabled in two forms: (i) the House takes note of a document, viz. report, statement, etc., laid on the Table of the House; and (ii) the House considers a policy or situation or statement or any other matter. The motions of the first type are submitted to the vote of the House at the end of the discussion and amendments seeking to approve or disapprove the report etc. can be moved thereto. The second type of motion is generally used when a policy or situation or statement or any other matter is to be taken into consideration. This category of motion is not put to the vote of the House at the close of the debate. However, if a Member, with the consent of the Presiding Officer, moves a substantive motion in substitution of the original motion, the vote of the House thereon is taken (Lok Sabha Rule 342).

The motion for discussion on a matter of general public interest given by a Minister is treated as having been given under Rule 185 in the Lok Sabha and under Rule 168 in the

Rajya Sabha. Normally, a motion moved by a Minister that the policy or situation or statement or any other matter be taken into consideration is not put to the vote of the House and is disposed of in a manner as laid down in the Lok Sabha Rule 342. The motion moved by a Minister that 'the House takes note of the report etc. laid on the Table of the House' is put to the vote of the House as provided in Lok Sabha Rule 191. In the Rajya Sabha, there is no Rule corresponding to Rule 342 in the Lok Sabha Rules and all the motions admitted in that House under Rule 168 are put to the vote of the House as provided for in Rajya Sabha Rule 173.

When a notice of a motion given by a Minister under the above Rules in the two Houses is admitted by the Presiding Officers, the Ministry of Parliamentary Affairs moves the Business Advisory Committee (BAC) of the concerned House for allocation of time for discussion on the motion. After the BAC has allotted the time, the motion is provided for discussion in that House on a day either convenient to the Government or as recommended by the BAC.

CONFIDENCE MOTION

Background

The Government seeking a vote of confidence of the House of the People is of recent origin. There is no rule in the Rules of Procedure relating to a Motion of Confidence in the Council of Ministers. The requirement of moving such motion was perhaps not visualised at the time of the framing of the Lok Sabha Rules. The necessity for debate through such a motion, which is in the nature of an exercise of demonstrating majority support in the Lok Sabha by the ruling party, arose in the late seventies with the advent of Governments obtaining a majority through splits in the political parties, and later on account of formation of coalition Governments as a result of hung Parliaments. In the absence of any rule in this regard,

such Motions of Confidence have been entertained under the category of motions stipulated under Rule 184 which are meant for raising discussions on matters of public interest. Decisions on such motions are taken under Rule 191 by putting before the House all necessary questions.

Process

There is no requirement of seeking leave of the House as in the case of a No-Confidence Motion. The one line notice of motion (**Annex II-K**) has to be given by the Prime Minister. When admitted by the Speaker, it is bulletined. The date and time for its discussion and the time for putting the motion to vote in the House is normally decided in consultation with the Business Advisory Committee (BAC) of the House. After the BAC has made recommendations in this regard, the Ministry requests the Lok Sabha Secretariat to provide an entry in the List of Business of the House for discussion on the motion on the day(s) as recommended by the Committee. At the scheduled time on the given day, the Prime Minister moves the motion with a short speech. Thereafter, Members belonging to various parties/groups participate in the discussion. After the discussion on the motion has concluded, the Prime Minister replies to the debate. The motion is then put to the vote of the House and a decision is taken through the process of Division. If the motion is not adopted by the House, the Prime Minister has to tender the resignation of the Government which he heads.

Discussion on Statement made by Minister in the House

A statement on a matter of public importance on any subject, for which the Minister is responsible, can be made by the Minister with the consent of the Presiding Officer. In the Lok Sabha, the statement is made under Rule 372 read with direction 119 of the 'Directions by Speaker', and in the Rajya Sabha, the corresponding rule under which the statement can be made by a Minister is Rule 251. As per provisions of Rules of both the

Houses, no question can be asked at the time the statement is made. However, by way of convention, Members of the Rajya Sabha are allowed to seek clarifications on a statement made by a Minister in that House, either at the time of making of the statement by the Minister or subsequently on any day during the session. If clarifications on a statement are not sought on the day the statement is made, an entry in the List of Business under the heading, “Clarifications on the statement made by the Minister for on.....regarding.....” is also given by the Rajya Sabha Secretariat themselves and they normally keep on making this entry until the clarifications have been sought by the Members. In the Lok Sabha, there is no such convention. However, the Speaker, in exceptional circumstances, may either allow Leaders of various parties/groups or only a limited number of Members of the House, to seek clarifications on the statement made by a Minister on an important issue.

Whenever any Member or Minister concerned is keen to have a discussion on a statement made by the Minister, he/she can give a notice of his/her intention to move the motion that the statement made by the Minister may be discussed by the House. If the motion so given is admitted by the Presiding Officer, the discussion on the statement is provided after the Business Advisory Committee has recommended time and day for its discussion. Such motions are normally admitted under Rule 193 in the Lok Sabha and Rule 176 in the Rajya Sabha. The motion given notice of by a Minister is considered as Government Business and, therefore, the Ministry is required to request the Parliament Secretariat concerned to include the discussion in the List of Business of the concerned House on a day convenient to the Government or as recommended by the BAC of the House.

RESOLUTIONS

A Member or a Minister may move a resolution relating to a matter of general public interest (Lok Sabha Rule 172, Rajya Sabha Rule 156). A resolution may be in the form of a declaration of opinion, or a recommendation or may be in the form so as to record either approval or disapproval by the House of an act or policy of the Government, or convey a message; or commend, urge or request an action; or call attention to a matter or situation for consideration by Government; or in such other form as the Presiding Officer may consider appropriate.

The three broad categories under which Government resolutions may be classified are: (i) resolutions approving international treaties, conventions, or agreements of which the Government is a party, (ii) resolutions declaring or approving certain policies of the Government; and (iii) resolutions approving recommendations of certain committees, viz., recommendations of the Railway Convention Committee.

A Minister may address the notice of the resolution sought to be moved by him/her in either House to the Secretary-General of the concerned House. After the resolution has been admitted by the Presiding Officer, it is published in the Bulletin Part II of that House. Any Member can thereafter table notice(s) for moving amendment(s) to the resolution. Besides, after the resolution has been published in the Bulletin, the Ministry moves the BAC of the concerned House for allocation of time for discussion on the resolution. After the committee has allotted time for its discussion, the concerned Parliament Secretariat is requested to include the resolution for 'discussion and adoption' in the List of Business of that House for a day suitable to the Government. However, before the resolution is listed for consideration in the Order Paper of the House, the Minister concerned may ensure that all relevant documents and literature, wherever necessary, are circulated to the Members sufficiently in advance. The resolution can be taken up first

in any House. It can also be taken up simultaneously in the two Houses provided it is not inconvenient to the Government. It is, therefore, not necessary that a message by one House regarding its adoption by that House should be sent to the other House. A copy of every resolution adopted by the House is sent by the Secretary-General of that House to the Minister concerned.

STATUTORY RESOLUTION SEEKING DISAPPROVAL OF ORDINANCES

Any Member of the House can give notice for moving a statutory resolution seeking disapproval of an Ordinance. Though it is not an item of Government Business, if, however, notice of a statutory resolution given notice of by a Member of the House seeking disapproval of an Ordinance is admitted by the Speaker, time has to be provided by the Government for discussion thereon. Not only time is to be provided by the Government for the purpose, an entry for its consideration, along with an entry for the consideration and passing of the Bill seeking to replace the Ordinance, after such Bill (if it is not already pending in either House even before promulgation of the Ordinance) has been introduced in either House, has also to be provided by the Ministry in the List of Business of the House where the resolution has been admitted.

PROCLAMATION ON FAILURE OF CONSTITUTIONAL MACHINERY IN A STATE (PRESIDENT'S RULE IN A STATE)

A Proclamation, issued by the President in respect of any State, under the provisions of article 356 of the Constitution, is required to be laid on the Table of the two Houses of Parliament. Along with the Proclamation, Government also generally lays on the Table of the Houses a summary of the Governor's report or the Governor's report *in extenso*, where the President has acted on such a report.

Article 356 (3) *inter alia* provides that such a Proclamation shall cease to operate at the expiration of two months from the date of its issue unless before the expiration of this period, it has been approved by resolutions of both Houses of Parliament. Therefore, if the Proclamation so issued is to be continued beyond two months, both the Houses of Parliament may have to approve it by a resolution. For this purpose, Government, after the Proclamation along with other requisite documents has been laid on the Table of the Houses, has to give a separate notice (**Annex V-A**) to the Secretary-Generals of the respective Houses indicating its intention to move a resolution seeking approval of the Proclamation by that House during the session following the promulgation of the Proclamation. After the allocation of time by the BAC of the respective Houses, the Ministry requests the two Secretariats to include the item regarding consideration of the resolution in the Lists of Business of the two Houses on a day either convenient to the Government or as recommended by the BACs. However, care should be taken to list the resolution in the two Houses sufficiently in advance of the expiry of the prescribed period of two months. There is no restriction in moving the resolution in any House first. There is also no restriction on the discussion on the resolution being taken up in the two Houses simultaneously unless it is inconvenient to the Government. The resolution has to be adopted by the Houses by a simple majority.

It has been held that an amendment to the resolution seeking to approve the President's Proclamation is out of order if the amendment is negative in character or is beyond the scope of the resolution, or is contradictory to the text of the resolution. An amendment seeking to give conditional approval to the Proclamation is also inadmissible. A resolution seeking disapproval of the Proclamation is also inadmissible as there is no provision to this effect in article 356 of the Constitution. The House may adopt or not adopt a resolution as the resolution before the House cannot take any other form.

PROCLAMATION OF EMERGENCY

Proclamation of Emergency issued under article of 352 of the Constitution has to be laid on the Table of both Houses of Parliament. Such Proclamation ceases to operate at the expiration of one month unless before the expiration period it has been approved by resolutions of both Houses of Parliament. If any such Proclamation is issued at a time when the Lok Sabha has been dissolved or the dissolution of the Lok Sabha takes place during the period of one month and if a resolution approving the Proclamation has been passed by the Rajya Sabha, but no resolution with respect to such Proclamation has been passed by the Lok Sabha before the expiration of that period, the Proclamation ceases to operate at the expiration of thirty days from the date on which the Lok Sabha first sits after its reconstitution, unless before the expiration of the period of thirty days a resolution approving the Proclamation has been passed by the Lok Sabha.

When a notice in writing of a resolution seeking disapproval of a Proclamation or its continuance, signed by not less than one-tenth of the total number of Members of the Lok Sabha, has been given to the Speaker, if the Lok Sabha is in session, or, to the President, if it is not in session, a special sitting of the Lok Sabha shall be held within fourteen days from the date of receipt of the notice for considering the resolution. All resolutions for approval of or for further continuance of the Proclamation of Emergency may be passed by Parliament by a majority of the total membership and by a majority of not less than two-thirds of the Members present and voting in each House.

The life of the Lok Sabha may, while a Proclamation of Emergency is in operation, be extended beyond its normal period by Parliament by law for a period not exceeding one year at a time and not exceeding in any case beyond a period of

six months after the Proclamation has ceased to operate. After the Proclamation of Emergency has been laid on the Table of the House and time for its consideration has been allotted by the BAC, the Ministry may request the Lok Sabha Secretariat to include the resolution given notice of by the Government and admitted by the Speaker, in the List of Business of the House for consideration and passing. After it has been passed by the Lok Sabha, the Ministry takes action on the lines of procedure followed for listing in the Lok Sabha, to list the resolution for consideration and passing in the Rajya Sabha.

PRESIDENT'S ADDRESS

Background

Under article 87 of the Constitution, at the commencement of the First Session after each general election to the House of People and at the commencement of the First Session of each year, the President shall address both Houses of Parliament assembled together and inform Parliament of the causes of its summons.

Process

About two months in advance of the President's address, the Prime Minister's Office requests the Secretaries of all Ministries/ Departments to furnish, by a specified date, information on the following items for inclusion in the President's address to be delivered in the ensuing Parliament session:

- (a) matters relating to Finance to be prepared in consultation with the Ministry of Finance;
- (b) matters relating to Ordinances promulgated during the inter-session period; and
- (c) matters relating to Legislative business together with the list of Bills proposed to be considered/introduced during the next session.

So far as the Ministry of Parliamentary Affairs is concerned, it is required to furnish necessary updated material, preferably in the form of a short statement in respect of the Ministry in general and on the above points in particular, to the PMO with a copy thereof to the Cabinet Secretariat, by a specified date consisting of (i) list of Ordinances promulgated, if any; and (ii) list of Bills pending on the conclusion of the last session of Parliament or the list of Bills pending on the dissolution of the last Lok Sabha.

On the occasion of the President's address, seats in the front rows in the Central Hall are reserved for the members of the Union Council of Ministers. In order to ensure that the seats reserved for Ministers do not remain vacant, the Ministry informally ascertains from the offices of the Ministers, as to whether they will attend the address. Names of Ministers, who are not in a position to attend the address, are intimated to the Lok Sabha Secretariat (Table Office) so that seats may not be reserved for them in the Central Hall.

After the President has addressed both the Houses of Parliament, a copy of the President's address is uploaded by President's Secretariat on their website. The link is circulated to all Central Ministries/Departments for information and action as deemed necessary.

DISCUSSION ON MOTION OF THANKS

About ten to fifteen days in advance of the date of the address, a provisional programme of dates of discussion on the Motion of Thanks on the President's address in the two Houses is chalked out. Normally, three to four days in the Lok Sabha and three days in the Rajya Sabha are provided for this purpose. After the programme has been approved by the Minister, it is communicated to the two Parliament Secretariats which bulletin it for the information of the Members.

Discussion on the Motion of Thanks in the two Houses is initiated by one of the Members, called mover, and seconded by another Member, who seconds the motion is called the seconder. Normally, the mover moves the motion in one language while the seconder seconds the motion in the other language i.e. if the mover moves the motion in English, the seconder will second it in Hindi and *vice versa*. It has been the practice that the Minister of Parliamentary Affairs, in consultation with the Prime Minister, decides the names of the movers and seconders to the motion in the two Houses. The Members so decided have to sign the notice of the motion addressed to the Secretary-General of each House (**Annexes II-N & O**) which has to be given to the respective Houses after the copy of the President's Address has been laid in the two Houses. For this purpose, a note requesting the Minister to select the mover and seconder in each House is submitted about a week in advance of the President's address, along with (i) the names of the Members who moved and seconded the motion in the two Houses during the last five years; and (ii) the draft of the notice of motion to be moved in each House (in English and Hindi). After the Minister has selected the Members, the notices of motions are got signed by the respective Members by the Minister's office. On receipt of the file in the Legislative I Section, the notices of motions, in original, are forwarded to the Table Offices of the two Secretariats for further necessary action. The discussion on the motion in the two Houses is provided by the Ministry on the dates already communicated to the two Secretariats. Where, however, it is not possible to provide discussion on those dates, efforts are made to chalk out the revised dates and, after the Minister's approval, communicate them to the Parliament Secretariat concerned for bulletining them for the information of the Members.

Decisions

President's Address

- (i) The Fourteenth Session of the XIII Lok Sabha was adjourned *sine die* on 23 December, 2003. The House was not prorogued thereafter and was reconvened to meet on 29 January, 2004. It was treated as the second part of the 14th Session as per past practice. However, a number of Members, through points of order, submitted in the House on 30 January, 2004 and 3 February, 2004 that the session which commenced on 29 January, 2004 was the First Session of the year 2004 and it should, therefore, have been addressed by the President in terms of article 87 of the Constitution. In his ruling given in the House on 3 February, 2004, the Speaker, Lok Sabha *inter alia* observed that as per the provisions of the Constitution, a session of the House comes to an end when the House is prorogued and since the House was not prorogued after its adjournment *sine die* on 23 December, 2003, this session could, at best, be treated as the second part of the 14th Session of the XIII Lok Sabha notwithstanding the fact that the calendar year had since changed. The Speaker, therefore, ruled out the points of order on the issue (**Annex V-B**). On a writ petition (No.86/2004) filed on this issue by Shri Ramdas Athawale (Member of XIII Lok Sabha), the Supreme Court on 29th March 2010 decided that.....

“..... We accordingly find no merit in this writ petition and is accordingly dismissed without any order as to costs.”

- (ii) On 6 March, 1991, while concluding his reply to the Motion of Thanks on the President's address to both Houses of Parliament assembled together on 21 February, 1991, the then Prime Minister stated that the Council of Ministers had decided to tender their resignation and that

he would be meeting the President immediately to convey to him their decision. The Speaker, thereupon, observed that in view of the decision of the Council of Ministers to resign, the Motion of Thanks on the President's address had become infructuous.

- (iii) After the swearing in of the United Front Government under Shri H.D. Devegowda as Prime Minister on 1 June, 1996, the Leader of the House and the then Minister of Parliamentary Affairs, Shri Ram Vilas Paswan held a meeting of Leaders of Political Parties and Groups in Parliament on 9 June, 1996 to discuss the point as to whether the Motion of Thanks admitted on 27 May, 1996 be taken up during the reconvened sitting of the Lok Sabha on 10 June, 1996. The consensus in the meeting was that there was no need at that stage to discuss the Motion of Thanks on the President's address as the Motion of Thanks apparently had become infructuous. Therefore, the Motion on the President's address was not taken up for discussion during the reconvened session of the Lok Sabha on 10 June, 1996. (F.No.20(1)/96-Leg.I)

Government's Prerogative to Provide Discussion on Proclamation Regarding President's Rule

On 4 March, 1999 in the Rajya Sabha, the Leader of Opposition Dr. Manmohan Singh, and others made submissions *inter alia* desiring to know when the discussion on the Proclamation under article 356 in relation to the State of Bihar will be provided in the Rajya Sabha. The Members submitted that the resolution on this subject had already been passed by the Lok Sabha and, therefore, Government should make its position clear as to when the discussion on the Proclamation will be provided in the Rajya Sabha. They also expressed a fear that the Government might bypass the Rajya Sabha in this respect.

The Minister of Parliamentary Affairs (Shri P.R. Kumaramangalam), who intervened during these submissions, assured the House that in no circumstances would Government ever go against the constitutional provisions or political decorum. He further stated that on 8 March, 1999 the Government would inform the House as to what steps it proposed to take in the matter. However, the Members continued to make submissions on the subject and requested the Chair to give its ruling in the matter. In this connection, the Hon'ble Chairman gave the following ruling:

"Hon'ble member, the basic issue is this. It has come up earlier also in the House and my distinguished predecessor, Chairman of the Rajya Sabha, on 4th November, 1986 had given his ruling and it is nearly the same as my ruling. He had said:

'You are aware that if the Government does not want to have the proclamation approved, they need not move the Resolution. And if they do not move the Resolution, the proclamation lapses. Therefore, there is nothing for discussion. It is only when the proclamation is continued that there is something for discussion in the House. When the Government is not coming forward with the proclamation, and if it lapses, there will be nothing for discussion. It is for the Government to decide. We cannot force the Government to decide just now. It is their right to decide'."

Statutory Resolution Seeking Disapproval of an Ordinance Adopted

- (i) On 5 August, 1991, the Statutory Resolution seeking disapproval of the Code of Criminal Procedure (Amendment) Ordinance, 1991 and the motion for consideration of the Code of Criminal Procedure (Amendment) Bill, 1991 were moved by Shri S.S. Ahluwalia, MP, a Member of the ruling party, and Shri S.B. Chavan, Minister of Home Affairs, respectively. After a brief discussion, Shri S.S.

Ahluwalia replied to the debate on the resolution and Shri S.B. Chavan, Minister of Home Affairs while intervening in the debate requested Shri S.S. Ahluwalia to withdraw the resolution. However, Shri Ahluwalia did not withdraw the resolution. Accordingly, the resolution was put to vote. Thirty nine votes each were cast in favour and against the resolution. In such a situation, the Chair, in terms of article 100 of the Constitution, exercised his casting vote in favour of the Statutory Resolution. Accordingly, the Statutory Resolution was adopted by 40 to 39 votes and further consideration and passing of the Bill was not proceeded with.

However, the above Bill was again introduced in the Rajya Sabha during the next session, viz., 160th Session, on 3 September, 1991. At the time of its introduction, some Members from the Opposition benches opposed the introduction of the Code of Criminal Procedure (Second Amendment) Bill, 1991, stating that the Bill was disapproved by the House in the 159th Session. The Chair overruled the objection and thereafter the Bill was introduced. The Bill was passed by the Rajya Sabha on 4 September, 1991 and by the Lok Sabha on 17 September, 1991 and was assented to by the President on 19 September, 1991.

- (ii) On 7 August, 1997, the Statutory Resolution seeking disapproval of the Presidential and Vice Presidential Election (Amendment) Ordinance, 1997, moved by Shri Satish Aggarwal and motion for consideration of the Presidential and Vice Presidential Election (Amendment) Bill, 1997 moved by the Minister of State for Law and Justice were together taken up for discussion in the Rajya Sabha. After a brief discussion, the Statutory Resolution was put to vote and was adopted by the House. As a result of this further consideration and passing of the Bill was not proceeded with.

With a view to replace the Ordinance by an Act of Parliament, the above Bill was introduced in the Lok Sabha on 12 August, 1997 i.e. during the same Parliament session, as the Presidential and Vice Presidential Elections (Second Amendment) Bill, 1997. The Bill was considered and passed by the Lok Sabha on 13 August, 1997. This Bill could not have been taken up in the Rajya Sabha in the same session in the normal circumstances in view of the provisions of the Rule 228 of the Rajya Sabha Rules which *inter alia* provides that a motion must not raise a question substantially identical with one on which the Council has given a decision in the same session. Thereafter, on a motion moved by the Minister of Law and Justice, the Rule 228 in its application to the above Bill was suspended and the Bill was thereafter considered and passed by the Rajya Sabha on 14 August, 1998.

- (iii) On 21 March, 2002, the Statutory Resolution seeking disapproval of the Prevention of Terrorism (Second) Ordinance, 2001 moved by Shri Kapil Sibal and the motion moved by the Minister of Home Affairs for consideration of the Prevention of Terrorism Bill, 2002 as passed by the Lok Sabha, were taken up together for discussion in the Rajya Sabha. After reply to the debate by the Minister of Home Affairs, the Statutory Resolution was put to the vote of the House and was adopted after division (Ayes 113, Noes 98). After the Statutory Resolution was adopted, the motion for consideration of the Bill was put to the vote of the House and was negatived after division (Ayes 98, Noes 113).

As the Prevention of Terrorism (Second) Ordinance, 2001 would have lapsed on 8 April, 2002 if not replaced by an Act of Parliament on or before the above date in terms of article 123 of the Constitution, it was decided to convene a Joint Sitting of the two Houses in terms of article 108

of the Constitution on 26 March, 2002 for deliberation and voting on the Prevention of Terrorism Bill, 2002 as passed by the Lok Sabha and rejected by the Rajya Sabha. The Bill was deliberated, during the Joint Sitting held on 26 March, 2002. On the motion for consideration for the purpose of deliberating on the Bill, the Division took place (Ayes: 425; Noes: 294). The motion for consideration was accordingly adopted. Thereafter, the motion moved by Minister of Home Affairs that the Bill be passed was adopted and the Bill was passed.

Discussion on the Working of Ministries in Rajya Sabha

During the second part of the Budget Sessions, a few sittings in the Rajya Sabha are devoted to discussion on working of some of the Ministries as recommended by the Business Advisory Committee of the House. Normally, discussion on the working of Ministries is taken up in the Rajya Sabha during more or less the same period when the Lok Sabha is busy with discussion and voting on the Demands for Grants (General) of Ministries/ Departments. With a view to selecting the Ministries/ Departments for this purpose, the Chairman, Rajya Sabha, convenes a meeting of the Business Advisory Committee, Rajya Sabha, during the last week of the first part of the Budget Session. Keeping in view the time (days) likely to be available for this purpose, the committee decides the number and names of Ministries/Departments whose working can be discussed by the House during the second part of the Budget Session to be held after recess and also allots time for discussion on the working of such Ministries/Departments. In the meeting, the names of various parties/groups, whose Members may initiate the discussion on the working of various Ministries selected for this purpose, are also decided. Sometimes, date(s) of discussion of the working of such Ministries/Departments and the order in which they should be taken up for discussion is also decided in the meeting.

As soon as the recommendations of the Business Advisory Committee about the names of Ministries/Departments to be discussed are announced in the House or the minutes of the meeting are received in the Ministry, the Ministries/Departments concerned are informed in order to enable them to make necessary preparation for the purpose in advance and also to ensure that the Minister concerned may make it convenient to remain present in the House on the probable date of discussion of his/her Ministry.

Discussion on the working of Ministries is included in the List of Business of the Rajya Sabha for the days and in the order in which it is intimated by the Ministry of Parliamentary Affairs to the Rajya Sabha Secretariat through daily Lists of Government Business. When this item comes for discussion in the House, the Member, in whose name the item is listed in the List of Business, is called by the Chair to initiate the discussion. After such a Member has made his speech, few other Members, who have given their names for participation in the debate, are called to speak. Minister concerned replies to the debate at the end. With this, the discussion on the working of a Ministry is over. There is no voting by the House on this item.

CHECK LIST

A check list indicating steps to be taken at various stages for transaction of other Government Business in two Houses is at **Annex V-C**.

CABINET COMMITTEE ON PARLIAMENTARY AFFAIRS

BACKGROUND

With the creation of a bicameral Parliament consisting of several representatives of the people, it was deemed desirable that the Cabinet should delegate the overall responsibility regarding detailed parliamentary matters to a small standing committee of the Cabinet, specialising in this task. A Parliamentary and Legal Affairs Committee was accordingly constituted in 1949. This committee was subsequently named as the Cabinet Committee on Parliamentary Affairs. The then Department of Parliamentary Affairs and now Ministry of Parliamentary Affairs has been providing secretarial assistance to the committee since 1954. Prior to 1954, the Ministry of Law had been providing secretarial assistance to the committee though secretarial assistance in regard to planning of Government Business in both Houses of Parliament was even then provided by the then Department of Parliamentary Affairs.

As per the First Schedule to the Government of India (Transaction of Business) Rules, 1961, the following functions have been assigned to the Cabinet Committee on Parliamentary Affairs:

- (i) To watch the progress of Government business in Parliament and to give such directions as may be necessary from time to time, in order to secure smooth and efficient conduct of such business;
- (ii) to scrutinise, and to consider the attitude of the Government on non-official Bills and resolutions to be presented to Parliament;

Note: The Minister of Parliamentary Affairs, may take a decision in cases, where the recommendation of the concerned

Ministry/Department is that the non-official Bill/Resolution may be opposed, or the Members may be persuaded/requested to withdraw the Bill/Resolution, failing which it may be opposed. Decisions so taken by the Minister may be placed before the Cabinet Committee on Parliamentary Affairs or if no meeting of the Committee is envisaged, within a reasonable period of time, these may be circulated to the Members of the Committee for ratification.

- (iii) to review legislations undertaken by State Legislatures from an all-India point of view; and
- (iv) to consider proposals to summon or prorogue the Houses of Parliament.

Note: The Committee shall, unless otherwise decided by the Cabinet Secretary, be serviced by the Ministry of Parliamentary Affairs.

The composition of the Cabinet Committee on Parliamentary Affairs, as last notified, is as under:-

1. Minister of Defence - Chairman
2. Minister of Home Affairs.
3. Minister of Finance; and Minister of Corporate Affairs.
4. Minister of Consumer Affairs, Food and Public Distribution.
5. Minister of Agriculture and Farmers Welfare; Minister of Rural Development; and Minister of Panchayati Raj.
6. Minister of Law and Justice; Minister of Communications; and Minister of Electronics and Information Technology.
7. Minister of Social Justice and Empowerment.
8. Minister of Environment, Forest and Climate Change; and Minister of Information and Broadcasting.

9. Minister of Parliamentary Affairs; Minister of Coal; and Minister of Mines.

Special Invitees

10. Minister of State in the Ministry of Parliamentary Affairs; and Minister of State in the Ministry of Heavy Industries and Public Enterprises.
11. Minister of State in the Ministry of External Affairs; and Minister of State in the Ministry of Parliamentary Affairs.

(Ministers other than members of the committee, who are concerned with the subject matter under discussion in the meetings of the committee, are also invited, if necessary, to attend such meetings of the committee)

PROCESS

The Cabinet Committee on Parliamentary Affairs normally takes decisions on matters placed before it for consideration, on any issues related to functions assigned to it. Action is taken by the Ministry to convene the meeting of the committee. The meetings of the committee are normally held during the inter-session as well as session period. The venue of the meeting is either the Minister of Parliamentary Affairs' Room in Parliament House or any place/room inside or outside Parliament House, convenient to the Chairman, CCPA.

The process followed for taking action on four functions assigned to the Cabinet Committee on Parliamentary Affairs has been dealt with in seriatim, as follows:

To watch the progress of Government Business in Parliament and to give such directions as may be necessary from time to time, in order to secure smooth and efficient conduct of such business

There have been very few occasions when the Cabinet Committee on Parliamentary Affairs reviewed either in formal

meetings or through circulation of papers, the progress of the Government Business in the two Houses. CCPA held its first meeting to discuss the Government Business for the Winter Session, 1983, on 7 November, 1983(**Annex VI-A**).

This function now-a-days is normally taken care of by the Minister of Parliamentary Affairs himself/ herself. About a week before the commencement of every session of Parliament, the Minister of Parliamentary Affairs or one of the Ministers of State for Parliamentary Affairs, if the Minister is not available on the proposed date of the meeting, takes a meeting with Secretaries/ senior officers of various Ministries/Departments to finalise the Tentative List of Legislative and other Business to be taken up in the two Houses during the ensuing session. Besides, the Minister also takes review meetings with Secretary/ senior officers of the Ministry, as and when necessary, before commencement of the session and on an almost daily basis during the session period and gives such directions, as may be necessary, for expeditious and smooth disposal of pending and new Government Legislative and other Business in the two Houses.

To scrutinise and to consider the attitude of the Government on Non-Official Bills and Resolutions to be presented to Parliament

This is the most important function of the committee. The committee has held a maximum number of meetings, formally as well as through circulation of papers, for consideration of matters relating to Private Members' Bills and Resolutions.

Private Members' Bills and Resolutions are taken up alternatively in the two Houses for two and a half hours on every Friday or any other day of the week during the session period as the Presiding Officer of the respective House may direct. If Private Members' Bills are taken up in one week, then the Private Members' Resolutions are taken up during the next week and so on. Whenever the Private Members' Bills/ Resolutions are listed for consideration in the two Houses, the

Government has to take a stand on their subject matter with the approval of the Cabinet Committee on Parliamentary Affairs. For this purpose, Ministries/Departments concerned are requested to furnish, with the approval of their Ministers, two copies of the 'Note for Consideration of the Cabinet Committee on Parliamentary Affairs', commonly called 'Brief', both in English and Hindi versions, indicating the Government's stand on the Private Members' Bills/Resolutions which have been listed for consideration in the two Houses for the day scheduled for such business (Ministries are requested to furnish two copies of the brief in each version, if the approval of the committee on the Ministry's proposal is to be taken through circulation of papers and thirty copies in each version, if there is a proposal to convene a formal meeting of the committee). The various stages at which the copies of the Brief are called from the Ministries/ Departments concerned can be seen in the following paras.

As soon as the result of the ballot in respect of Private Members' Bills to be taken up for consideration in the Lok Sabha on the days scheduled for Private Members' Bills is notified in the Parliamentary Bulletin by the Lok Sabha Secretariat, a letter (**Annex-VI-B**) is addressed by the Secretary, Ministry of Parliamentary Affairs, to the Secretaries of the Ministries/ Departments concerned with the Bills which secure the first ten positions in the ballot, requesting them to send the requisite copies of the Brief (English and Hindi versions), if not already sent, to this Ministry for consideration/approval of the Government's stand on such Bills by the committee. So far as the Private Members' Resolutions in the Lok Sabha and the Private Members' Bills and Resolutions in the Rajya Sabha are concerned, the names of Members, who have given notices for moving these items, are only balloted and the Members who secure the first few positions/places in the ballot are requested to intimate the title of the pending Bills/text of the Resolutions which they intend to move to the respective Parliament Secretariat so that such Bills/ Resolutions in their

names could be listed for consideration in the Order Papers of the two Houses for the days specified for this purpose. As the Members furnish their replies in this regard when the List of Business is about to be sent to the Press for printing, no letter is addressed by the Secretary, Ministry of Parliamentary Affairs, after the results of the ballots in respect of Private Members' Resolutions in the Lok Sabha and the Private Members' Bills and Resolutions are notified by the Parliament Secretariat concerned.

Wherever, however, the requisite information from the Members in this regard becomes available to the Parliament Secretariat a couple of days or more in advance of the date of printing of the Lists of Business, an advance list of such business is obtained from the concerned Secretariat and Ministries/ Departments concerned therewith and are requested (**Annex VI-C**) to immediately furnish the requisite number of copies of the Brief in both the versions clearly and precisely indicating the Government's stand on such Bills and Resolutions. Alternatively, as and when the printed Lists of Business of Private Members' Bills and Resolutions become available, which is normally two or three days in advance of the day on which they are to be taken up, Ministries/Departments, which have not already furnished Briefs on the Bills/Resolutions included in the list for consideration, are requested to immediately furnish Briefs on such Bills and Resolutions (Such communication is first faxed and then physically sent to the Parliament Unit of the Ministry to provide them maximum possible time to examine the Bills/Resolutions and furnish the requisite information). Ministries/Departments, from whom the Briefs are not received in time as specified in our communication, are also informally contacted at various levels, to expedite the same.

Prior to the year 2005, the Note for Cabinet Committee on Parliamentary Affairs containing Government Stand on Private Members' Bills and Resolutions were circulated to the Members of the CCPA, during every week when the Parliament was in Session. Since the printed List of Business for Private

Members' Business for the two Houses are made available by the Lok Sabha Secretariat/Rajya Sabha Secretariat only about 2-3 days before the day for which they were listed, the time seeking the approval of CCPA was very limited. As a result, it was difficult for this Ministry to convey the decision of the CCPA to the concerned Ministries/Departments in time. It was noted that in more than 95% of the cases, the stand of the Ministries/Departments in such matters was that "Bills/Resolutions may be opposed on the floor of the Houses or that the Member may be requested to withdraw the Bill/Resolution failing which it may be opposed". The Government generally has no objection to such a stand on Private Members' Bills and Resolution and, therefore, approval is normally accorded by the CCPA to such proposal. It was, therefore, proposed that approval for such proposals, which are duly approved by the Minister-in-charge of the Ministry/Department concerned, could be given at the level of the Minister of Parliamentary Affairs. However, where the proposal of the Ministry is for withholding the recommendation of the President under article 117(3) of the Constitution for consideration of the Bill or the Bill/Resolution when supported by exceptional circumstances, the proposals may continue to be placed before the CCPA.

Thus in consultation with the Law Ministry the matter was placed before the Honorable Prime Minister to allow a departure from the Government of India, Allocation of Government Business Rules, 1961 under Rule 12 thereof for implementing the above decision. The above relaxation was granted vide Cabinet Secretariat OM no. 471/1/1/2004-cab dated 01/12/2004 (**Annex VI-D**). Accordingly, since December, 2005 the Minister of Parliamentary Affairs has been delegated the power to approve the cases where the Government Stand is that "the Bills/Resolution may be opposed on the floor of the House or the member may be requested to withdraw the Bills/Resolutions, failing which it may be opposed".

As per present practice the Brief containing the Government Stand "To be opposed/Member may be requested to withdraw

the Bill/Resolution.” received from the Ministries/Departments in respect of the Private Members’ Bills/Resolutions listed for consideration are placed before the Minister of Parliamentary Affairs for approval. The Government Stand approved by the Minister of Parliamentary Affairs under the power delegated to him by Hon’ble Prime Minister are then placed before the CCPA for its ratification in a meeting held for this purpose(**Annex VI-E**). In cases where the proposal of the Miniseries/Departments is for withholding the recommendation of the Hon’ble President under article 117(3) of the Constitution for consideration of the Bill/Resolution, if the proposed Bill warrants exceptional circumstance, then the Bill is placed before the CCPA in a formal meeting otherwise the Ministries/Departments are advised that the Bill/Resolution may be opposed on the floor of the House on merits.

A majority of the Private Members’ Bills introduced in the two Houses involve expenditure from the Consolidated Fund of India when enacted and brought into operation and, therefore, require the recommendation of the President under article 117(3) of the Constitution before they are taken up in either House of Parliament. Similarly, some Bills sponsored by private Members require the recommendation of the President under article 117(1) of the Constitution before they are introduced in the Lok Sabha. In response to queries made by the Ministries on the scope of granting or withholding of such recommendation, the question was considered in consultation with the Ministry of Law and Justice who opined as under:

“The recommendation of the President is for the introduction or moving of the Bill. The grant of this recommendation is an executive act to be performed on the advice of the Ministry. The fact that the Ministry advise recommendation only means that it has no objection to the introduction or moving of the Bill. It does not preclude the Government from opposing the passing of the Bill into law. It may, therefore, oppose the Bill on merits at any stage after introduction.”

In view of the above, whenever references seeking advice from the Ministry in this regard are received, the Ministries are advised that the President's recommendation required under clause (1) and/or (3) of article 117 of the Constitution for the introduction/consideration of Private Members' Bill may ordinarily be granted unless very exceptional circumstances specially warrant withholding of the President's recommendation (**Annex VI-F**). As per recommendation of the Committee on Private Members' Bills and Resolutions, even the Private Members' Bills awaiting recommendation of the President under article 117(3) for their consideration in the Houses can be included in the List of Business to be transacted by the Houses. To avoid any embarrassment being caused to the administrative Ministry owing to listing of a Bill for consideration for which they have not obtained the requisite recommendation of the President, Ministries/Departments are required to take action for obtaining/ withholding of recommendation of the President as soon as they receive notices of such Bills from the Parliament Secretariat concerned (**Annex VI-G**).

Notwithstanding the opinion of the Ministry of Law and Justice in the matter (**Annex VI- F**), Ministries/Departments, citing various reasons, have from time to time been making references to the Ministry of Parliamentary Affairs for soliciting the approval of the Cabinet Committee on Parliamentary Affairs to the Government stand to advise the President to withhold his recommendation for introduction/consideration of the Private Members' Bills by the two Houses under article 117(1)/(3) of the Constitution. In such cases and also on various related issues, decisions taken by the committee from time to time have been indicated under the heading 'Decisions'.

To Maintain a Review from an all-India point of view of Legislations undertaken by State Legislatures

As per records available in the Ministry, the committee has never undertaken a review of this nature since its constitution.

To Consider Proposals to Summon or Prorogue the Houses of Parliament

Summoning of the Houses

At present proposal for summoning of the Houses is submitted to the CCPA and after approval by the committee, the approvals of the Prime Minister and the President are sought. After the President's approval, the proposed dates of summoning of the Houses, the respective Parliament Secretariats are informed of the Government's decisions in the matter for further necessary action.

In the past the submission of such proposals was discontinued in 1999 following a observation made by the then Minister of Home Affairs that such proposals should be submitted to the Cabinet. As this function of the committee has almost been rendered dysfunctional since 1999, a proposal that the Cabinet Secretariat may be requested for deletion of this function from the list of functions assigned to the Committee, was submitted for consideration of the Minister of Parliamentary Affairs in 2003. However, after discussion with the Minister, it was decided not to pursue the proposal.

Prorogation of the Houses

As soon as the Houses are adjourned *sine die* on the conclusion of a Session, a Note for consideration of the CCPA (**Annex VI- H**) seeking its approval to the proposal to prorogue the Houses is submitted and approval of the committee is obtained through a meeting or through circulation of papers. After the committee has approved the proposal, the Secretary- Generals of the two Houses are informed of the Government's decision in the matter by the Secretary, Ministry of Parliamentary Affairs (**Annexes III-K & L**).

Whenever the committee is not functional because of its non-constitution, e.g. on the conclusion of a short first Session of the Houses held after the constitution of a new Lok Sabha,

proposals regarding prorogation of the Houses, after their approval by the Minister of Parliamentary Affairs, are submitted to the Prime Minister for his approval in terms of Rule 12 of the Government of India (Transaction of Business) Rules, 1961 (Rule 12 states that “The Prime Minister may, in any case or classes of cases permit or condone a departure from these rules, to the extent he deems necessary”). After the Prime Minister has accorded his approval to the proposal, the two Parliament Secretariats are informed in the usual manner.

DECISIONS

- (i) With the approval of the Cabinet Committee on Parliamentary Affairs, the Ministries of Personnel, Public Grievances and Pensions and Urban Affairs and Employment approached the President to withhold his recommendations for consideration of (i) the Declaration of Assets by Civil Servants Bill, 1994 by Shri K. Ramamurthy, and (ii) the Slums and Jhuggi Jhopri Areas (Basic Amenities and Clearance) Bill, 1994 by Smt. Bhavna Chikhalia and Shri Suresh Pachouri, under article 117(3) of the Constitution. However, the President recommended all these Bills for consideration under article 117(3) of the Constitution. (F.No.44(3)/95-Leg.I)
- (ii) The Cabinet Committee in its meeting held on 25 February, 1999 did not agree with the views of the Ministry of Urban Development and Poverty Alleviation for advising the President to withhold his recommendation under article 117 (3) of the Constitution for consideration of the Slum and Jhuggi Jhopri Areas (Basic Amenities and Clearance) Bill, 1977 in the Rajya Sabha by Shri Suresh Pachouri. (F.No.44(5)/98-Leg.I).
- (iii) The State of Vidarbha Bill, 1999 by Shri Vilas Muttemwar relating to reorganisation of States, attracted the provision of article 3 of the Constitution, which inter alia provides that no such Bill can be introduced in either House of Parliament without the recommendation of the President

after he has referred the Bill to the concerned State Legislature for expressing its views thereon within a specified period. On this Bill, the Ministry of Home Affairs had sought the approval of the C.C.P.A. to the following Government's stand:

“The State of Vidarbha Bill, 1999 may not be referred to the State Legislature of Maharashtra for expressing its views thereon as required under article 3 of the Constitution.”

The Minister of Home Affairs, who was invited to the meeting, was requested by the Minister of Parliamentary Affairs to reconsider their stand on the Bill. The Ministry of Home Affairs, however, subsequently stated that after reconsideration of the matter, it has been decided, with the approval of the Minister of Home Affairs, to reiterate their earlier stand on the Bill. The Committee accorded its approval to the Government's stand through circulation of papers vide CCPA Note No.15/2000 dated 22 November, 2000. (F.No.70(2)/2000-Leg.I - Part-II and f.44(6)/2000-Leg.I)

- (iv) On the State of Paschim Pradesh Bill, 2000, relating to the creation of a separate State of Paschim Pradesh by reorganising the present state of Uttar Pradesh, introduced in the Lok Sabha by Shri Chandra Vijay Singh, the Ministry of Home Affairs had sought the approval of the CCPA to the following Government's stand:

“Bill be not referred to the State Legislature of UP for expressing its views thereon as required under article 3 of the Constitution of India.”

The proposal was placed before the CCPA and the CCPA, through circulation of papers, approved the above stand of the Ministry of Home Affairs vide Note No. 3/2001 dated 8 March, 2001.(F.No.70(1)/2001-Leg.I)

- (v) The Ministry of Home Affairs proposed that the President may be advised to withhold his recommendation under article 117(3) of the Constitution, for consideration of the States Reorganisation Commission Bill, 2000 by Shri Subodh Mohite in the Lok Sabha. The CCPA, through circulation of papers, approved the proposal of the Ministry of Home Affairs vide Note No.11/2001 dated 22 November, 2001. (F.No.70(1)/2001-Leg.I Part-II)
- (vi) The Ministry of Home Affairs proposed that the following Bills introduced in the Lok Sabha may not be referred to the respective State Legislatures for expressing their views thereon, as required under article 3 of the Constitution of India:
 - 1. The State of Telangana Bill, 2001 by Dr. Y. Lakshmi Prasad.
 - 2. The State of Gorakhaland Bill, 2001 by Shri Dawa Lama.
 - 3. The State of Vidarbha Bill, 2000 by Shri Vijay J. Darda.

The proposals were placed before the CCPA and the CCPA approved the above stands of the Ministry vide Note No.11/2001 dated 22 November, 2001. (F.No.70(1)/2001-Leg.I Part-III)

CHECK LIST

A check list indicating steps to be taken at various stages in connection with the functions allocated to the committee is enclosed as **Annex VI-I**.

CONSULTATIVE COMMITTEES

BACKGROUND

Functioning of the Consultative Committees of Members of Parliament for various Ministries is one of the functions allocated to the Ministry of Parliamentary Affairs under the Government of India (Allocation of Business) Rules, 1961. In discharge of this function, the Ministry constitutes these committees and arranges their meetings.

The current Consultative Committees of Members of Parliament in their broad features owe their origin to a suggestion made by the late Prime Minister, Shri Jawaharlal Nehru, in a Note circulated to the members of the Cabinet in 1954. The late Prime Minister felt that there should be some kind of Standing Advisory Consultative Committees of Parliament to provide opportunities to Members to have some glimpse into the working of the Government. It was felt that this might also help in reducing the number of questions asked by Members. With this in view, informal Consultative Committees were constituted for the various Ministries/Departments of the Government of India in the year 1954. In 1969, discussions were held with Leaders of Opposition Parties/Groups in Parliament and as per decisions taken during these discussions, detailed guidelines were drawn up for constitution and functioning of these committees. It was also then decided that these committees would be known as “Consultative Committees” retaining, however, the informal nature of deliberations in these committees. These guidelines were also subsequently approved by the Cabinet. These committees have since been functioning under these guidelines (**Annex VII-A**).

The main objective of these committees is to provide a forum for informal discussion between Members of Parliament, on the

one hand, and Ministers and senior officers of the Government, on the other, hand on the policies, principles and programmes of the Government and the manner of their implementation. Discussions at the meetings of these committees are held in a free and frank manner, cutting across party lines.

THE PROCESS

Consultative Committees for various Ministries/Departments are normally constituted after general election to the Lok Sabha and as and when necessary, thereafter. The constitution of these committees is generally timed with the summoning of the Budget Session of Parliament. The membership of these committees is voluntary and is left to the choice of the Members/Leaders of their parties/groups in the respective Houses. A Member of Parliament can be nominated on only one Consultative Committee. Members of Parliament belonging to both Houses are nominated on these committees by the Minister of Parliamentary Affairs.

Constitution of the Committees

After constitution of the Lok Sabha and allocation of portfolios to Ministers, the Minister of Parliamentary Affairs addresses a letter [**Annexes VII-B (i)-(iii)**] to the Members of both Houses/Leaders of their parties/groups in the respective Houses to furnish, in the prescribed proforma (**Annex VII-C**) the names of the three Consultative Committees in the order of their preferences, on which they or the members of their parties/groups may be nominated. So far as the Members of the main ruling party, Members of smaller parties with membership of less than 5 in both the Houses, nominated Members and Independent Members are concerned, they are addressed by the Minister individually in this connection [**Annex VII-B(i)**]. As regards the allied, supporting and opposition parties having strength in two Houses of 5 Members and more, but not more than the number of Consultative Committees proposed

to be constituted are concerned, the Minister addresses the Leaders of those parties to suggest the names of Members of their parties for nomination on the proposed Consultative Committees [**Annex VII-B(ii)**].

Further, so far as the allied, supporting and opposition parties/groups having membership in the two House of 5 Members and more, but not more than the number of Consultative Committees proposed to be constituted are concerned, the Minister addresses Leaders of those parties/groups as in the letter **Annex VII-B(iii)**. Subject to availability of vacancies, Members are nominated on the Consultative Committees of their first, second or third preference, as the case may be, with the approval of the Minister of Parliamentary Affairs. The Secretary, Ministry of Parliamentary Affairs, notifies the constitution of these committees. The maximum limit of membership on a Consultative Committee is 30 from both the Houses. The Consultative Committee for a Ministry/Department is not constituted if a minimum of ten Members have not given their option for being nominated on that committee. Members having special interest in subjects concerning a particular Ministry/Department can be nominated as Permanent Special Invitees (PSIs) on the Consultative Committees attached with such Ministries/Departments. The maximum limit for nomination of PSIs on a Consultative Committee is 5 from both the Houses. The Consultative Committees, so constituted, are notified and Members nominated thereon and all concerned are informed about it (**Annex VII-D**). At the time of dissolution of the XVI Lok Sabha, there were 34 Consultative Committees for various Ministries/Departments (**Annex VII-E**).

Permanent Special Invitees

Under the guidelines, 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 (PSI) on one Consultative Committee only. However, such a Member will not be entitled to any TA/DA for attending the meeting of the Consultative Committee. **A maximum of five Permanent Special Invitees will be allowed on each Consultative Committee with the approval of Hon'ble Minister of Parliamentary Affairs.**

Periodicity of the Meetings

Each Consultative Committee is expected to hold one meeting each during the session and inter-session period, the only exception being the Consultative Committee for the Ministry of Railways which meets only during the inter-session period. However, there are sixteen Zonal Informal Consultative Committees of the Ministry of Railways, each consisting of Members of both Houses belonging to the areas falling under the respective Railway Zones. These zonal committees, which are also constituted by the Ministry of Parliamentary Affairs after the constitution of the Consultative Committees for various Ministries/Departments, are expected to meet once in a year during the session period.

In this way, 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.

The Ministries/Departments may also hold one meeting of their Consultative Committees in a calendar year during an intersession period anywhere in India, if the Chairman of the committee, so desires (**Annexes VII-F & G**). At the beginning of each session/inter-session, the Ministry of Parliamentary Affairs requests the Ministries to indicate the dates convenient

to their Ministers for holding the meetings of the committees attached to their Ministry (**Annexes VII-H & I**). The Ministries are expected to fix the dates of the meetings of their committees without waiting for a formal communication from this Ministry.

The Minister in charge of each Ministry/Department presides over the Consultative Committee attached to his/her Ministry. The meetings of the Consultative Committees are also attended by senior officers of the Ministry who assist the Minister during the meetings.

Venue of the Meetings

Normally, meetings of the Consultative Committees are held in Parliament/Parliament House Annexe, New Delhi, committee rooms in these buildings are booked by the Ministry of Parliamentary Affairs. However, if no committee room is available in either of these buildings for the day on which the Ministry proposes to hold the meeting of their committee, the Ministry/Department concerned has itself to arrange for a venue/committee room for the meeting. However, during the session period, meetings of the committees have to be normally held in Parliament/Parliament House Annexe to enable Members to attend the session or move to Parliament in case their presence in the Lok/Rajya Sabha is required urgently. In case the meeting is arranged at a venue other than the Parliament/Parliament House Annexe, the concerned Ministry may have to make transport arrangements for the Members from the Parliament House to the venue of the meeting and back.

Agenda

The agenda for the meeting is decided by the Chairman of the committee either on the basis of suggestions received from the Members or in consultation with Members during the preceding meeting of the committee. Notes on agenda items, brief records/minutes of the preceding meetings, and Action Taken Report

(ATR) on the minutes of the last meeting are prepared by the Ministry concerned. However, notices regarding the meetings of the committees, all the documents mentioned above and other relevant papers are circulated to the Members and all others by the Ministry of Parliamentary Affairs. No decisions are taken in these meetings. However, where there is unanimity of views in the meeting, the Government may accept the views 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.

In these meetings, Members are free to discuss any matter which can be discussed on the floor of the Houses. However, no reference to the discussions held in these meetings may be made on the floor of the Houses.

Time Schedule for Circulation of Papers

The agenda notes, minutes and the action taken reports are required to be supplied to this Ministry by the Ministry concerned well in advance of the meeting for circulation to the members of the committee. This Ministry has laid down a time schedule (**Annex VII-J**) for circulation of papers, which may be strictly adhered to by the Ministries/Departments in order to obviate any criticism from the members of the Consultative Committees.

Quorum

There is no requirement of presence of a minimum number of Members to constitute the quorum for holding meetings of Consultative Committees.

Press Briefings

The question of briefing of the Press about the deliberations of a Consultative Committee meeting was discussed between the Minister of Parliamentary Affairs and the Leaders/Chief Whips/Whips of various parties in Parliament on 30 April, 1974 and the following decision was taken:-

“While it was agreed that in the Consultative Committees the discussions should be free and frank, it was also decided that any information, which, in the opinion of the Committee was of a classified and confidential nature, should not be reported to the press.”

This decision was conveyed to all the Ministries/Departments in 1974 (**Annex VII-K**).

Entitlement for TA/DA

Regular members of the Consultative Committees (not PSIs) are entitled to payment of TA/DA, as admissible to them under the Rules, for attending the meetings of the committees held during inter-session periods. However, sometimes Members reach the place of the meetings of the Committees but cannot attend the meetings due to certain unavoidable circumstances. On the other hand, there may be occasions when the Members reach the place of meeting but the meeting has already been cancelled/ postponed though the intimation regarding it was not received by the Members before they left their constituency etc. for the place of the meeting. To deal with such and other similar contingencies, certain guidelines (**Annex VII-L**) have been designed in consultation with the Ministry of Finance to examine the cases regarding entitlement of TA/DA Members as and when requests of this nature are received from them.

Other Services at the Meetings

Whenever meetings of the Consultative Committees are held in rooms where simultaneous translation facilities are available,

the Ministry concerned has to make arrangements to provide simultaneous translation in Hindi and English. As regards translation from other languages, action may be taken by the Ministry concerned if a request is received from a member of the committee. It is for the Ministry concerned to ensure that the microphones in the meeting room are in working condition. For this purpose, the Ministry has to contact the Lok Sabha/Rajya Sabha Secretariat, Junior Engineer (Sound/Electrical/A.C.), Parliament House/Parliament House Annexe, well in advance of the meeting. The Ministry has to supply necessary stationery items such as note pads/papers, pens/pencils, etc. to the members of the committee. It is for the Ministry to make arrangements for refreshments and lunch/dinner if so decided to the members of the committee. For this purpose, they may contact the Chief Caterer, Parliament House/Parliament House Annexe in case the meetings are to be held in these buildings.

Sub-committees/Study Group

No Sub-committees of a Consultative Committee shall be constituted.

DECISIONS

Strength of Committees

- (a) The maximum membership of a Consultative Committee should be limited to thirty. In addition, a maximum of five Members from both Houses can also be nominated as Permanent Special Invitees.
- (b) The minimum membership of the Consultative Committee shall be ten.

Request for Change of Consultative Committee not to be Entertained if it brings down the Membership of the Committee below ten Members

The committee is normally constituted if there are ten or more Members who have been chosen to be nominated on the committee. It was decided that normally no request from a Member for change of a Consultative Committee be entertained if such request brings down the strength of the committee of which he/she is a member, below the minimum limit of ten members.

Nomination of Members of Parliament, who have not made/ subscribed oath/affirmation, on the Consultative Committee

It was decided with the approval of the Minister of Parliamentary Affairs that a Member who has not made and subscribed the oath or affirmation in the House can also be nominated to a Consultative Committee.

Keeping Consultative Committees under suspended animation under Caretaker Government

During the period of a caretaker Government, the Consultative Committees should be kept under suspended animation and a final decision in the matter may be left to be taken by the new Government whenever formed.

Exchange Vouchers for Members for Undertaking Air Journeys

Members desirous of traveling by air during the inter-session period for attending the meetings of Consultative Committees should obtain exchange vouchers from the respective Secretariat of Parliament.

Agenda Papers

Agenda papers are also be issued to Members who are in jail.

Meeting Presided over by a Member

As per guidelines, the Minister concerned with each Ministry/

Department shall preside over the meeting of the Consultative Committee attached to his/her Ministry. It is, therefore, not desirable for a Minister to leave the meeting midway and request one of the members of the Consultative Committee to preside over the meeting. In a case of this nature, the violation of guidelines was brought to the notice of the Minister concerned.

Meetings of Consultative Committees outside Delhi during Intersession Period

- (a) With the approval of the Ministry of Finance, it has been decided that Ministries/Departments may hold one meeting of their Consultative Committee in a year during the inter-session period anywhere in India, if the Chairman of the committee so desires. This decision was conveyed to all Ministries/Departments *vide* this Ministry's circular No. F. 12(26)/94-CB dated 16 October, 1995.
- (b) During the calendar year 2002, the Ministry of Civil Aviation convened two meetings of their Consultative Committee outside Delhi viz. one meeting was held at Mumbai on 28 January, 2002 as usual and the second meeting was held at Cochin on 10 July, 2002 with the approval of the Secretary, Ministry of Parliamentary Affairs.

Meeting of Consultative Committees held outside Delhi during the Session Period

No meeting of a Consultative Committee may be held outside Delhi during the session period. However, with the approval of the Minister of Parliamentary Affairs, the Ministry of Home Affairs was allowed to hold the meeting of its Consultative Committee at BSF Academy, Takenpur, Madhya Pradesh, on 8 March, 2003 during the recess of Budget Session, 2003 of Parliament.

Visits of the Consultative Committees outside Delhi to Project Sites of Major PSUs under the Concerned Ministries

With the concurrence of the Ministry of Finance, it has been decided that, if necessary, visits of the members of the Consultative Committees to project sites of major Public Sector Undertakings under the control of the concerned Ministry could be undertaken during Inter-session periods. A liaison officer may accompany the committee during such visits and the local officer may explain the progress of projects. Members of the Consultative Committee are entitled to TA and DA as admissible under the Salary, Allowances and Pensions of Members of Parliament Act, 1954 for participating in such visits.

‘Year’ for the Purpose of Outside Meetings Means ‘Calendar Year’

In terms of this Ministry’s Office Memorandum dated 11 February, 1997, the question whether ‘year’ for the purpose of ‘holding meeting once in a year outside Delhi’ be taken as Calendar or Financial year, it has been clarified that ‘year’ in this regard shall be taken as ‘**calendar year**’.

Visits of the Committee in addition to Meeting Outside Delhi

- (a) In August, 2001, the Ministry of Rural Development had proposed to arrange the visits of MPs of their Consultative Committee to the States of Andhra Pradesh, Maharashtra, Madhya Pradesh and Rajasthan to review the Land Reforms Schemes. Accordingly, a reference was made to the Ministry of Finance whether the visit of the Consultative Committees to a place outside Delhi can be arranged in addition to one outside meeting of the committee in a calendar year. The Ministry of Finance, however, did not agree to the proposal.

- (b) In August, 2002, the Ministry of Rural Development had again proposed to arrange the visit of the members of their Consultative Committee to Palampur in Himachal Pradesh. A reference was made to Ministry of Finance seeking their advice on the point. The Ministry of Finance clarified the position as under:-

“The Consultative Committees attached to the Ministries having no major PSUs were allowed to hold one meeting outside Delhi once in a calendar year, keeping in view the visits of Members of Consultative Committees attached to the Ministries having major PSUs. The presumption of the Ministry of Parliamentary Affairs that visit of the Consultative Committee can be arranged outside Delhi in addition to one outside meeting in a calendar year, does not seem to be correct.”

In view of the above, it was decided with the approval of the Secretary, Ministry of Parliamentary Affairs, that visits of CCs of Ministries having no major PSUs under their control may not be arranged outside Delhi in addition to one outside meeting in a calendar year.

CHECK LIST

A check list of steps to be taken at various stages during constitution and functioning of the Consultative Committees is at **Annex VII-M**.

MONITORING REPLIES TO SPECIAL MENTIONS AND RULE 377 ISSUES

BACKGROUND

Under Rule 377 of the Rules of Procedure and Conduct of Business in Lok Sabha, Members are allowed to raise matters which are not Points of Order or which have not been raised during the same session under any other Rule. In the Rajya Sabha, Members are allowed to make a mention of matters of public importance under Rule 180A-E of the Rules of Procedure and Conduct of Business in the Council of States. Such matters raised in the Lok Sabha are commonly known as 'matters raised under Rule 377' and mentions made in the Rajya Sabha under Rule 180A-E as 'Special Mentions'.

Under the Government of India (Allocation of Business) Rules, 1961, the function regarding determination of policy and follow up action on the matters raised/special mentions made in the two Houses under the above Rules has been allocated to the Ministry of Parliamentary Affairs. In the Ministry, a new section, namely, Legislative II Section was created on 23 June, 1984 to *inter alia* attend to this new item of work in the Ministry. Until the creation of Legislative II Section, the work was being handled by Legislative I Section in the Ministry.

Normally, Ministers do not make statements on such matters in the House. However, if a Minister so desires, he may make a statement on these matters in the House with the permission of the Presiding Officer. Further, the Rules under which these matters are permitted to be raised by Members in the Houses do not provide for a reply by the Minister concerned to the Member who raises or makes a mention of such matters. Accordingly, no replies were normally sent by the concerned Ministers or Secretaries to the Members who raised such

matters. However, in a meeting of the Business Advisory Committee, Lok Sabha, held on 20 March, 1978, when a point was raised by Shri Vasant Sathe, MP, that Ministers seldom respond by way of clarifications to the important matters raised by Members under Rule 377 in the House, the Speaker observed that the Minister of Parliamentary Affairs might bring it to the notice of the Ministers that they might appropriately send a communication to the Members who raised matters under Rule 377 within one week of the matter being raised in the House. Accordingly, the Minister of Parliamentary Affairs had then brought the direction of the Speaker, Lok Sabha, to the notice of his colleagues in the Council of Ministers for information and necessary action. Subsequently, it was decided that replies by the Ministers concerned to Special Mentions raised in the Rajya Sabha may also be sent within a week of their being raised in the Rajya Sabha.

However, as the period of one week for sending replies to such matters was too short and as the Ministries were finding it difficult to send replies within this period, the Rules Committees of the Rajya Sabha and the Lok Sabha, which considered this matter in their meetings held on 27 January, 1987 and 2 March, 1989 respectively, *inter alia* recommended that one month's time be given to the Ministries to send replies to the Members concerned in respect of such matters raised by them in the two Houses. The time period then recommended by the committees in this regard is still being followed.

Normally, a Member can raise only one matter/special mention during a week. In the Lok Sabha, a maximum of 15 matters can be raised at a sitting of the House, while in the Rajya Sabha not more than six Special Mentions are admitted for a day. On the day when the Minister for Parliamentary Affairs makes a statement in the Lok Sabha regarding the Government Business to be taken in that House during the following week, matters under Rule 377 are not raised. In the Rajya Sabha, no

such practice is followed. In the Lok Sabha, an entry titled ‘Matters under Rule 377’ is given in the List of Business if the matters given notices of by Members have been admitted for that day. However, in the Rajya Sabha, no entry in this regard is given in the List of Business. Members are permitted to raise these matters after completion of Question Hour and disposal of other formal items listed in the agenda.

In its meeting held on 29 May, 1984, the Rules Committee, Rajya Sabha, had *inter alia* recommended that the Minister of Parliamentary Affairs may, as in the case of Government Assurances, lay during each session a statement on the Table of the House indicating the action taken by the Government on the Special Mentions made by Members in the House. The matter was placed before the Cabinet Committee on Parliamentary Affairs through circulation of papers as well as by way of a formal meeting. However, the Committee could not arrive at a decision. Subsequently, the Minister of State for Parliamentary Affairs (Rajya Sabha) discussed the matter with the Chairman, Rajya Sabha, and the matter rested there. The Rules Committee, Rajya Sabha, in its meeting held on 27 January, 1987, however, again reiterated its earlier recommendation. The matter was reexamined and it was decided that as the replies to Special Mentions were already being sent to the Members concerned, the existing practice may continue. The Rajya Sabha Secretariat was informed of the Government’s view in the matter.

PROCESS

Normally, on the day following the day on which these matters are raised in the Houses, relevant extracts from the proceedings of the Houses are sent by the Parliament Secretariats to the Ministries concerned with the advice to send replies to these matters to the Members concerned directly, under intimation to the Parliament Secretariat. A copy of such communications along with the relevant extracts, is also sent to the Ministry of Parliamentary Affairs. It is the respective Parliament Secretariat

which decides as to which Ministry is administratively concerned with the subject matter of a Special Mention/Matters raised under Rule 377 and to whom the relevant extracts may be sent for necessary action. On the basis of the communications endorsed to this Ministry by the Parliament Secretariats, the Ministry of Parliamentary Affairs sends weekly statements, separately in respect of each House, containing the gist of matters raised by Members, as published in the Parliamentary Bulletins Part I of the respective Houses, to the Ministries/ Departments concerned to enable them to cross check the matters raised in respect of their Ministry with reference to the extracts received by them from the two Parliament Secretariats with a view to ensuring that no item is lost sight of. In these weekly communications to the Ministries (**Annex VIII-A & B**), they are inter alia requested to ensure that replies are sent to the Members concerned under intimation to the Parliament Secretariat and the Ministry within the stipulated period of one month from the day on which a matter is raised in the House.

The Ministry of Parliamentary Affairs, in consultation with the two Secretariats of Parliament, has consolidated certain instructions, issued by it from time to time, regarding the procedure to be followed for taking follow up action on these matters. These consolidated instructions/guidelines (**Annex VIIC**) are circulated/brought to the notice of Ministries/ Departments periodically to guide them in proper and expeditious disposal of these matters. The salient features of these guidelines are as follows:

- (i) Prescribed time limit of one month for sending the reply should be strictly adhered to. Where it is not possible to do so, an interim reply may be sent to the Member concerned under intimation to the Parliament Secretariat and the Ministry of Parliamentary Affairs.
- (ii) If the Ministry is not administratively concerned with the subject matter of a Special Mention etc. sent to it by the

Parliament Secretariat, it shall take expeditious action to have the matter accepted by the Ministry to which it appears to concern. Until such acceptance has been received and communicated to the Ministry of Parliamentary Affairs, it shall continue to be pending against the Ministry to which it was originally sent.

- (iii) On dissolution of the Lok Sabha, all pending matters raised in that House shall lapse. However, if a Member of the Lok Sabha resigns or passes away, the Ministry concerned shall be required to send replies in respect of matters raised by him/her to the Lok Sabha Secretariat and the Ministry of Parliamentary Affairs. Where, however, a Member, who had resigned, is reelected to the same Lok Sabha, reply to the matter earlier raised by him will be sent to the Member under intimation to the Ministry.
- (iv) There is no effect of dissolution of the Lok Sabha on the Special Mentions raised in the Rajya Sabha. However, in the case of Special Mentions made by a Member who has subsequently retired, resigned or has passed away, no reply need be sent by the Ministry to anyone. However, if such a Member has been reelected, he is required to be sent a reply in respect of the matter earlier raised by him in the House.

FOLLOW-UP ACTION

During each inter-session period, a review of the matters remaining pending in the two Houses is undertaken. A statement showing the pendency of these matters in various Ministries/ Departments is prepared year-wise, session-wise, in a tabular form, separately for each House. Simultaneously, statements showing the dates on which matters were raised, names of the Members who raised them and the gists of all pending matters in respect of two Houses are prepared in respect of each Ministry/ Department. After each review, a

note reflecting the position of pendency etc. is submitted to the Minister along with a draft D.O. letter (**Annex VIII-D**) from the Minister to his/her colleagues in the Council of Ministers (Cabinet Ministers and Ministers of State with independent charge only) requesting them to ensure expeditious disposal of pending matters relating to Ministries/Departments under their charge. In case of Ministries/ Departments whose additional charge has been given to the Minister of Parliamentary Affairs, D.O. reminders to such Ministries/Departments are sent at Secretary's level. The statements containing inter alia the gists of the pending matters in respect of respective Ministries/ Departments are invariably enclosed with such D.O. letters help Ministries/Departments identify their pending matters and take further follow-up action promptly.

Besides, the Secretary, Ministry of Parliamentary Affairs, also from time to time takes meetings, normally during inter-session periods unless the exigencies demand otherwise, with Secretaries/senior officers of concerned Ministries/ Departments, to review and expedite disposal of such matters pending action in various Ministries/Departments. Whenever it is decided to have a series of such meetings with Ministries/ Departments concerned, a D.O. letter as at **Annex VIII-E**, along with the statements containing the gist of pending matters, is sent from the Secretary, Ministry of Parliamentary Affairs, to the Secretaries of the concerned Ministries/Departments requesting them to attend or depute some senior officer to attend such meetings as per the schedule drawn up with the approval of the Secretary. Depending upon the magnitude of the pendency and the convenience of the Secretary, meetings are, normally, held over a period of three to four days. There are, normally, three time slots each day and a group of Ministries/Departments are clubbed together in each time slot in such a manner that the number of matters to be reviewed in each time slot are, as far as possible, the same. The outcome of the series of meetings so held, which normally results in

significant reduction in the pendency of these matters, is then communicated to the Presiding Officers and the Secretary-Generals of the two Houses by the Minister of Parliamentary Affairs and the Secretary, Ministry of Parliamentary Affairs respectively.

During the course of the series of meetings taken by the Secretary, Ministry of Parliamentary Affairs, with Secretaries/senior officers of various Ministries/Departments, the following clarifications in regard to the causes which normally result in inordinate delay in disposal of these matters were provided:

- (i) Whenever a policy decision is required to be taken on issues raised in these matters, the Ministries may, instead of waiting till a final decision is taken in such matters, send replies to the Members furnishing factual information in the matter.
- (ii) Whenever information asked for in these matters concerns State Governments, officers of the Ministry being deputed to such States in connection with some other work, can be given copies of the list of such pending matters so that they can meet the officers concerned in those States for obtaining/expediting the requisite information.
- (iii) Whenever a matter is pending for more than one year for want of information from the State Governments, concerned officers from the States may be summoned by the Ministry for obtaining requisite information in the matter.
- (iv) Whenever a matter pertains to some other Ministries/Departments, it may be transferred to them with their consent, as in the case of Parliament Questions. Where, however, a matter concerns another Department/Unit of the Ministry, its transfer to the concerned Department/Unit may be done through internal discussions expeditiously.

- (v) Copies of replies sent to the Members concerned may invariably be endorsed to the Parliament Secretariat concerned and the Ministry of Parliamentary Affairs.

It has been decided that for the purpose of holding review meetings in future, the Ministries concerned shall be divided into the following three categories:

Category 1: Secretaries of the Ministries, where there is a comparatively large pendency, especially matters pending for more than a year, may be requested to convene review meetings at their own level in the respective Ministries/Departments, which will be attended by the Secretary, Ministry of Parliamentary Affairs.

Category 2: The Secretary, Ministry of Parliamentary Affairs, will convene meetings with Secretaries/senior officers of the Ministries which have more than five matters (old as well as new) pending at the conclusion of the last Parliament session, in Parliament House, as in the past.

Category 3: D.O. letters from the Secretary, Ministry of Parliamentary Affairs, will be sent to the Secretaries of the Ministries/Departments where less than five matters are pending.

DECISIONS

- (i) The Rules Committee of the Rajya Sabha, at its sitting held on 27 January, 1987, observed that one month's time be given to the Ministries to send replies to the Members concerned in respect of Special Mentions raised by them. These observations were circulated to all the Ministries. [F.No.54(3)/84-Leg.II]
- (ii) The Rules Committee of the Lok Sabha, at its sitting held on 2 March, 1989, observed that one month's time be given to the Ministries to send replies to the Members

concerned in respect of matters raised by them under Rule 377. [F.No.3(1)/88-Leg.II]

- (iii) The recommendation of the Rules Committee of the Rajya Sabha was examined and it was decided that the Government did not feel it necessary to lay the statements containing the replies sent to MPs in respect of matters raised by them under Rule 377/Special Mentions on the Table of the Houses, as recommended by the Committee. [F.No.54(3)/84- Leg.II]
- (iv) The suggestion for deletion of Special Mention involving information of a sensitive nature raised by Shri S.S. Surjewala, MP, on 21 December, 1993 was examined and it was decided to delete the Special Mention from the record. [F.No. 2(38)/93-Leg.II]

CHECK LIST

A check list indicating steps to be taken to deal with Special Mentions etc. is enclosed as **Annex VIII-F**.

MONITORING ASSURANCES

BACKGROUND

In the parliamentary system of governance, the Council of Ministers is responsible and accountable to the Legislature. The Executive acts with the approval and concurrence of the Legislature and the representatives of the people have the right to know about the various activities of the Government. The Government is duty bound to disclose such information except that the disclosure of which may not be in public interest. This flow of information from the Executive to the Legislature is an essential feature of the responsibility of the former to the latter.

The central objective of various practices and procedures adopted by the Legislature such as Questions, Calling Attention Motions, Short Duration Discussions, Debates, etc. is to obtain maximum information from the Government, on their acts of commission or omission, which enable the Legislature to judge its performance.

During the course of answers to Questions or during debates, various assurances - in the form of promises, undertakings or other such forms of expressions - are given by Ministers on the floor of the House. Such assurances are given due to non-availability of information, at that point of time, to meet the queries or points raised by the Members. There is a formalized list (**Annex IX-A**) of expressions or forms which are treated as constituting assurances given by Ministers. This list has been approved by the Committees on Government Assurances of the Rajya Sabha and the Lok Sabha. Apart from these listed standard expressions, other remarks or expressions may be treated as assurances on the basis of the context in which such remarks or expressions were made. It is to be noted that:

- (a) the assurance though given (in response to a Question or demand from an individual Member or Members) is in essence an assurance given to the House as a whole; and conversely
- (b) the assurance though given by an individual Minister ultimately devolves as a responsibility upon the Government as a whole.

Naturally, the Government would be anxious that the assurances given on the floor of the House by Ministers are duly fulfilled. Also, given the implied characteristics of assurances in so far as they ultimately constitute a pending matter between the Government and the House concerned, full efforts are made by the Government to fulfill the assurances expeditiously.

PROCEDURE

The Ministry of Parliamentary Affairs is the coordinating agency within the Government for its interaction with the Legislature. One of the specific functions assigned to the Ministry under the Government of India (Allocation of Business) Rules, 1961 (**Annex IX-B**) is the implementation of assurances given by Ministers in Parliament. In fact, this has been one of the functions assigned to the Ministry (then Department) since its very inception in 1949.

The functions performed by the Ministry of Parliamentary Affairs in this regard essentially comprise the following three broad lines of action:

- (i) culling out of assurances from the debates;
- (ii) monitoring the state of fulfillment thereof; and
- (iii) laying of implementation reports before the Houses.

The Assurance Branch of the Ministry looks after the work relating to assurances. It comprises two sections, one dealing with Rajya Sabha assurances and the other with Lok Sabha assurances.

The procedure which was followed by the Assurance Branch till 2018 has been automated after the launch of OAMS (Online Assurance Monitoring System) in October, 2018.

- (a) On receipt of the debates of each day's proceedings, the concerned section goes through them to identify the assurances. The extracts are submitted for approval and these are normally approved at the level of the Under Secretary. In cases where the assurances relate to MPs, Ministers per se or to the Ministry of Parliamentary Affairs itself, are approved at the level of the Secretary. Details of various levels at which matters relating to assurances are decided upon are provided in **Annex IX-C**.
- (b) After approval, the extracts of the assurances are uploaded on the OAMS portal. The entire process of culling out of the assurances and uploading it on the OAMS portal has to be completed within 10 days of the date on which the assurance was given in the House. The concerned Ministries and the concerned Secretariat are able to see it on the portal. The Ministries are required to take steps for fulfilment of the assurance as soon as it appears on the OAMS portal. The concerned Secretariats are required to check whether all assurances have been culled out. In case they want to add an assurance, they are required to upload the extract of the added assurance on the OAMS portal. In the same way to delete an assurance, the concerned Secretariat has to make necessary entry on the OAMS portal so that the concerned Ministry and MPA is able to see it.
- (c) Periodic review of the stage of Implementation is done and Ministries are reminded for expediting the fulfilment.
- (d) On receipt of the Implementation Reports from the Ministries on the OAMS portal, these are put up for approval for laying. After approval these are arranged Lok Sabha wise, Session wise and then sets are prepared for

laying these on the Table of the respective Houses by the Minister/MOS of Ministry of Parliamentary Affairs. The laying is done periodically, once or twice in a session.

- (e) After the Implementation Reports have been laid, the Members concerned are informed along with a copy of the respective Implementation Report. The concerned Ministries are informed through the OAMS portal.
- (f) The Ministries/Department often seek extension of time beyond the stipulated period of three months for fulfilling the assurances. The Ministries are required to upload requests for extension of time on the OAMS portal.
- (g) Sometimes Ministries request for dropping of assurance. Such requests are also required to be uploaded on the OAMS portal, decision regarding dropping if taken by the concerned Secretariat is made available on the OAMS portal, by the concerned Secretariat.
- (h) In cases where after the committee decides that a particular matter constitutes an assurance even after a Ministry represents that it is otherwise, the Chairman of the Committee may refer the matter to the Speaker/Chairman for guidance. The Reports of the two House Committees on Government Assurances are also received in the Assurance Branch and they are scrutinised with special reference to any recommendations or observations made therein which are of a general nature or which are specifically addressed to the Ministry of Parliamentary Affairs and due action is initiated thereon.

Committees on Government Assurances

The Committee on Government Assurances is an innovation of the Indian Parliament. Parliament made this innovation with a view to institutionalising the procedure to ensure the fulfilment of assurances given by Ministers in the Houses. Each House of

Parliament has a Committee on Government Assurances. The Lok Sabha committee was first nominated by the Speaker on 1 December, 1953 and is reconstituted every year. The Rajya Sabha committee was first constituted on 1 July, 1972. The functions assigned to these committees under the Rules of Procedure and Conduct of Business of the respective Houses are to:

“....scrutinize the assurances, promises, undertakings, etc., given by Ministers, from time to time, on the floor of the House and to report on

- a. the extent to which such assurances, promises, undertakings, etc. have been implemented; and
- b. where implemented whether such implementation has taken place within the minimum time necessary for the purpose.”

In the matter of assurances, the decisions taken by the Committee on Government Assurances of the respective Houses are treated as final. Wherever necessary, the Chairman of the committee may refer the matter to the Speaker/Chairman, as the case may be, for guidance.

DECISIONS

- (i) In cases where an assurance was not culled out either by the Ministry of Parliamentary Affairs or by the concerned Secretariat and the Ministry concerned subsequently sends an Implementation Report, the same is laid on the Table of the concerned House.

(F.No.II/P&AR(4)USQ 6632 LS/85)

- (ii) In reply to a Question the Minister replied that he would send an answer to the Member. The Minister accordingly sent a reply to the Member. Subsequently, the Ministry supplied an Implementation Report enclosing therewith a

copy of the letter sent by the Minister to the Member. The Implementation Report enclosing the said letter was laid on the Table of the House.

(F.No.II/YAS(3) SQ 856-LS/85)

- (iii) A question arose as to whether the dissolution of a Lok Sabha would have any effect on the assurances pending. The Ministry of Law was consulted and the Minister of Parliamentary Affairs wrote to the Committee on Government Assurances. The committee considered the matter and decided to keep alive the assurances pending at the time of dissolution of the Lok Sabha. The committee took the view that where the new Government does not agree with the policies of the previous Government, it can approach the committee for dropping such assurances.

(F.No.6(5)/91-Imp-I)

- (iv) Statements made by Ministers during Zero Hour and matters raised under Rule 377 in Lok Sabha and Special Mentions in Rajya Sabha are not marked as assurances by Assurance Branch. Such matters are already being dealt with by the Legislative Branch of the Ministry of Parliamentary Affairs which separately takes up the matters with the Ministries concerned (in those cases the Ministries do not submit any Implementation Report to be laid before the concerned House).

(approved by Secretary, M.P.A on 24.5.2000)

- (v) Ministry sent an Implementation Report after the assurance was dropped by the Committee on Government Assurances. The Implementation Report was not laid on the Table of the House and was returned to the Ministry.

(RS USQ 1850 dt.11.5.88 H&FW)

- (vi) A question was raised by the Ministry of Railways whether it would be appropriate to furnish copies of Implementation Reports or even information collected in

connection therewith to the Member of Parliament before the Implementation Report was laid on the Table of the House. The Ministry of Parliamentary Affairs advised that till such time as the Implementation Report is laid before the House they are to be treated as confidential and the Members are to be supplied the information by this Ministry only after it is laid on the Table of the House.

(F.No.2(7)/77-Imp-I)

- (vii) In reply to a Rajya Sabha Question addressed to the Ministry of Defence, it was stated that a Committee Report (The La Fontaine Committee Report on Air Accidents) was a classified document and necessary action to implement its recommendations has been taken. Many recommendations have already been implemented and action to finalise decisions on the remaining recommendations was in hand. This reply was marked as an assurance. However, subsequently the Ministry of Defence represented that this might not be treated as an assurance. They mentioned that the Minister of Defence had minuted that “There is no question of making the Report Public. Furthermore, I cannot see how the reply is being read as an assurance. Ministry of Parliamentary Affairs may be advised accordingly”. The matter for dropping the assurance was taken up with the Committee on Government Assurances and the committee agreed to drop the assurance.

(USQ No. 221 Dated 24.07.1985)

CHECK LIST

A check list of steps to be taken at various stages is at **Annex IX -D**.

SALARIES, ALLOWANCES AND FACILITIES FOR MEMBER OF PARLIAMENT

The first Legislative Assembly of India came into being in 1920 after the passing of the Government of India Act, 1919 in implementation of the reforms known as the Montague Chelmsford Reforms.

ALLOWANCES ADMISSIBLE TO MEMBERS OF LEGISLATIVE ASSEMBLY

The Members of the Legislative Assembly were at that time entitled to Daily Allowances as indicated below:

<u>Year</u>	<u>Daily Allowance</u>
Upto March, 1921	Rs. 15 per day (for each day of residence at the place where the Assembly met).
From March, 1921	Rs. 20 per day.
1928	Provision of daily allowance was extended to cover any period of residence on duty.
(Budget Session) 1945	Rs. 30 per day as daily allowance. Rs. 15 per day as conveyance allowance
April, 1948	Rs. 45 per day (by merger of two allowances) Free of Income Tax.
1949	Rs. 40 per day (A voluntary cut of Rs. 5 imposed).

EXTENSION OF FACILITIES TO MEMBERS GENERALLY ON THE RECOMMENDATIONS OF JOINT COMMITTEE ON SALARIES AND ALLOWANCES OF MEMBERS OF PARLIAMENT

6 June, 1952:	The Speaker announced the appointment of a Joint Committee of two Houses on payment of Salary and Allowances of Members of Parliament.
4 August, 1952:	The Joint Committee submitted its recommendations.
27 March, 1954:	The Minister of Parliamentary Affairs moved the resolution for approval and acceptance of the recommendations of the Joint Committee but after some discussion, the House adopted that in view of abolition of First Class on Railways, the question of TA admissible to Members or grant of free passes should be examined by the Joint Committee and the report submitted again to Parliament.
20 April, 1954:	The Joint Committee presented its second report to the House.
May, 1954:	The Bill on the basis of the recommendations of Joint Committee was passed by the Lok Sabha on 14 May, 1954 and Rajya Sabha on 19 May, 1954. The Parliament enacted a law called "The Salary and Allowances of Members of Parliament Act, 1954".
Commencement of Act 1 June, 1954:	The Salary and Allowances of Members of Parliament Act came into being.
Entitlement to Members of Parliament from the commencement of Act, 1954 onwards as amended from time to time	A Statement showing the admissibility of Salary, Allowances, Pension and other facilities to Members of Parliament from the enactment of the Act i.e., 1954 onwards as amended from time to time is at the Annex X-A and another statement showing the facilities extended to ex-MPs is at Annex X-B.

IMPORTANT RULINGS/DECISIONS RELATING TO ADMINISTRATION OF ACTS

Facilities for Railway accommodation to the Chairman of Parliamentary Committee etc. on par with the Ministers/ high officials

“The suggestion that the Chairman of the Estimates Committee and the Public Accounts Committee should be provided with a four berthed compartment for journeys undertaken by them in Rail on official purposes, as in the case of Ministers and high officials, was not agreed to by this Department”. (This suggestion was made in the meeting of the General Purposes Committee held on 9 December, 1995). (File No.55(L) 56)

Attachment of Salary of Members of Parliament

A suggestion was mooted by the Lok Sabha Secretariat that the Code of Civil Procedure should be amended in order to vest powers in the two Secretariats of Parliament for compulsorily attaching from the salaries of Members of Parliament such sum as ordered by the court. This matter was examined in the Department and it was decided that:

“the Attachment of a Member’s salary should take its normal course provided under the Law and Civil Procedure Code need not be amended.”

(File No.F. 115(L) 56-PA)

Entitlements of Members of Lok Sabha to Daily Allowance on adjournment sine die and Dissolution of the House

The second Lok Sabha was dissolved on 31 March 1962 but according to the Programme, the session was to continue up to 30 March 1962. In the circumstances, the question arose whether the MPs would be entitled to DA for three days succeeding the date of adjournment sine die of the session i.e. up to 2 April 1962, notwithstanding the dissolution of the Lok Sabha on 31 March 1962. After examination of the matter in consultation with the Ministry of Law and justice, the Department held the

following view:

“Members are entitled to the daily allowance for three days succeeding the date of adjournment sine die notwithstanding the fact that he ceases to be a Member on the dissolution of the House. The right granted to him by the statute is not lost by supervening dissolution.”

(File No.F. 108(L)/62-PA)

Admissibility of Daily Allowance to an MP during the period of suspension from the services of the House

“When a Member is suspended from the remainder of the session, he cannot be said to be residing for that period for the purpose of attending the session for the simple reason that he is precluded from attending the session for the period. The Member cannot, in the circumstances claim daily allowance for this period. However, when the Member is not suspended for the remainder of the session for when the suspension is for longer period, the provisions for dealing with such situations may be made in the Rules.”

(File No .F. 108(L)/62-PA.)

Association of Minister of Parliamentary Affairs as Member and Chairman of the Joint Committee on Salaries and Allowances of Members of Parliament

“There is no illegality involved in the nomination of Minister of Parliamentary Affairs as member and Chairman of the Joint Committee on Salaries and Allowances of MPs.”

(File No. F. 108 (L)/62- PA.)

Facility of Free Transport in State Nationalised Bus Service offered to Members of Parliament by State Governments

A reference from the Governments of Kerala and Maharashtra was received in the Department seeking clarifications as to whether any impropriety was involved in allowing MPs from that State to travel free of cost in State Transport Department Buses.

The opinion held by this Department in this regard was that it was entirely a question covering a State's own policy and that State should feel free to decide the question on its own merits and any Member having a free ride in a State bus during the period of ride was not holding any office of profit. However, the Ministry of Law which was approached for its views opined that MPs are not entitled to any concessions having pecuniary benefits beyond what is provided in the Members Salaries and Allowances Act, 1954. Therefore, after exchanges of views with the Ministry of Law, the following advice was tendered to the Government of Maharashtra:

“MPs cannot be singled out by the State Government for grant of such facilities as free travels to visit Government Undertaking etc. But they can be included in the distinguished visitors to whom such facilities may be extended by the State Government.”

(File No.4(6)/65- R&C & 4 (15)/75- R&C)

Payment of Salary to MPs detained under Defence of India Rules

“The Members of Parliament are entitled to salary in terms of the Salaries and Allowances of Members of Parliament Act, 1954, which did not debar a Member detained under the Defence of India Rules from getting his salary.”

(File No. 4(1)/68-R&C)

Free Rail travel facilities for MPs and Ministers—utilisation of spouse pass by Ministers as an MP

The Law Ministry explained provision of Section 6B (iii) of the Salary, Allowances and Pension of MPs Act, 1954 and the Rule 8 (1) (i) of the Ministers (Allowances, Medical Treatment and other Privileges) Rules, 1957.

(File No.4(1)/77-R&C)

Supply of typewriters at DGS&D rate contract and used typewriters of the Ministry of Defence on fixed price to MPs

“The typewriters by the DGS&D are supplied at the rate contract only to the Govt. Departments and not to the individuals. Salaries, Allowances and Facilities for MPs 111 However, if Lok Sabha/ Rajya Sabha Secretariats indent the typewriters with the DGS&D, the same can be supplied at the rate contract. The used typewriters as per practice followed in the Ministries/ Departments, are disposed off through auction.”

(File No. 4(5)/79- WS)

T.A. admissible to wife of a deceased MP for winding up establishment in Delhi

“Though there is no specific provision in the Act, yet the Ministry of Finance in a number of cases have agreed to allow to and fro first-class Railways pass to the wife of the deceased MP for winding up their establishment in Delhi.”

(File No. 4(7)/79-R&C also F. No.4(4)/83-WS)

Annuity paid under the Oriental Pension Fund to be taken into account while determining Parliamentary Pension to ex-MPs

The Oriental Pension Fund is a purely pension scheme. Annuity paid under Oriental Pension Fund Scheme is to be treated as pension for determining parliamentary pension payable to ex-MP in terms of Section 8A (i) of the Salary, Allowances and Pension of Members of Parliament Act, 1954.

(File No. 4(14)/79-WS)

Payment of Pension to Shri Narsingh Narayan Panday, ex-MP

Shri Panday was allowed to draw pension of Rs. 200 from State Government of U.P. and Rs. 300 from Central Government for his services rendered as MP.

(File No. 4 (14)/79-WS Vol. I)

Rail-cum-Road or Air-cum-Road T.A. for journey undertaken under Section 5 of the Act

“Members would be entitled to get rail-cum-road or

air-cum-road T.A. beyond the nearest airport even if he visits any place outside his constituency for reaching his place of destination.”

(File No. 4 (9)/81- R&C)

Payment of Pension to ex-MPs - entitlement regarding

On his appointment as Government Advocate/Chairman of Board etc.

“Since the honorarium as also fee is a payment made for services rendered, the honorarium and the retainer’s fee can therefore be treated as remuneration within the meaning of the Section 8A (2) (iii) of the Salary, Allowances and Pension of MPs Act and as such the pension under Section 8A (I) of the Act *ibid* will not be admissible.”

On appointment on honorarium basis as Professor in the Gujarat Vidyapith, Ahmedabad

“Since the Gujarat Vidyapith is neither a Municipal Committee nor a District Governmental body nor a corporation owned or controlled by the Central Government or any State Government or a local body, the Section 8A (2) (iii) of the Salary, Allowances and Pension of MPs Act, would not apply and as such the pension payable under Section 8A (i) of the Act *ibid*. would be admissible to the person appointed as Professor in addition to the honorarium.”

(File No. 4 (13)/81-WS)

If the election of a Member is declared void will the period of such membership be counted for the purpose of determining pension

“Prima facie, it would appear that members whose election has been declared void may not be entitled to pension. However, each individual case may be dealt with on its merits depending upon the facts of each case.”

(File No. 4 (14)/81-R&C)

Telephone facility to Ministers in their constituency residences

Ministers of Government of India would be entitled to a free telephone connection in their constituency residences, in their capacity as a Member of Parliament, with a maximum ceiling of * 7,500 free local calls in a year. The expenditure in respect of installation, rental and call charges is to be borne by the Ministry/ Department concerned.

*Limit raised from time to time, along with increase in free local calls admissible to MPs.

(File No. 4(20)/82-WS also F. No. 4 (6)/86- WS S.No. 28)

Meaning of Session vis-a-vis commencement, adjournment, adjournment sine die, prorogation or dissolution for the purposes of determining intermediate journeys

“A Session once it has commenced on the basis of summons comes to an end only when the House is prorogued or dissolved by the President and the intermediate journeys admissible to MPs under the provisions of the Act shall be regulated in accordance with this interpretation.”

(File No. 4(25)/82-WS)

Pension to Members of Legislative Assembly, Pondicherry, whose tenure falls short by up to maximum of 90 days - concurrence for the introduction of a Bill

“In view of the peculiar circumstances and history of the Legislative Assembly of the Union territory of Pondicherry, the Department agreed that the approval of the Central Government may be accorded to introduction of the Bill in the Legislative Assembly, Pondicherry, which seeks to provide the coverage to short fall of a period of 90 days for grant of pensionary benefits to MLAs.”

(File No. 4(35)/82 -WS)

Payment of D.A. to Ministers without amending the Minister's Act

According to Ministry of Law, it would be necessary to amend the Minister's Act to enable them to get D.A.

(File No. 4 (31)/82- WS)

House Rent Allowances to MPs when on tour as Chairman of the Committee/Board etc.

“In accordance with the provisions of the Salary, Allowances and Pension of Members of Parliament Act, 1954, when an MP appointed as Chairman of the Committee etc. proceeds on tour in connection with the work of the Committee he shall not be entitled to House Rent Allowances for meeting the actual expenditure incurred by him on house rent.”

(File No. 33(6)/82-R&C)

Payment of Special Allowances of Rs. 100 and Medical Allowances of Rs. 10 to the ex-MPs from Bihar who were Freedom Fighters

Special Allowances of Rs. 100 and Medical Allowances of Rs. 10 paid by the State Government of Bihar to ex-MPs from Bihar who are also freedom fighters will not attract the provision of Section 8A (iii) of the Salary, Allowances and Pension of Members of Parliament Act, 1954.

(File No. 4(3)/83-WS)

Commuted value of Pension to be taken into account while determining Parliamentary Pension

Pension means full amount of pension sanctioned and not the balance left after commutation. Commuted value of pension which an ex-MP received for his services as a Government servant is also to be taken into account while determining the parliamentary pension in terms of Section 8A of the Salary, Allowances and Pension of MPs Act, 1954.

(File No. 4(3)/83-WS)

Payment of to and fro T.A. to the spouse of the deceased Member to wind up establishment in Delhi

The Ministry of Finance agreed to the payment of to and fro T.A. to the spouse of the deceased Member for winding up establishment in Delhi on the presumption that the spouse was not in Delhi when the Member expired (equal to and fro rail fare).

(File No. 4(4)/83- WS also. No F.. 4(7)/79-R&C -S.No.10 ante)

Payment of air fare for spouse of a Minister

Payment of air fare in respect of journey performed under Section 6B (iii) of the Salary, Allowances and Pension of MPs Act, 1954, by the spouse of a Member who happens to be a Minister will be borne by the respective Secretariat of Parliament.

(File No. 4(8)/83-WS)

Payment of T.A./D.A. to MPs as representatives of workers' organisations

The case of MPs for payment of T.A./D.A for attending meetings/conferences as representatives of the workers' organisations but not appointed by the Government as such on these committees etc. was examined in consultation with the Ministry of Law and Ministry of Finance. It was decided that they are not entitled to T.A. under Section 4 of the Salary, Allowances and Pension of Members of Parliament Act, 1954 as they are not appointed by the Government.

(File No. 4(8)/83-WS) Vol. II)

Extension of certain facilities to Ex-MPs

The question of extending certain facilities to ex-MPs such as rail travel facilities, accommodation at concessional rates, etc. was examined in consultation with the Ministry of Law. The Ministry of Law opined that it is for the consideration of the Government whether some public purpose is served by extending these facilities under article 282 of the Constitution

and that prima facie it seems that no public purpose is served by extending any such facilities to ex-MPs.

(File No. 4(8)/85-WS)

Grants of pension to Shri V.K. Saklecha, ex-MP being ex-MP and ex-MLA

Shri V.K. Saklecha was a Member of the Rajya Sabha for about 5 years. Shri Saklecha was in receipt of pension by virtue of his being ex-MLA @ Rs. 450 p.m. The opinion of the Law Minister was sought as to whether he will get pension under the Central Act after adjusting the amount of Rs. 450. Our view was that Shri Saklecha was entitled only to a pension of Rs. 450 p.m. as an ex-MLA as it was higher than the parliamentary pension of Rs. 300 p.m. to which he is entitled under Section 8A of the Central Act. However, after the amendment of the aforesaid Section in December, 1985 the minimum pension of an ex-MP has been raised to Rs. 500 p.m. The Ministry of Law clarified that from the date of amendment of the said Section, Shri Saklecha is entitled to receive pension of Rs. 500 p.m.—Rs.50 p.m. as parliamentary pension in addition to pension of Rs. 450 p.m.as an ex-MLA. The Ministry of Law agreed with our views in total.

(File No. 4(1)/86-WS)

Telephone facilities to Ministers in their Constituencies/ usual places of residence

The Minister of Government of India would be entitled to a telephone connection either in his usual place of residence or at 116 Handbook on the Working of Ministry of Parliamentary Affairs a place selected by him, being a place situated within the State which he represents or within the State in which he resides, in his capacity as a Member of Parliament with a maximum ceiling of *15,000 free local calls. The Minister would also be allowed to adjust the trunk call bills within the monetary equivalent of 15,000 local calls in a year. In case where the telephone at the

constituency/usual place of residence is in a flat rate exchange, the Minister would be allowed to adjust the charges for trunk calls made from this telephone to the extent of Rs. 3,000 per year (equivalent of 7500 local calls).

(File No. 4(6)/86-WS also F.No. 4(20)/WS S.No. 16 ante)

** Limit raised along with increase of free local calls admissible to MPs.*

Grant of pension (ex-gratia) by the State Government to Smt. Usha Khan in addition to Parliamentary Pension

The short point for consideration was whether pension (ex-gratia) granted by the Government of Rajasthan to Smt. Usha Khan on account of meritorious service rendered by her late husband is liable to be adjusted for calculating pension payable to her by virtue of her being an MP. The opinion given by the Law Ministry in the case is as under:

“the intention underlying the provision appears to be that a person who receiving pension as of right and who can enforce it in a Court of Law alone, is covered by it, and not persons who receive ex-gratia payments from the Government.”

(File No. 4(9)/86-WS)

Grant of Honorarium to ex-MPs who are in receipt of Parliamentary Pension (case of Shri R.S. Panjhazari)

“The expression ‘honorarium’ is used in cases, where some special work is done and in consideration thereof certain payments are made. Normally, such special work may be of an occasional or intermittent character. The facts in the reference would appear to bring it under the category of honorarium.

As regards the house rent allowance and the conveyance allowance and the presumption raised by Department now that as it is clarified by the Department that ex-MP has his permanent residence at Patiala and has to maintain a house himself at Delhi for the assignment, it would appear that as stated by the

Department these allowances are compensatory in nature and are not remuneration.”

(File No. 4(11)/86-WS)

TA for intermediate journeys to Members of Parliament under Section 5 of the Act

The opinion of the Ministry of Law was sought as to whether the restriction of not more than 15 days' absence during session of Parliament for claiming TA by MPs as contemplated under section 5 (1) will still be applicable in view of amended Section 5 (2) of the Act. It was clarified by the Ministry of Law that limitation of performing the intermediate journey within the prescribed limit of 15 days as specified in sub-section 1 of the Section 5 of the Act operates only when the concerned House of Parliament is in Session or a sitting of a committee is taking place. The conditions referred to in Section 5 (1) do not govern the TA admissible under Section 5 (2), newly inserted by the 1985 (Amendment Act). Section 5 (2), therefore, will be applicable irrespective of the fact whether a House of Parliament is in session and/or there is a sitting of committee or not. In view thereof, the condition of “absence of less than 15 days” contemplated in sub-section (I) of Section 5 will not be applicable.

(File No. 4(12)/86-WS)

Payment of Honorarium to Minister for use of his copyright

A question arose as to whether Shri P. V. Narasimha Rao, Minister of Human Resource Development, who had contributed an article on “Copyright and Peace” to the World Intellectual Property Organisation may accept an honorarium of 5,000 Swiss Francs from that Organisation for this assignment. The matter was examined in consultation with the Ministry of Home Affairs and the Ministry of Law who opined that there can be no objection to the payment for the use of his copyright. There is nothing in the Code of Conduct disentitling a Minister from receiving honorarium for intellectual work.

(File No. 4(27)/86-WS)

Drawal of Salary by a Chief Minister from the State and Constituency Allowance from the Centre by virtue of his being a Member of Parliament

A reference was examined in consultation with the Ministry of Law and Justice whether a Member of Parliament, while holding office of a Chief Minister in a State Government, can draw his salary from the State Government and Constituency Allowance from the Centre by virtue of his being an MP. The case related to Shri Bansi Lal, Chief Minister of Haryana. The opinion of the Ministry of Law was:

“that there will be no legal objection to the Member of Parliament drawing constituency allowance as a Member of Parliament during this period unless there is any bar to his drawing such allowance under a parliamentary Law or State Law. In the instant case, there appears to be no such bar.”

(File No. 4 (29)/86 -WS)

Entitlement of Shri Sitaram Kesri, Minister of State to draw Pension in addition to salary and allowance under the provisions of the Act

“In the light of the observations of the Supreme Court in *M. Karunanidhi Vs. UOI* AIR 1979 S.C. 898 at 915 that a Minister gets a salary for the public work done, or the public duty performed by him and that the said salary is paid to the Minister from the Government funds, the Minister would appear to be entitled to remuneration from the Government. If that be so, the case squarely falls under Section 8A(2) (iii).”

(File No. 4 (1) /87-WS)

IMPORTANT RULINGS/DECISIONS RELATING TO ADMINISTRATION OF ACTS

Free furnished residence to Chairman of Financial Committees

The recommendations of the Joint Committee on Salaries and Allowances of MPs made on 28 June, 1967 for provision of free

furnished residence for the Chairman of 3 Financial Committees was not agreed to by Ministry of Law and Ministry of Finance.

Ministry of Law opined that it would be discrimination to other MPs. Ministry of Finance opined that the matter may not rest there and it will become difficult to deny the same concession to the Chairman of the other Parliamentary Committees.

(File No. 4(3)/67-WS)

Average days for attending Sessions, sittings of Committee

The Joint Committee on Salaries and Allowance of MPs recommended on 11 November, 1992 that the average days for attending sessions and sittings of committee in a year be taken as 250 and not 300 while calculating the financial implications for DA to MPs.

(File No. 4(3)/92-WS)

Extension of free travel facility to spouse of ex-MPs

Extract from reply from Minister of Railways (Shri C.K. Jaffer Sharief) (No.E (W) 92 PS5-7/3 dated June /July 3,1992):

“The long standing demand of ex-MPs for grant of free rail facility has already been agreed to. As an additional benefit and further also directed Railways for inclusion of an attendant in second class on subsequent requests. You will, therefore, appreciate that in view of financial crunch and heavy demand for accommodation and consequent over-crowding in trains, it would not be possible to enlarge the scope of concessions further for inclusion of spouse also, which would mean a further increase in number of persons from initial one to three.”

(F.No. 4(11)/92-WS)

Rail travel facilities to ex-MPs /companions

Instructions were also subsequently issued by the Ministry of Railways on 27 February, 1996 that the First Class Complimentary Card Passes issued to former Members of Parliament may be made available for travel in II AC Class in Rajdhani and Chair

Car in Shatabdi Express trains for self along with a companion in the same class without payment of difference of fare. They can also secure reservation in these trains from the General Quota available at the counters. (Ministry of Railways O.M. No. E (W) 95PS5-7/7 dated 29.2.1996).

(File No. 4 (2) /95-WS)

PART-II

Constitution of Joint Parliamentary Committee

Joint Parliamentary Committee (FRM) was constituted by the Speaker, Lok Sabha, w.e.f. 1st June, 1993 to suggest facilities and remuneration for Members of Parliament.

(File No. 4(5)/93 -WS)

Condoning the shortfall in the period of membership upto 15 days for grant of pension (Case of Shri Bansi Lal, ex-MP)

Amendment of the Act was sought for granting discretionary powers to Speaker/Chairman for condoning the shortfall in the period of membership (up to 15 days) for grant of pension.

Ministry of Law inter alia opined:

“There would not be any legal objection to the proposed amendment *ibid*. However also suggested that a decision in respect of period sought to be condoned may, in the first instance, be taken on the basis of some reasonable criteria. It is observed that in the present case the ex-MP’s 18th year is falling short by 15 days. There could be other cases where such period could be 16 or 20 days. Therefore, before initiating a formal amendment proposal, a decision regarding period in question would appear to be necessary.”

(File No. 4(8)/93-WS)

Enhancement of CGHS Contribution

To a reference received from the Ministry of Health and Family Welfare regarding enhancement of CGHS Contribution of MPs to Rs. 50 per month, the Ministry responded as under:

“..... it is for the Ministry of Health and Family Welfare to take a policy decision regarding the scale of contribution under the CGHS. However, if the scale of contribution in case of Members of Parliament is to be related to the level of services rendered, it would be necessary to amend Rule 3 of the Medical Facilities (MPs) Rules, 1959 framed under the Salary, Allowances and Pension of Members of Parliament Act, 1954. The Salaries, Allowances and Facilities for MPs 121 Ministry also opined that the contribution from Members of Parliament should in no case be more than the contribution to be made by the Ministers as a Minister is entitled to receive a salary per mensem and an allowance for each day during his tenure as such Minister at the same rates as are specified in Section 3 of the Salary, Allowances and Pension of Members of Parliament Act, 1954 with respect to Members of Parliament.

In regard to ex-MPs, referring to the Ministry of Health and Family Welfare O.M. No. F. 4-96/74-CGHS (P) dated 6 June, 1976, it was *inter alia* stated:

“.... as the contribution under CGHS to be made by ex-MPs was fixed through executive instructions issued by the Department of Health, it is for that Department to take a decision in the matter and issue the necessary instructions.”

(F.No. F.4 (24)/94-WS)

Increase in ceiling on supply of furniture to Members of Parliament

The ceiling on supply of durable furniture was raised from Rs. 12,000 to Rs. 24,000 per Member of Parliament and the corresponding ceiling for non-durable furniture was raised from Rs. 3,000 to Rs. 6,000 per Member of Parliament for recovery of concessional rate of hire charges. Recovery of rent for the furniture supplied to Members of Parliament will be made at the following rates subject to 25 per cent rebate:

Durable furniture

Nine per cent per annum of the cost of furniture up to the value of Rs. 24,000 and 13.75 per cent per annum of the cost of furniture beyond the value of Rs. 24,000.

Non-durable furniture

At the rate of 16.5 per cent per annum of the cost of furniture up to the value of Rs. 6,000 and 24.5 per cent per annum of the cost of furniture beyond the value of Rs. 6,000. (vide Directorate of Estates O.M. No. 18012 (2)/84- Pol. III dated 12th November, 1996 effective from 1 December, 1996).

(F.No. 4 (12)/96-WS)

Amendment of the Salaries and Allowances of Officers of Parliament Act, 1953 to provide for pension, housing and medical facilities to the spouse of the Speaker of the House of the People, dying while holding such office

Consequent to the death of Shri G.M.C. Balayogi, former Speaker of Lok Sabha, on 3 March, 2002 the Salary and Allowances of Officers of Parliament Act, 1953 has been amended as under to provide for pension, medical and housing facilities to the spouse of the Speaker dying while holding such office retrospectively from 3 March, 2002.

7A (i) “There shall be paid a family pension to the spouse of the Speaker of the House of the People who dies while holding such office at the rate of fifty per cent of the salary last drawn by him for the remainder of life of such spouse from the date of death of the Speaker: Provided that the spouse of such Speaker shall not be entitled to receive pension available to the spouse of any Member of Parliament who dies during his term of office as such Member for a period of five years from the date of death of the Member under sub-section (1A) of Section 8A of the Salary, Allowances and Pension of Members of Parliament Act, 1954. Without prejudice to the provisions of clause (a) of subsection (2) of Section 4 and subject to any rules made in this behalf under section 11, such spouse shall be entitled to the use of unfurnished

residence without payment of licence fee for the remainder of her life. Subject to any rules made in this behalf under Section 11—such spouse, for the remainder of her life, and the minor children of such Speaker, shall be entitled to medical attendance and treatment, free of charge.”

To execute the above provision of the Act of the Officers of Parliament (Pension, Housing and Medical Facilities to the Spouse Salaries, Allowances and Facilities for MPs 123 of the Speaker of the House of the People, dying while holding such Office) Rules, 2002 have been framed and printed in the Gazette of India vide Notification No.535 (E) dated 31 July, 2002 to be effective from 3 March, 2002.

(F. No. 13(2)/2002-WS)

Increase in Sumptuary Allowance of Officers of Parliament and Leaders of Opposition in Parliament

The Sumptuary Allowance shall be paid to:

The Speaker of the House of the People and Leaders of the Opposition in Parliament at the same rate at which the sumptuary allowance is payable, under Section 5 of the Salaries and Allowances of Ministers Act, 1952, to every other Minister who is a member of the Cabinet ; the Deputy Chairman and the Deputy Speaker at the same rate at which the sumptuary allowance is payable, under Section 5 of Salaries and Allowances of Ministers Act, 1952 to a Minister of State.

(F.No. 13 (2)/2002-WS)

Recovery of Salary and Allowances of Shri V. C. Shukla for his membership of X Lok Sabha

The election of Shri V.C. Shukla to the X Lok Sabha was declared null and void by the Jabalpur High Court of Madhya Pradesh on the Election Petition filed against him vide its order dated 20 February, 1996 in Election petition No.1 of 1991. Though he had appealed against this judgement in the Supreme Court, but by the time the Court decided on his appeal, the X Lok Sabha was dissolved and realising that the appeal was infructuous, he

withdrew the appeal from the Supreme Court. While calculating his pension, the Lok Sabha Secretariat ignored his membership for the X Lok Sabha keeping in view the fact that the judgement of the Jabalpur High Court was valid as no judgement had come against it on the basis of appeal filed by Shri Shukla in Supreme Court.

The matter was referred to Ministry of Law and Justice, (Department of Legal Affairs) and on a later stage to the Solicitor General of India. Both of them had opined that in the absence of any judgement by the Higher Court against it, the judgement of Jabalpur High Court of Madhya Pradesh was valid and Shri V.C. Shukla was not entitled to the pension for his membership of the X Lok Sabha.

On a reference from the Lok Sabha Secretariat and in view of the opinion rendered by Ministry of Law and Justice, (Department of Legal Affairs) and the Solicitor General of India against the grant of pension of Shri V.C. Shukla for his membership for X Lok Sabha, the matter was again referred to Ministry of Law and Justice, (Department of Legal Affairs) asking whether Shri Shukla was entitled to the salary and allowances which he received from Lok Sabha Secretariat as an MP and also as a Member of the Union Council. The Solicitor General of India was also approached in the matter for his esteemed opinion. The opinion rendered by the Solicitor General of India (Shri Harish N. Salve) on 23 February, 2002 is as under :

“for the period prior to the judgement of the High Court any recovery of the salary, even if legally possible, would be highly unjust and unfair for the period after the judgement of the High Court, the government should not, in fairness, considering the factors indicated above, seek a recovery of the salary paid to him.”

(File No. 4(9)/2000-WS)

Amendment in the Members of Parliament (Office Expense Allowance) Rules, 1988 to facilitate the payment of entire amount of office expense allowance to the Members instead of giving a part of it to the Members' Personal Assistants.

Joint Committee on Salaries and Allowances of Members of Parliament proposed to facilitate the payment of entire amount of office expense allowance to the Members instead of giving a part of it to the Members' Personal Assistants. In the meeting, it was suggested that there is no need for amendment in the Rule. It was also informed that such a move would have income tax implication.

(F.No.4(11)/2014-ME)

Admissibility of Pension to the next dependent of deceased Ex-MP on expiry of the spouse to whom pension sanctioned earlier.

Joint Committee on Salaries and Allowances of Members of Parliament proposed for Admissibility of Pension to the next dependent of deceased Ex-MP on expiry of the spouse to whom pension sanctioned earlier. Provision of family pension is described in Section 8AC of "The Salary, Allowances and Pension of Members of Parliament Act, 1954" (MSA Act), where, nowhere has been mentioned that after death of the spouse of deceased Ex-MP, family pension will be extended to next dependent. If this facility is extended then it would be more difficult to decide that who will be the more appropriate person to become next dependent (in case of dependents more than one) and it would also be difficult to decide the ratio of family pension to be distributed among the dependents and that may lead to court cases. Therefore, Government did not agree upon this proposal.

(F. No. 4(10)/2014-ME)

Proposal for Replacing the term 'Spouse' with the word 'companion' in the Act/Rules w.r.t. train journey.

Joint Committee on Salaries and Allowances of Members of Parliament proposed to Replace the term 'Spouse' with the word 'companion' in the Act/Rules w.r.t. train journey.

Position of 'Spouse' can not be occupied by the "companion". Section 6B of the MSA Act, 1954 takes care of the rail journey of the companion and spouse of the Members of Parliament. Members are entitled for one free AC two-tier class railway pass

for one person to accompany the member when he/she travels by rail. A member is also entitled to free travel by any railway in India in first class air-conditioned in any train with spouse, if any, In its proviso where a Member has no spouse, such member may be accompanied by any person in place of the spouse and not withstanding anything containing in clause (i) of the Section 6B (1), the person so accompanying shall be entitled to every facility available to the spouse. So, Government found no need to replace the term 'Spouse' with the word 'companion' in the Act/Rules w.r.t. train journey. Hence, this proposal was not agreed upon.

(F. No. 4(11)/2014-ME)

Representation received from Shri B. D. Behring for providing ex-MP pension

Shri B. D. Behring was elected as Member of Rajya Sabha for Manipur States which was published in the Gazette of India on 10.04.1990. He resigned on same date on 10.04.1990 and the acceptance of his resignation was notified by Rajya Sabha Secretariat on 10.04.1990 itself. That means he had not hold the position of a Member of Parliament in Rajya Sabha even for a single day. Moreover, Shri Behring continued to be an MLA of the Manipur State Legislature from 17.02.1990 to 25.02.1995 and subsequently from 05.03.2002 to 28.12.2006 and during this period he drew his salary and allowances as an MLA from the State Assembly. Thus, Shri Behring himself had chosen to be an MLA and not a Member of Rajya Sabha.

Shri Behring applied for Ex- MP pension and his case was referred by Rajya Sabha Secretariat to the Ministry of Law and Justice seeking their advice on the issue. The Attorney- General advised that ex-MP pension was not admissible to Shri Behring as (i) Shri Behring had not taken the oath of office as a Member of Rajya Sabha, (ii) on the relevant day i.e. 10.04.1990, he drew the salary as a Member of the State Legislative Assembly and thus, (iii) he had not served as a Member of Parliament of Parliament for that day. Since, he continued to be MLA and also

did not hold the position of MP even for a single day, he was not found eligible to the Ex.MP pension. Joint Committee on Salaries and Allowances of Members of Parliament also agreed with the stand of Government

(F. No. 4(17)/2015-ME)

Proposal of 1st AC Train facility to companion of Members of Parliament.

Joint Committee on Salaries and Allowances of Members of Parliament recommended that companion should travel along with Member of Parliament in AC first Class due to security angles, but it is clear that security of the Member of Parliament while travelling in Train is not the duty of companion. For the security of any person whether it may be Member of Parliament or common citizen, various security agencies of Central/State Government are responsible. So, this proposal was not agreed upon as companion are already being provided facilities for travelling in AC 2nd class in train.

(F No. 4(11)/2014-ME).

Amendment to the Salaries and Allowances of Officers of Parliament Act, 1953 through Finance Act, 2018.

Through the Finance Act, 2018, salary of the Chairman of Rajya Sabha (Hon'ble Vice- President of India) has been increased from rupees one lakh twenty-five thousand per month to rupees four lakh per month w.e.f. 01.01.2016.

(F.No.4/3/2014-ME)

Amendment to the Salary, Allowances and Pension of Members of Parliament Act, 1954 and Rules made thereunder through Finance Act, 2018.

Amendment in the Salary, Allowances and Pension of Members of Parliament Act, 1954 and Rules made thereunder has been made through Finance Act, 2018 w.e.f. 01.04.2018.

(F.No.4/3/2014-ME)

WELFARE OF MEMBERS OF PARLIAMENT

The Ministry of Parliamentary Affairs looks after the welfare of ailing Members of Parliament admitted for treatment in hospitals in Delhi. Arrangements are made with the leading hospitals in Delhi to obtain day-to-day information by fax and/or telephone regarding health condition of the ailing Members. The information is communicated to Ministers/Ministers of State/Senior Officers in the Ministry of Parliamentary Affairs. This information is also made available on this Ministry's official website (<http://www.mpa.gov.in/>). The officers of this Ministry pay visits to the hospitals to enquire about the health condition of the Members and to render any assistance required by them. The Minister/Ministers of State for Parliamentary Affairs and senior officers also make courtesy calls on the ailing Members admitted in hospitals as and when required. Format of daily report is at **Annex XI-A**

In the unfortunate event of passing away of a Member of Parliament in Delhi, the Ministry of Parliamentary Affairs renders all necessary assistance to the bereaved family members for transporting the mortal remains of the deceased Member to the place of last rites chosen by the family. The entire expenditure on embalming, coffin box, its sealing, and hearse van etc. is borne by the Ministry of Parliamentary Affairs. Cost of transportation between the place of death and the place of last rites of the deceased MP, TA for one member of the family accompanying the body of the deceased MP is also borne by this Ministry (**MHA O.M.No.25/1/84-Public dated 13.08.1985**).

A checklist of procedure followed for Transportation of dead body of the Member of Parliament is at **Annex XI- B**

Under the Foreign Contribution (Regulation) Act, 1976, it is *inter alia*, incumbent on Members of Parliament going abroad,

to obtain political clearance from the Ministry of External Affairs and prior permission of the Ministry of Home Affairs, where such visits involve acceptance of “foreign hospitality” from a foreign government or organisation. This Ministry informs members from time to time, about the procedure to be followed in this respect. Necessary assistance sought for by Members in this regard is also provided/extended.

APPOINTMENT OF MEMBERS OF PARLIAMENT ON COMMITTEES, COUNCILS, BOARDS ETC.

BACKGROUND

Committees, Councils, Boards, Commissions, etc. are appointed/constituted by the Government from time to time to deal with specified items of business requiring expert or detailed consideration and to aid and advise the Government. Such Committees etc. are composed of expert officials and non-officials and may include Members of Parliament who have specialisation/expertise/experience in the field.

The subject of 'Nomination of Members of Parliament on Committees and other bodies set up by the Government' has been allocated to the Ministry of Parliamentary Affairs under the Government of India (Allocation of Business) Rules, 1961 made by the President under article 77(3) of the Constitution. By virtue of this, Members of Parliament are to be selected and nominated on all Government bodies by the Minister of Parliamentary Affairs only. However, in the case of statutory bodies, where the statute provides that the Members of Parliament will be nominated by the Speaker, Lok Sabha, or the Chairman, Rajya Sabha, the nominations are made by the Speaker or the Chairman, as the case may be. In the case of Speaker, Lok Sabha, such nominations are processed by the Lok Sabha Secretariat directly. In case the nomination is to be made by the Chairman, Rajya Sabha, the Rajya Sabha Secretariat makes a reference to the Ministry of Parliamentary Affairs for obtaining the recommendations of the Minister of Parliamentary Affairs.

This function has been entrusted specifically to the Minister of Parliamentary Affairs for the reasons that (a) there should be a single authority through which all nominations of Members

of Parliament on 128 various bodies set up by the Government are made; (b) the Minister of Parliamentary Affairs being the Government Chief Whip is eminently suited to discharge this function as he is in the know of the interest, aptitude, experience, suitability and availability of Members of Parliament in relation to the proposed assignments, and (c) certain uniform, fair and objective norms would be observed for equitable distribution of membership of various Government bodies among the Members belonging to different sections of both the Houses of Parliament to avoid a situation where some Members come to be overburdened with assignments while others have none.

Hindi Salahkar Samities are constituted by various Ministries/ Departments of the Government of India to advise them on matters relating to the progressive use of Hindi in official work and other allied issues. The bye-laws of these Samities *inter alia* provide for nomination of four Members of Parliament—two each from the Lok Sabha and Rajya Sabha.

Considering all aspects of the matter, the Ministry with the approval of the Minister of Parliamentary Affairs, has laid down guidelines for nomination of Members of Parliament on committees etc.; consolidating all existing instructions on the subject (**Annex-XII-A**).

In August, 2019, proforma for sending their proposals by the Ministries/Departments for seeking nomination of Members of Parliament on Committee, Councils, Boards, Commission etc. set up by the Government has also been revised in consultation with **Joint Committee on Office of Profit and Ministry of Law and Justice(Annex- XII-B)**.

PROCESS

Wherever bye-laws/rules regarding constitution of such committees etc. *inter alia* provide for nomination of Members of Parliament thereon, Ministries concerned request this Ministry to move the Minister of Parliamentary Affairs for nomination of requisite number of Members on the committees. On receipt

of the proposal from the Ministry concerned, if the required information has not been received in the prescribed proforma, the Ministry concerned is requested to furnish it accordingly.

On receipt of complete information, the case is submitted to Minister of Parliamentary Affairs for nomination of requisite number of Members of Parliament through Minister of State (Lok Sabha) and Minister of State (Rajya Sabha), who suggest the names of Members of the Lok Sabha and Rajya Sabha respectively, for approval of the Minister. Main points contained in the *Appointment of Members of Parliament on Committees, etc.* 129 proposal and certain factual information - details of Members who were earlier nominated on that body and their availability (facts regarding expiry of term of Rajya Sabha Members/resignation, demise of any of the earlier Members) - are provided in the note. Names of the Members nominated by Minister of Parliamentary Affairs are then communicated to the Ministry with the request to notify their nomination on the body and supply to them all the necessary literature including the constitution, function and programme of work etc. of that body under intimation to this Ministry (**Annex-XII-C**).

Letters are also sent to the Members concerned informing them of their nomination on the body by the Minister of Parliamentary Affairs and to let this Ministry know if they, for any reason, would find it difficult to serve on that body (**Annex-XII-D**). Under the Parliament (Prevention of Disqualification) Act, 1959, Members nominated on such committees etc. can draw only 'compensatory allowance' and no other remuneration for attending meetings of such committees, bodies etc. Compensatory allowance according to that Act means:

"Any sum of money payable to the holder of an office by way of daily allowance, such allowance not exceeding the amount of daily allowance to which a Member of Parliament is entitled under the Salary, Allowances and Pensions of Members of Parliament Act, 1954 (30 of 1954), any conveyance allowance, house rent allowance or traveling allowance for the purpose of

enabling him to recoup any expenditure incurred by him in performing the functions of that office.”

This is *inter alia* informed to the Members concerned through the aforesaid letter. The Ministry concerned is also advised to make suitable provisions for the purpose.

To fill up the vacancy of a Member of Parliament, if any, on such bodies, on account of the death, resignation or retirement of any Member nominated on the body, the case for nomination of another Member on it is processed on the same lines.

It has been observed that Ministries/Departments normally delay the constitution of various Government bodies on which Members of Parliament are nominated by the Ministry. They also take time in sending necessary literature relating to these bodies, viz., notification regarding their constitution, functions, programme of work, etc. to the Members of Parliament concerned.

Members have, on several occasions, complained to the Minister of Parliamentary Affairs in this regard. Ministry of Parliamentary Affairs takes up the matter with the Ministries/Departments concerned from time to time to expedite the requisite information/literature to Members concerned under intimation to the Ministry. Periodically, a D.O. letter at the Secretary/Joint Secretary level is also sent to all Ministries/Departments to impress upon them the necessity of quickly sending the requisite information/literature in the matter to MPs etc.

DECISIONS

Nomination of Members of Parliament on Committees, Councils, Boards, Commissions, etc. set up by the Government

Minister of Parliamentary Affairs nominates Members of Parliament on Committees, Councils, Boards, Commissions, etc. constituted/set up by the Government of India in any Ministry. (No.F.1-1/95-CB)

Vigilance and Monitoring Committees for different District Rural Development Agencies (DRDAs)

With a view to constituting the Vigilance and Monitoring Committees in 581 districts in the country, the Minister of Parliamentary Affairs was requested to nominate Member(s) of the Lok Sabha in each district where he/she has been elected, for being nominated as Chairman/Member of the respective District committee. Instead of nominating individual Members for each committee, 'guidelines' for nominating Members as Chairman/Co-Chairman were formulated with the approval of Minister of Parliamentary Affairs which were communicated to the Ministry of Rural Development for making nomination thereon as per the guidelines **(Annex XII-E)**. (No.F.2-29(2)/2002-CB)

District Development Coordination and Monitoring Committees known as 'DISHA'

Ministry of Rural Development informed this Ministry that District Level Vigilance and Monitoring Committees have been replaced with District Development Coordination and Monitoring Committees known as 'DISHA' in the month of June, 2016 with a view to ensure better coordination among all elected representatives in Parliament, State Legislature and Local Governments (Panchayati Raj Institutions/Municipal Bodies) for efficient and time bound development.

The Ministry of Rural Development also replaced State Level Vigilance and Monitoring Committee with State Level DISHA Committee in 2017. Guidelines for nomination of Members of Parliament on these State Level DISHA Committees formulated by Ministry of Rural Development were approved by the Minister of Parliamentary Affairs with following suggestions (vide this Ministry's Office Memorandum No. 2-29(1)/2017-CB Dated: 26.5.2017) (Annex XII-F):-

- (1) On page 3 under the heading "Members" after existing point (ii) new point (iia) – may be inserted as following:-

“(iia) – Members of Parliament from Lok Sabha and Rajya Sabha shall be nominated by the Union Ministry of Rural Development in consultation with the Union Ministry of Parliamentary Affairs”.

- (2) On page 9 under the heading “Selection Process” existing point 3 may be substituted with the following text:-

“3 – Members of Parliament once nominated may remain in the Committee for a maximum of 5 years or till the tenure of the Lok Sabha or till the tenure of Members of Rajya Sabha whichever is earlier. No non-official member may serve in the Committee for more than two terms”.

In 2019 after constitution of 17th Lok Sabha, Ministry of Rural Development sought nominations of the Members of Parliament on the District-level “DISHA” Committees for its constitution from the Ministry of Parliamentary Affairs. Thereupon, Ministry of Rural Development was advised by this Ministry that Ministry of Rural Development may themselves nominate the Members of Parliament on the District level “DISHA” Committees as per guidelines in this regard (vide this Ministry’s D.O. letter No. 2-29(1)/2017-CB Dated: 9.7.2019) (Annex XII-G).

Nomination of a Minister on a Committee

Members of Parliament are nominated on various committees, councils, etc. constituted by the Government as per provisions contained in this Ministry’s O.M.No.1-1/96-CB dated 24 May, 1999. Members of Parliament nominated on statutory bodies cease to be members of such bodies on their becoming Ministers, Speaker, Deputy Speaker, Lok Sabha, and Deputy Chairman, Rajya Sabha.

However, the Ministry of Youth Affairs and Sports had suggested the name of a Minister, namely Shri Arun Jaitley, Minister of Law & Justice and Commerce & Industry, for being nominated on the Preparation Committee for '2004 Olympic Games (Athens)' and Minister of Parliamentary Affairs approved the proposal. (No.F.2-40(1)/2003-CB)

CHECK LIST

A check list indicating the points to be checked while processing a case of nomination of Members on committees, etc. is at **Annex XII-F.**

HANDLING OF PARLIAMENTARY WORK IN MINISTRIES

The Ministry of Parliamentary Affairs serves as an important link between the two Houses of Parliament and the Ministries/ Departments, and helps the Ministries in handling parliamentary work in various ways.

Manual of Parliamentary Procedures in the Government of India

The Ministry reviews and updates instructions issued from time to time regarding parliamentary procedures for the Ministries of the Government of India. The Ministry has recently reviewed and updated the manual and the updated manual is also available to the Ministries on the Ministry of Parliamentary Affairs' website (<http://www.mpa.nic.in>).

Planning and Co-ordination of Government Business

The Ministry plans and coordinates the Government legislative and other business in Parliament, and reviews it from time to time as per requirement/preparedness of the Ministries. There is a separate chapter on 'Legislative and Financial Business of the Government' in this Handbook (**Chapter-4**).

Ordinances

The Ministry arranges for laying by the Minister/Minister of State for Parliamentary Affairs, copies of the ordinances issued by the Ministries during the Inter-session period, on the Table of both the Houses of Parliament. (Details are provided in **Chapter-4** on 'Legislative and Financial Business of the Government'.)

Private Members' Business

The Ministry co-ordinates action in respect of approval of the Government stand by the Cabinet Committee on Parliamentary Affairs on Private Members' Bills and Resolutions in the two Houses of Parliament (This is discussed in Chapter-6 on 'Cabinet Committee on Parliamentary Affairs').

Allotment of Rooms

The Ministry has forty three rooms in Parliament House for allotment to Ministers during the Parliament sessions for the facility in handling Parliamentary business (**ANNEX-XIII-A**). The Ministry allots rooms in the Parliament House to Ministers/ Ministers of State (MOS) for various Ministries before each session of Parliament with the approval of the Minister of Parliamentary Affairs. Private Secretaries to the Ministers, Lok Sabha/Rajya Sabha Secretariats, President's Secretariat, Prime Minister's Office, Cabinet Secretariat and all others concerned are intimated (**ANNEX XIII-B**).

As the number of rooms available are much less than the number of Ministers, it is not possible to allot rooms to all the Ministers. The order of precedence for allotment of rooms to Ministers is as under :

- (1) Cabinet Ministers
- (2) Ministers of State (Independent Charge)
- (3) Ministers of State

(Note: Four rooms (9-12) are set apart for the Prime Minister's Office and one room (27) for the Leader of the House in the Rajya Sabha. The Minister for Parliamentary Affairs occupies two rooms, viz., 14 and 15. Certain rooms are also set apart for Ministers of State, Parliamentary Affairs. Two rooms are reserved for the Leaders of Opposition in the Lok Sabha and the Rajya Sabha i.e. room Nos. 43 and 44).

The Ministry has, however, been taking up the matter with the Speaker, Lok Sabha, for providing more rooms for allotment to all the Ministers.

Roster of Attendance

In order to ensure the presence of some Minister(s) to represent the Government in the two Houses all the time when the House sits, the Ministry of Parliamentary Affairs prepares a roster of attendance of Ministers/Ministers of States (Independent Charge)/ Ministers of State, in the two Houses, before every Parliament session and the Ministers/Ministers of State are informed in advance by the Minister of Parliamentary Affairs (**Annex XIII-C (I) and Annex XIII-C (II)**).

Coordination of work in respect of States under the President's Rule

When any of the State(s) is(are) under President's Rule, important Legislative business in respect of the State(s) may be taken up in the two Houses of Parliament. The Ministry of Parliamentary Affairs coordinates action in that regard in consultation with the Ministries concerned/Ministry of Home Affairs/Ministry of Law and Justice.

Training Courses

The Ministry organises short duration training courses in Parliamentary Practices and Procedures for the officers of Ministries for providing procedural guidance and practical tips [Details are provided in Chapter 16 on 'Training of Officials (Ministries/Departments, State Governments)'].

Matters raised during Zero Hour

Members of Parliament, with the permission of the Presiding Officers, raise various urgent matters of public importance during Zero Hour. The Ministry forwards relevant extracts from the proceedings of the House to the Ministries for their information and such action as they deem necessary (**Annex**

XIII-D). In cases where there is a direction from the Presiding Officer or an assurance from the Minister/Minister of State, Parliamentary Affairs, the related extracts are forwarded to the Minister concerned by the Minister/Minister of State, Parliamentary Affairs, the same day (**Annex XIII-E**). For this purpose, an official from Legislative-II Section is deputed to the Official Galleries of each House during Zero Hour. Besides, one Under Secretary of Handling of Parliamentary Work in Ministries 135 the Ministry is also deputed to the Official Gallery of each House during Zero Hour to take note of important developments in the Houses and bring the same to the notice of the Minister of Parliamentary Affairs (**Annex XIII-F**).

Matters raised under Rule 377/Special Mentions

The Ministry forwards to the Ministries concerned, weekly lists of the matters raised in the two Houses to enable them to counter-check the position with the extracts received from the Lok Sabha/Rajya Sabha Secretariat. The Ministry has also formulated procedural guidelines to facilitate processing and replies to these matters. The Ministry reviews pending matters from time to time, sends reminders to Ministries, organizes meetings with Secretaries/senior officers concerned to expedite replies to pending matters (Details are provided in Chapter-8 on ‘Monitoring Replies to Special Mentions and Rule 377 Issues’).

Nomination of Members of Parliament on Government Bodies

The Minister of Parliamentary Affairs nominates Members of Parliament on the Committees, Councils, Commissions, Boards, etc. setup by the Government and the Hindi Salahkar Samities of various Ministries. (Details are provided in **Chapter-12 on ‘Appointment of Members of Parliament on Committees etc.’**)

Election of Members of Parliament on Parliamentary Financial Committees and Committee on Welfare of Scheduled Castes and Scheduled Tribes

The three Financial Committees, viz., the Public Accounts Committee, the Estimates Committee and the Committee on Public Undertakings and the Committee on the Welfare of Scheduled Castes and Scheduled Tribes are constituted for a term of one year. While the Estimates Committee consists of Members of the Lok Sabha only, the remaining three committees consist of Members of both the Houses. The Members are elected on these committees from amongst the Members of the House(s) according to the principle of proportional representation by means of a single transferable vote, after Motions to this effect (**Annexes XIII-G to M**), which are moved by the Minister of Parliamentary Affairs in the Lok Sabha and by the Minister of State for Parliamentary Affairs from the Rajya Sabha, in the Rajya Sabha, have been adopted by the respective Houses. Further, when any vacancy(ies) occurs on these committees due to resignation or demise of the Members serving on the committees, such vacancies are filled through the process of election after Motion(s) to that effect moved by the Minister of Parliamentary Affairs or the Minister of State for Parliamentary Affairs, as the case may be, has/have been adopted by the Lok Sabha in case of a vacancy relating to a Member of the Lok Sabha and by both Houses in case of a vacancy relating to the Rajya Sabha.

Implementation of Assurances

The Ministry coordinates action in culling out and forwarding the extracts of assurances given by the Ministers in the Lok Sabha/ Rajya Sabha, scrutinises the Implementation Reports received from the Ministries, arranges for laying of the sets of Implementation Reports duly authenticated by the Minister/ Minister of State for Parliamentary Affairs on the

Tables of both the Houses. The Ministry also reviews pending assurances and reminds the Ministries concerned from time to time to expedite fulfilment of the parliamentary assurances. Further, the Ministry processes the reports of Committees on Government Assurances, Lok Sabha and Rajya Sabha and takes up the matter with the Ministries for further necessary action. (Details are provided in Chapter-9 on 'Monitoring Assurances'.)

Compliance of Recommendations of Parliamentary Committees

The Ministry processes the recommendations of general nature contained in the reports of the following Parliamentary Committees (Lok Sabha and Rajya Sabha) impressing upon the Ministries the need for their strict compliance:

- (i) Committees on Papers Laid;
- (ii) Committees on Subordinate Legislation; and
- (iii) Committees on Petitions.

Advice to Ministries

References are often received from the Ministries for advice on various parliamentary/constitutional matters such as parliamentary privileges, anti-defection law, code of conduct for Members of Parliament, declaration of assets and liabilities by the Members, expenditure on a sitting of Parliament, official dealings between Members of Parliament and administration, attendance before Parliamentary Committees, provision of papers to them, etc. Though these subjects do not exactly relate to the functions allotted to the Ministry of Parliamentary Affairs under the Government of India (Allocation of Business) Rules, 1961, the Ministry examines the requests with reference to rules, conventions, precedents, legal opinions in consultation with the Ministry of Law and other Ministries concerned and sends suitable replies.

General Instructions

In order to ensure compliance with various instructions, directions of the Speaker, Lok Sabha/Chairman, Rajya Sabha in respect of supplying factual information about Paliament Questions/Calling Attention Notices, copies of annual reports, etc., circulars are issued to the Ministries from time to time. Whenever D.O. letters/instructions on such and other important matters are issued to Ministries/Departments, copies thereof should be endorsed to concerned officers/sections in the Ministries for necessary action. For example, copy of D.O. letters issued under the signature of the Secretary to Secretaries of various Ministries/Departments on the above matters may be endorsed to the Joint Secretary. Similarly, copy of D.O. letters/ instructions issued to Ministries/Departments under the signature of Joint Secretary may be endorsed to the concerned Deputy Secretary in the Ministry and copies of such communications issued under the signature of Deputy Secretary may be endorsed to concerned Under Secretary and Section Officer in the Ministry.

Addresses and Telephone Numbers of Officers dealing with Parliamentary Work

The Ministry compiles a directory of office addresses and telephone numbers (office and residence) of officers dealing with parliamentary work in various Ministries and in the Lok Sabha/ Rajya Sabha Secretariats, and provides it to the Ministries for facilitating contact and reference. Telephone numbers of Joint Secretary (Parliament) and Parliamentary Units of various Ministries/Departments are also available on the website of the Ministry.

Notes on Emerging Trends

About a week before the commencement of every Parliament session, a list of issues likely to be raised by Members in the two Houses is submitted by Legislative-II Section for the information of the Minister. Ministries/Departments

concerned with these and other issues, which in the opinion of the Ministries/ Departments are important and can be raised in the Houses, are requested to furnish Brief Notes thereon to the Prime Minister's Office and the Ministry of Parliamentary Affairs to enable the Minister of Parliamentary Affairs, in his capacity as the Government Chief Whip, to reply to any point which may be raised in the Houses on the above issues (**Annex XIII-N**). A copy each of the Brief Notes, as and when received from the Ministries/ Departments, is submitted to the Minister of Parliamentary Affairs and the Minister of State for Parliamentary Affairs from the Rajya Sabha.

ALL INDIA WHIPS' CONFERENCE

BACKGROUND

In a parliamentary form of Government, the Whips, who are drawn from various political parties, are vital links in the internal Organisation of parties inside the Legislature. The expression “Whips” is derived from the term ‘Whipper-in’ employed by a hunt to look after the hounds and keep them together in the field. The term ‘Whipper-in’ was originally used in Parliament as in the hunting field for a Member who discharged this duty for his party, but, in due course of time, it became reduced to ‘Whip’. In this sense the Oxford Dictionary defines a ‘Whip’ as a member of a particular party in Parliament whose duty is to secure the attendance of members of that party on the occasion of an important division. Later, the term was applied to the call or appeal made by such a person, and is defined by the dictionary as “the written appeal issued by a Parliament ‘Whip’ to summon the members of his party”.

The efficient and smooth working of the parliamentary machine depends, to a very large extent, upon the office of the Whip. The Whips are responsible for carrying on, efficiently and smoothly, the Organisation of the parties inside the Legislatures. The Whips have to keep a vigilant eye on the proceedings of the House and have to be ready to meet any emergency in the House.

Origin and History

In view of the important role played by the Whips in the smooth running of the parliamentary machine, an idea of providing a suitable forum for periodical meetings and mutual exchange of views amongst the Whips in Parliament as well as the State Legislatures was conceived as early as in 1952. Accordingly, the first Conference of Whips was held at Indore on 13 September,

1952. The object of convening the conference was to establish a suitable link amongst the Whips who were concerned with the practical working of Legislatures, to discuss matters of common concern, and to evolve standards to strengthen the institutions of parliamentary democracy.

The Whips, Conference provides a useful forum to the Whips of various political parties - ruling as well as opposition, at the Centre as well as in the States - to sit together, exchange their views, thoughts and experiences, discuss difficulties confronted by them in the discharge of their parliamentary duties and evolve certain well-considered norms for efficient working of the parliamentary machine in the country. A statement showing the details of All India Whips, Conferences held so far is at **Annex XIV-A**.

THE PROCESS

The Ministry of Parliamentary Affairs organises the conference of Whips of All India Political Parties, at the Centre as well as in the States, for which a suitable venue and date are decided well in time. The Whips' Conference usually makes a number of recommendations for smooth and efficient working of Parliament and the State Legislatures in the light of the experience gained by the Whips. The Central Ministry of Parliamentary Affairs forwards the recommendations to the (i) the State Chief Ministers; (ii) Ministers in-charge of Department of Parliamentary Affairs in the State Governments; and (iii) Presiding Officers of the State Legislatures and all the invitees to the conference, for information and necessary action.

The recommendations generally fall into three categories, namely, (i) those requiring action by the Central Government; (ii) those which require action by the State Governments, and (iii) those which are to be implemented by the State Legislatures.

Accordingly, the Ministry of Parliamentary Affairs requests the concerned authorities to intimate action taken by them on the recommendations concerning them. It has been observed that the State Government Legislatures have generally taken a keen interest in the implementation of recommendations. Some recommendations are implemented, some accepted in principle or implemented in spirit, if not in letter, and others are commented upon by them. The replies/comments received are consolidated in a statement and are submitted to the next conference for the information of the delegates, as Implementation Reports from State Governments and State Legislatures. Similarly, an Implementation Report showing the action taken on the recommendations of the preceding conference by the Central Government is also provided to the succeeding conference for information.

The proceedings of a Whips' Conference together with the Implementation Reports of the Central and State Governments are printed in the form of a brochure and made available to the delegates of the next conference.

After the date for holding of the conference is decided in consultation with the hosting State Government, the Central Ministry of Parliamentary Affairs has to take, broadly speaking, the following steps:

- (a) To chalk out the programme of the conference;
- (b) To prepare items of agenda and notes thereon;
- (c) To request the State Governments/Legislatures to expedite their Implementation Reports;
- (d) To request the Chief Ministers for nominating delegates;
- (e) To write to Leaders of the Opposition in Parliament for nominating delegates;
- (f) On receipt of information on (d) and (e) above, to send invitation letters to the delegates;

- (g) To request the President, the Vice-President, the Prime Minister, the Speaker, the Deputy Speaker, the Deputy Chairman and the Chief Ministers to send messages for the conference;
- (h) To prepare Implementation Reports in respect of the recommendations of the previous conference, of (i) the Centre, (ii) State Governments and State Legislatures;
- (i) To take appropriate steps for publicity and press coverage of the conference; and
- (j) To request the Indian Airlines Corporation and the Railway Board for necessary reservations for delegates and the staff.

18th All India Whips' Conference was held at Udaipur, Rajasthan during 8th-9th January, 2018. The Conference was inaugurated by Union Minister of Parliamentary Affairs on 8th January, 2018 in which Chief Minister of Rajasthan was the Chief Guest. This Conference was attended by 71 delegates comprising Ministers of Parliamentary Affairs in the States and Chief Whips/Whips of important political parties and groups in the Houses of Parliament and in the Legislative Assemblies/ Council of States. 12 Observers from the states/UTs have also attended this Conference. Both the Union Ministers of States for Parliamentary Affairs namely Shri Arjun Ram Meghwal and Shri Vijay Goel also attended this Conference.

The Conference deliberated on three issues and made ten recommendations for consideration. The recommendation of the Conference was presented and adopted unanimously in the concluding Session on 9th January, 2018 which is at **Annex XIV-B.**

DECISIONS

All India Whips' Conference held at Bangalore in January, 1994 made the following recommendation:

“Chief Whips of recognised Opposition parties in Parliament and the State Legislatures should be provided secretarial assistance and facilities of telephone and office accommodation in the premises of Legislatures by giving them statutory recognition (secretarial assistance means one stenographer Grade ‘B’ and one peon)”.

After due consideration of the matter as a whole and to implement the recommendation of the All India Whips’ Conference, it was decided to provide secretarial and telephone facilities to the Leader and Chief Whip of each party which has a strength of not less than fifty Members in respect of the Lok Sabha and twenty five Members in respect of the Rajya Sabha and of each group which has a strength of not less than twenty members in respect of the Lok Sabha and fifteen Members in respect of the Rajya Sabha.

The Leaders and Chief Whips of Recognised Parties and Groups in Parliament (Facilities) Bill, 1998 was passed by the Lok Sabha on 18 December, 1998 and by the Rajya Sabha on 21 December, 1998. It was assented to by the President on 7 January, 1999.

The Leaders and Chief Whips of Recognised Parties and Groups in Parliament (Telephone and Secretarial Facilities) Rules, 1999 were framed under the Act and notified in the gazette on 5 February, 1999. These rules were laid on the Table of the Lok Sabha on 26 February, 1999 and on the Table of the Rajya Sabha on 8 March, 1999.

The Cabinet in its meeting held on 8 February, 2000 approved the proposals for amendment to the Leaders and Chief Whips of Recognised Parties and Groups in Parliament (Facilities) Act, 1998 and the rules made thereunder.

The Leaders and Chief Whips of Recognised Parties and Groups in Parliament (Facilities) Amendment Bill, 2000 was passed by both the Houses of Parliament and was assented

to on 7 June, 2000 as Act No. 18 of 2000. The Leaders and Chief Whips of Recognised Parties and Groups in Parliament (Telephone and Secretarial Facilities) Amendment Rules, 2000 were framed and were notified on 3 July, 2000.

CHECK LIST

A check list for arranging All India Whips' Conferences is at **Annex XIV-C**. Samples of Letters to be sent to the participants etc. are at **Annexes XIV-D to XIV-H**.

CREATING AWARENESS ABOUT PARLIAMENTARY SYSTEM AND PROCEDURES

BACKGROUND

The 4th All India Whips' Conference, held at Bombay in 1962, made the following recommendation:

“The Committee recommends that Government should encourage holding of mock Parliaments (now Youth Parliament) in educational institutions and through Panchayats in rural areas.”

In pursuance of the above recommendation and with a view to develop a democratic ethos among the younger generations, the scheme of Youth Parliament competition was introduced in the Higher Secondary Schools of the National Capital Territory (NCT) of Delhi by the Ministry of Parliamentary Affairs in collaboration with the Directorate of Education, Government of NCT of Delhi in the year 1966-67. To broaden the base and reach of this activity, the schools run by the NDMC were also brought under the ambit of this scheme in the year 1995.

In the year 1978, Kendriya Vidyalayas located in and around Delhi were inducted into the ongoing Youth Parliament Competitions in the Higher Secondary Schools under the Directorate of Education, Government of NCT of Delhi. Gradually, owing to increase in the number of participating schools, a separate scheme was launched in 1983 for the Kendriya Vidyalayas in and around Delhi on the lines similar to those of the scheme for Senior Secondary Schools under the Directorate of Education, Government of NCT of Delhi.

In the year 1988, the scheme of Youth Parliament was launched at the national level in the Kendriya Vidyalayas as part of the celebrations of Pandit Jawaharlal Nehru's birth centenary and forty years of India's Independence.

In the year 1997, the schemes of Youth Parliament were launched at the national level in Jawahar Navodaya Vidyalayas and Universities/Colleges, as part of the celebration of the Golden Jubilee year of India's Independence, on the pattern of the national scheme for Kendriya Vidyalayas.

PROCESS

Youth Parliament competitions under the various schemes are organized as under:-

Youth Parliament Competition Scheme for recognized educational institutions in the NCT of Delhi

- (a) In the first instance, the officers of the Ministry of the Parliamentary Affairs hold a meeting with officers of the Directorate of Education, Government of NCT of Delhi and NDMC to finalize the modalities of holding the competition during the year. Thereafter, an Orientation Course for the benefit of the teachers-in-charge of the activity in the schools sponsored by the Directorate of Education and the NDMC is conducted. The schedule of the competition is finalized by the Ministry of Parliamentary Affairs in consultation with the officers of the Directorate of Education and the NDMC.
- (b) Youth Parliament competitions in the participating schools are evaluated by a Committee of Judges consisting of an MP / Ex-MP/ MLA, an officer of the Ministry of Parliamentary Affairs and an officer of the Directorate of Education, Government of the NCT of Delhi. The committee awards prizes and certificates to select students on the basis of their performance in the competition. Members/ex-Members of Parliament/ MLA associated with the evaluation of these competitions are paid DA for the day they are associated as one of the judges
- (c) These school winning first place in the competition is required to give a repeat performance at the Prize

Distribution Function organized by the Ministry of Parliamentary Affairs on a suitable date, time and venue. The prizes are distributed by a high dignitary. All prize winning students and teachers in charge of the activity and the Principals of the schools are invited to the Prize Distribution Function. The expenditure in this regard is borne by the Ministry of Parliamentary Affairs.

- (d) A copy of the scheme is at **Annex XV-A** and checklist for organizing Youth Parliament Competition is at **Annex XV-B**

National Youth Parliament Competition Scheme for Kendriya Vidyalayas

- (a) In the first instance, the officers of the Ministry of Parliamentary Affairs hold a meeting with officers of the Kendriya Vidyalaya Sangathan (KVS) to finalise the modalities of holding the competition during the year. Thereafter, to acquaint the teachers-in-charge of organising a Youth Parliament in the participating Vidyalayas with the concept and background of the scheme, the Ministry of Parliamentary Affairs, in cooperation with KVS, organizes Orientation Courses as per schedule decided at the meeting. All the teachers-in-charge along with principal of the activity in the schools sponsored by the KVS for participation in the competition take part in the Orientation Course, along with officers of the KVS.
- (b) There are 25 regions of the KVS. The competition is held in two phases - first at the Regional Level and then at the Zonal / National Level. The competitions at the Regional Level are held among such vidyalayas of the respective regions as are sponsored for the competition by the Kendriya Vidyalaya Sangathan from that region. This is conducted under the supervision of the Kendriya Vidyalaya Sangathan authorities. The competition at the Zonal/National Level is held among the Kendriya

Vidyalayas which win first position in their respective regions.

- (c) The competitions at the Regional Level are evaluated by a Committee of Judges consisting of:
 - 1. AnMP/ex-MP/MLA/MLC/ex-MLA/ex-MLC;
 - 2. An officer of the KendriyaVidyalaya Sangathan of the respective regions; and
 - 3. The Principal of a non-participating vidyalaya of the region or some local prominent Educationist.
- (d) Competition at the Zonal / National Level is evaluated by a Committee of Judges consisting of:
 - 1. An MP/ex-MP;
 - 2. An officer of the Ministry of Parliamentary Affairs; and
 - 3. An officer of the KendriyaVidyalaya Sangathan(HQ).

Members/ex-Members of Parliament associated with the evaluation of these competitions at Zonal/ National Level are paid DA for the day they are associated as one of the judges.

- (e) The institution standing first at the National Level is required to give a repeat performance at the Prize Distribution Function organized by the Ministry of Parliamentary Affairs at a suitable date, time and venue. The prizes are distributed by a high dignitary. All prize winning students of the schools winning first position in their respective regions are invited to the function in which escort teachers and principals of the schools also participate. Officers of KVS are also invited to the function. The expenditure in this regard is borne by the Ministry of Parliamentary Affairs.

- (f) A copy of the scheme is at **Annex XV-C** and check list for organizing the Youth Parliament Competition under this scheme is at **Annex XV-D**.

National Youth Parliament Competition Scheme for Jawahar Navodaya Vidyalayas (JNVs)

- (a) In the first instance, the officers of the Ministry of Parliamentary Affairs hold a meeting with officers of the Navodaya Vidyalaya Samiti (NVS) to finalise the modalities of holding the competition during the year. Thereafter, to acquaint the teachers-in-charge along with principals of participating vidyalayas about the concept and background of the scheme, the Ministry of Parliamentary Affairs, in cooperation with NVS, organizes Orientation Courses as per the schedule decided in the meeting.
- (b) There are eight regions of the NVS. The competition is held in two stages—first at the Regional Level and then at the National Level. The competitions at the Regional Level are held among such vidyalayas of the respective regions as are sponsored for the competition by the Navodaya Vidyalaya Samiti from that region. This is conducted under the supervision of the Navodaya Vidyalaya Samiti authorities. The competition at the National Level is held among the Navodaya Vidyalayas which stand first in their respective regions.
- (c) The competitions at the Regional Level are conducted by the NVS and are evaluated by a Committee of Judges consisting of:
1. An MP/ex-MP/MLA/MLC/ex-MLA/ex-MLC;
 2. An officer of the Navodaya Vidyalaya Samiti of the respective regions; and
 3. Principal of a non-participating vidyalaya of the region or some prominent local educationist.

(d) The competitions at the National Level are evaluated by a Committee of Judges which consists of:

1. An MP/ex-MP;
2. An officer of the Ministry of Parliamentary Affairs; and
3. An officer of the Navodaya Vidyalaya Samiti(HQ).

Members/ex-Members of Parliament associated with the evaluation of these competitions are paid DA for the day they are associated as one of the judges.

(e) The institution winning first place at the National Level is required to give a repeat performance at the Prize Distribution Function to be held at a venue to be decided by the Ministry of Parliamentary Affairs. The Ministry fixes a date, time and venue for the function. The prizes are distributed by a high dignitary. Invitations to the prize winners, participating institutions and such of the other institutions, etc. as are considered necessary are sent by the Ministry of Parliamentary Affairs. The expenditure in this regard is borne by the Ministry of Parliamentary Affairs in accordance with the rules and regulations applicable to them.

(f) A copy of the scheme is at **Annex XV-E** and checklist for organizing Youth Parliament Competition is at **Annex XV-F**

National Youth Parliament Competition Scheme for Universities / Colleges

(a) All the Universities/Colleges recognized by UGC/ Government of India/State Government who sponsor their nominees for attending the Orientation Course to be conducted by the Ministry of Parliamentary Affairs prior to the start of the competition, are eligible for participation.

The participating institutions are divided into different groups. The competition is held in two stages—firstly, at the Group Level and secondly, at the National Level among the winners (Group Level first) of various groups. The schedules of the Group and National Level Competitions are finalized by the Ministry of Parliamentary Affairs. For the purpose of organizing the Group Level competition, the Ministry of Parliamentary Affairs nominates a coordinator from amongst the participating institutions to coordinate and conduct the competition in respect of the group allotted to him/her and submit a report there on to the Ministry.

- (b) The Group Level competitions are evaluated by a panel of Judges consisting of:

1. An MP/ex-MP;
2. A coordinator appointed from amongst the Institutions participating in that group; and

[*Note:* For evaluating the performance of the coordinator's own institution, another nominee from amongst the other participating institutions of that group will sit on the panel of Judges instead of the coordinator.]

3. An academician of repute from a non-participating institution.
- (c) At the National Level competition, the performances of the teams are evaluated by a panel of Judges consisting of:
1. An MP/ex-MP;
 2. An officer of the Ministry of Parliamentary Affairs; and
 3. An academician of repute from a non-participating institution.

Members/ex-Members of Parliament associated with the evaluation of these competitions are paid DA for the day they are associated as one of the judges.

- (d) The institution winning first at the National Level is required to give a repeat performance at the Prize Distribution Function to be held at a venue to be decided by the Ministry of Parliamentary Affairs. The Ministry fixes a date, time and venue for the function. The prizes are distributed by a high dignitary. Invitations to the prize winners, participating institutions and such of the other institutions, etc. as are considered necessary are sent by the Ministry of Parliamentary Affairs. The expenditure in this regard is borne by the Ministry of Parliamentary Affairs in accordance with the rules and regulations applicable to them.
- (e) A copy of the scheme is at **Annex XV-G** and checklist for organizing Youth Parliament Competition is at **Annex XV-H**

Financial Assistance to State/UT Governments for conducting Youth Parliament

In view of the laudable objectives of the scheme, the 7th All India Whips' Conference, held at Madras in 1969, recommended that the scheme should be extended to all the States/ UTs of the country and the Ministry should give all possible help to encourage its implementation by offering financial assistance to the States and Union territories which organize the Youth Parliament competitions. Consequently, a scheme of financial assistance was evolved by the Ministry in 1972-73, according to which financial assistance upto a ceiling of Rs.1, 000 was given to the States/UTs implementing the scheme. This amount was raised to Rs.3, 000 in 1982, Rs.5, 000 in 1987 and Rs.10, 000 in 1993. As per the recommendations of the 11th All India Whips, Conference held at Bangalore in 1994, the ceiling of the

financial assistance to the States/UTs was raised to Rs. 25,000 with effect from 16 August, 1994. Thereafter, the 12th All India Whip Conference held at Srinagar in 1997, recommended for enhancing the financial assistance to rupees two lakh which was taken up with the Ministry of Finance, which agreed to raise the ceiling of financial assistance to rupees one lakh per annum only and the amount was accordingly raised to rupees one lakh per annum with effect from 21 January, 1999. Subsequently, in pursuance to recommendations of the 14th All India Whips' Conference quantum of assistance provided by the Ministry of Parliamentary Affairs was increased in the following order, with effect from 2009-

- (a) Legislatures having member's upto 100 : Rs 3 Lacs p.a
- (b) Legislatures having members between : Rs 4 Lacs p.a
100-200
- (c) Legislatures having members above 200 : Rs 5 Lacs p.a

(the ceiling in respect of UTs having no legislatures will be Rs 2,00,000/- per union Territory per annum)

TRAINING OF OFFICIALS

BACKGROUND

In order to improve the functioning of Parliament Units in various Ministries/Departments and for better handling of parliamentary work, a need was felt to organise Orientation Programmes in Parliamentary Practice and Procedure for the officers and staff working in the Parliament Units of various Ministries at the Centre. The Ministry of Parliamentary Affairs, with the approval of the Ministry of Personnel, Public Grievances and Pensions, have been organising Short Duration Training Courses in Parliamentary Practice and Procedure for the officers of the Ministries since 1985. Initially, these courses were conducted for officers/staff of Parliament Units. Subsequently, officers other than those working in Parliament Units were also covered and officers of the level of Under Secretary were also invited for such training programmes. So far, thirty four such training courses have been held.

The faculty for these courses consists of the officers of this Ministry. Officers who deliver lectures on various subjects in these courses are paid a token honorarium. The rates of honorarium are based on the rate of honorarium paid by the Bureau of Parliamentary Studies and Training (BPST), Lok Sabha, for their courses and are revised from time to time whenever any revision is made by them.

On a request from the Ministry of Road Transport and Highways, the 34th Orientation Course was organised exclusively for the Chief Engineers/Superintending/Executive Engineers/ officers of that Ministry.

Besides these Orientation Courses, a half-day Workshop of Joint Secretaries on Managing Legislative Business was conducted

on 28 October, 2003 in collaboration with the Ministry of Personnel, Public Grievances and Pensions to acquaint the Joint Secretaries/senior officers concerned in the Ministries/ Departments with the detailed procedures involved in the legislative process, from the conceptual stage of legislation till it becomes an Act of Parliament, is notified in the gazette and comes into force. Guest Speakers from the Ministry of Law and Justice, the Lok Sabha and Rajya Sabha Secretariats were also invited for this Workshop.

In pursuance of the recommendations made by the All India Whips' Conferences, from time to time, the Ministry has also been holding training programmes in Parliamentary Practice and Procedure for the officers of State/Union territory Governments for exchange of knowledge and information about procedures and practices prevalent at the Centre and in various States which may eventually lead to better performance and standardisation of procedures.

PROCESS

The process of holding training courses for officers of Ministries at the Centre comprises various steps:

- (1) A decision is taken for conducting the training course and on the probable dates/period.
- (2) A circular is issued to Ministries calling for nominations for the training course (**Annex XVI-A**).
- (3) Draft programme for the course is submitted and finalised (**Annex XVI-B**).
- (4) Expenditure involved on tea/refreshment/lunch, training folders, training material, honorarium, etc. is estimated and a proposal is sent for approval of Internal Finance Division after its approval by Secretary/Joint Secretary.

- (5) Availability of a committee room is informally ascertained from Lok Sabha/Rajya Sabha Secretariat and a note is sent for booking of the committee room.
- (6) A circular to officers of this Ministry is submitted/ issued intimating programme/assignment of lectures.
- (7) A note is sent to Under Secretary (Administration) for printing of following background material or certificates (**Annex XVI-C**) if adequate copies are not available:
(i) Orientation Course in Parliamentary Practice and Procedure - Background Material. (ii) Brochure on Transaction of Business in Parliament.
- (8) Acceptance of nominations received is communicated to Ministries requesting them to direct the officers to report at the Reception Office, Parliament House on (date) at.....(time). If necessary, passes are collected by the Ministry in advance.
- (9) Position of receipt of nominations is reviewed/ submitted with reminder, if necessary.
- (10) Communication of exact dates of the course, if not mentioned in earlier letter or if there has been a change subsequently.
- (11) Contacting Ministries concerned on phone at whatever stage it is necessary.
- (12) A note is sent to Accounts and Purchase Section for supply of required number of copies of Rules of Procedure, Lok Sabha/Rajya Sabha and the Constitution of India (small size), stationery/plastic folders etc.
- (13) A letter is sent to the Caretaker, Parliament House, and other agencies concerned for arrangements for the course.

- (14) A proposal/menu for serving tea, refreshment, lunch, etc. is submitted for approval and letter sent to Railway Catering, Parliament House for serving it as per approval.
- (15) A letter is sent to Reception Officer/Deputy Director, Parliament House Security, for arranging casual entry passes for participants/arranging for a tour of Parliament House, Parliament House Annexe and Parliament Library Building.
- (16) Arrangements are made for a group photograph of participants with the Secretary, Joint Secretary and other officers concerned.
- (17) An official is deputed at the Reception gate/outside to receive the trainees, if necessary.
- (18) A list of participants is prepared from time to time.
- (19) Attendance Sheets are prepared for attendance of the participants.
- (20) Copies of the Feedback Form (Appreciation Sheet) are prepared (**Annex XVI-D**).
- (21) Copies of objective type test are prepared (**Annex XVI-E**).
- (22) Folders with training material, writing pads, pen, etc. are kept ready for distributing to participants and are sent a day in advance to Secretary, Joint Secretary, Deputy Secretary, Under Secretary, other officers concerned who have to deliver lectures.
- (23) Certificates are prepared and submitted for signature of Secretary.
- (24) Copies of the group photograph are obtained and are kept along with certificates in a proper cover.

- (25) Feedback Forms are given to participants and collected, duly filled in by them, on the last day.
- (26) A report is submitted regarding training course conducted - indicating main points, duration, dates of the programme, number of officers who attended along with a statement showing the suggestions contained in the Feedback Forms and comments thereon.
- (27) A letter to Department of Personnel and Training is submitted/sent regarding the training - for training programme for Central Ministries only (**Annex XVI-F**).
- (28) A note is sent to the Administration Section for sanctioning honorarium, indicating the names of officers, number of lectures delivered by them and the rate at which honorarium is admissible and copy of approval by the Secretary.
- (29) Bills for catering and photographs are obtained from the Railway Catering Unit, Parliament House, and the photographer, necessary entries are made in the expenditure register and the bills are sent to Accounts and Purchase Section for payment.
- (30) Necessary entries are made in the records being maintained by the section concerned and the records are updated.
- (31) Two copies of the group photograph are kept for the Annual Report of the Ministry.

Additional steps/check points in respect of training for officers of State and Union territory Governments/Assembly Secretariats:

- (1) With a view to have close interaction, nominations of two officers of Deputy Secretary/Under Secretary level, each from some of the States whose officers have not attended any training course in this Ministry or had not attended it

for a long time, are called for with necessary information in the prescribed proforma (**Annex XVI-G**). While taking decision about conducting the course, decision is also taken as to the States to be included.

- (2) A copy each of the letters to Chief Secretaries concerned for sending nominations/ subsequent communications, is also endorsed to the respective Resident Commissioners in Delhi with a request to make arrangements for boarding and lodging of the officers nominated by the States.
- (3) The officers forwarding the nominations are requested to direct the nominated officers to bring with them:
 - (i) Photocopy of the journey tickets.
 - (ii) Letter from competent authority certifying that the officer is entitled to travel by the mode/class he/she has actually used for the journey performed to attend the training course, also specifying the mode/class of entitlement (Where, however, an officer undertakes to and/or fro journey for the above purpose, by a higher class to which he is not entitled, he/she is paid TA/DA by the class to which he/she is entitled under the rules unless he/she brings a certificate from the Head of his Department permitting him/her to undertake the journey by the higher class).
- (4) A note is sent to Under Secretary (Administration) for drawing advance for payment of TA/DA to the officers attending the training course before conclusion of the course. TA/DA forms are provided to the participants. The Accounts and Purchase Section is contacted for deputing the Accountant/Cashier for making the payment. It is also ascertained whether payment of TA/DA has been made to all the participants.

- (5) The following arrangements are made for the participants for local sightseeing for a day:
- (i) Conveyance is arranged through the General Section.
 - (ii) A programme of local sightseeing is drawn up.
 - (iii) A note for contingency advance is sent to Under Secretary (Administration) and the advance is drawn to meet incidental expenses/entry tickets, etc.
 - (iv) An official is deputed to accompany the trainees.
- (6) Account of the expenditure from contingent advance is submitted and the balance is deposited with the cashier.

DECISIONS

- (i) Approval of the Department of Personnel and Training was obtained for organising training programmes for officers of Ministries/Departments dealing with parliamentary work. (F.No.89(3)/82-Leg.II)
- (ii) The Lok Sabha Secretariat, vide their U.O. Note dated 29 January, 1988, pointed out that the training courses conducted by this Ministry are duplication as they were also conducting such courses in BPST. They were informed that the nature of their training courses was academic and general, whereas the training imparted by this Ministry was pragmatic. (F.No.4(2)/88-Leg.II)
- (iii) As per instructions of the Department of Official Language, it was decided to supply training literature bilingually. (F.No.4(30)/88-Leg.II)
- (iv) In the 5th Short Duration Course (SDC), conducted by this Ministry from 24 to 26 June, 1987, officers up to the level of Under Secretary were invited for the first

time. Also invited for the first time were officers other than those working in Parliament Units. (F.No.F.4(2)/87-Leg.II)

- (v) It was decided that three new subjects viz., (i) Questions, (ii) Parliamentary Committees, and (iii) Drafting of Statements made by Ministers may also be covered during the short duration training courses. (F. No.F.4(3)/87-Leg. II)
- (vi) Keeping in view the suggestions made by the participants of the 19th Short Duration Training Course held from 21 to 24 September, 1992, it was decided that the duration of the courses may be increased from four half-days to five half-days and additional lectures on the new subjects viz. (i) Evolution of Parliamentary form of Government in the country, and (ii) Laying of Papers, Statements by Ministers and Private Members' Bills and Resolutions also be covered. It was also decided to cover the role of this Ministry in the Welcome Address on the opening day. The Constitution of India is covered suitably in the lecture on evolution of Parliamentary form of Government. (F. No.F.4(5)/92-Leg.II)
- (vii) In the 26th Short Duration Training Course, a suggestion was made by the participants that these courses should be organised for three full days instead of five half-days. Accordingly, with effect from the 27th SDC held from 8 to 10 November, 1995, the courses are being conducted for three full days. (F. No.F.4(6)/92-Leg.II)
- (viii) With a view to implement the recommendation of the Tenth All India Whips' Conference, 1988 for conducting a training course for officers of States/Union territories in Parliamentary Practice and Procedure, the proposal of conducting Training Courses for officers of States/Union

Territories was made and approval of the Department of Personnel and Training was obtained. The first Training Course was held from 21 to 28 December, 1994. (F.No.4 (2)/92-Leg.II)

CHECK LIST

A check list indicating the steps to be taken at various stages in connection with the Organisation of Training Courses in Parliamentary Practices and Procedure is enclosed as **Annex XVI-H.**

GOODWILL DELEGATIONS

In the continuously and rapidly changing international scenario, the need to project and propagate our national policies, programmes and achievements problems in the proper perspective among various countries as well as understanding their points of view has been felt for a long time. The parliamentarians of a country play a significant role in determining the policy of the country and strengthening of relations with other countries. More particularly, it is indeed useful and necessary for a democratic and developing country like India to select some Members of Parliament and distinguished personalities and utilise their services in projecting our policies, programmes and achievements in different fields with their counterparts and other opinion makers in other countries and secure their support in favour of India.

With these objectives in view, the Ministry of Parliamentary Affairs sponsors Government Goodwill Delegations of Members of Parliament to other countries and receives similar Government sponsored delegations of parliamentarians under the exchange programme from other countries through the Ministry of External Affairs.

The check lists of procedure followed for Goodwill Delegations sent Abroad is at **Annex XVII- A** and for receiving a Foreign Delegation in India is at **Annex XVII- B**.

The Ministry of Parliamentary Affairs assists the other Ministries/Departments on various occasions viz., Government functions/ occasions where MPs are invited.

The Ministry of Parliamentary Affairs assists the Members of Parliament, on request, in coordination with Ministry of External Affairs/our Missions abroad in respect of extending courtesies, during their private visits abroad.

Protocol services are rendered and usual courtesies are extended to various foreign Parliamentary Delegations visiting India under Inter-Parliamentary Union (IPU), Commonwealth Parliamentary Association (CPA) etc., for calling on Minister/ Minister of State for Parliamentary Affairs and exchange views on the functioning of Parliament and other matters of mutual interest. Mementos/gifts are presented to the foreign delegates by the Hon'ble Minister/Ministers of State for Parliamentary Affairs.

Foreign Parliamentary Delegations visiting India under Inter- Parliamentary Union, Commonwealth Parliamentary Association, etc. call on Minister/Minister of State for Parliamentary Affairs for exchange of views on functioning of Parliament and other matters of mutual interest. In this connection, following arrangements are made by this Ministry:

- (i) To collect details regarding the composition of the delegation along with the bio-data of the delegates and facts sheets about the country of the delegation;
- (ii) To collect material from the Ministry of External Affairs regarding the Talking Points for the Minister during his meeting with the delegation;
- (iii) To prepare a note on the functioning of the Ministry of Parliamentary Affairs;
- (iv) To prepare the folders containing the material collected/ prepared for Minister/ Minister of State, Secretary, Joint Secretary and other concerned senior officers;
- (v) To arrange for briefing of the Minister and to invite an officer of Ministry of External Affairs for briefing the meeting;
- (vi) Procurement and packing of gifts to be presented to the delegates;

- (vii) Arrangement of bouquets, if desired by the Minister; and
- (viii) Arrangement of passes for the delegates, officers of the Ministry of External Affairs and their vehicles for entry in Parliament House premises.

MISCELLANEOUS PROCESSES

In this chapter, the processes in regard to the following activities of the Ministry have been covered:

- (i) Press Conferences held by the Minister of Parliamentary Affairs.
- (ii) Convening of meetings of the Cabinet Committee on Parliamentary Affairs.
- (iii) Night Duty arrangements.
- (iv) Appointment and functions of the Parliamentary Secretary.
- (v) Arrangements to be made for new Ministers.

PRESS CONFERENCES HELD BY THE MINISTER OF PARLIAMENTARY AFFAIRS

The Minister of Parliamentary Affairs normally holds a Press Conference on the last day of every Parliament session. As soon as the date of convening the conference is indicated by the Minister, the following action is taken by the Ministry:

- (i) Information Officer, PIB attached to the Ministry, is informed of the date, time and, if possible, the venue of the conference.
- (ii) The Lok Sabha/Rajya Sabha Secretariat, as the case may be, is requested to reserve suitable Committee Room and Banquet Hall for the day of the conference.
- (iii) A note seeking direction from the Minister's office in regard to the items of refreshment to be served in the conference and the approximate number of persons for whom the arrangement has to be made, is submitted.

- (iv) On obtaining the approval of the Minister's office for the items proposed to be served as refreshment in the conference, orders are placed with the Manager, Railway Catering, Parliament House, for serving the refreshment at the specified time and venue on the day of the conference.
- (v) After reservation of the Committee Room requested for has been confirmed, a note from JS to the Ministers of State for Parliamentary Affairs requesting them to make it convenient to attend the conference at the specified time, date and venue is sent. They are also requested to attend the 'briefing' meeting scheduled before the conference, if the Minister for Parliamentary Affairs so desires. The Information Officer is also informed/confirmed regarding the venue of the conference. In addition, Security Officer, Lok Sabha and Rajya Sabha Secretariat, Junior Engineers (Electrical/Sound/ Airconditioning) and Caretaker are informed about the conference.
- (vi) Press release is drafted and is submitted for approval. After its approval, requisite number of copies of the release are prepared for circulation to the media persons after or during the conference.
- (vii) Talking Points for the Minister, in addition to the Press Release, are also required to be prepared.
- (viii) Manager, Railway Catering, J.Es. (Electrical, Sound and AC), Caretaker, Parliament House/Parliament House Annexe are telephonically contacted/reminded to ensure that they have made/are making necessary arrangements/position of services at the venue of the conference, as per the programme.
- (ix) Secretary and Joint Secretary brief the Minister about half an hour before the conference or at such other time, as may be fixed by the Minister for the purpose.

- (x) Name plates of the Minister, Ministers of State for Parliamentary Affairs, Secretary and Joint Secretary are carried to the venue of the conference and are placed on the table facing their chairs in the conference room. The officers and staff of the Legislative I Section attend the conference.
- (xi) As soon as the conference is over, the press release is distributed to the members of the media and is also placed on the website of the Ministry.
- (xii) On receipt of the bills from the Lok Sabha Secretariat towards reservation of the Committee Room, Banquet Hall, and from the Railway Catering Service for refreshment served in the conference, they are verified and are sent to the A&P Section in the Ministry for payment of the bill.
- (xiii) On the day following the day of the conference, the press clippings from various newspapers containing reports of the conference are submitted by the Legislative II Section of the Ministry for information of the senior officers/Minister.

CONVENING THE MEETINGS OF THE CABINET COMMITTEE ON PARLIAMENTARY AFFAIRS

The following action is taken by the Ministry for convening the meeting of the Cabinet Committee on Parliamentary Affairs (CCPA):

- (i) A proposal is submitted for obtaining the convenience of the Minister of Parliamentary Affairs and Chairman, CCPA regarding the date, time and venue for holding the meeting of the committee.
- (ii) Notices regarding the meeting are issued to all the members/special invitees in the committee indicating

the date, time, venue and items of the agenda for the meeting as in the format at **Annex XVIII-A**. A copy of the notice is also endorsed to the Cabinet Secretariat for information.

- (iii) PSs. to all the Ministers, who are members/special invitees of the committee, are telephonically contacted to ascertain whether the notice and other papers regarding the meeting have been received by them and whether the Ministers will attend or not attend the meeting.
- (iv) Notices regarding the meeting are also sent to the Secretary/senior officers of the Ministry/Department administratively concerned with the topics, if any, included in the agenda of the meeting.
- (v) Requisite items of stationery, viz. scribbling pads, sharpened pencils, etc. in requisite number are obtained from the A&P Section before the meeting and are placed before the members/officer in the committee room.
- (vi) Orders in regard to tea/coffee/juice/snacks and other items to be served in the meeting are placed with the Manager, Catering Service, Parliament House/Parliament House, sufficiently before the meeting, after obtaining the approval of the senior officers.
- (vii) Some spare copies of the brief on the agenda and other relevant papers circulated to the members, along with the relevant file, are taken to the meeting for use of the members/for reference, if necessary. After the meeting, minutes as in the format at **Annex XVIII-B** are drafted and after their approval by the Minister of Parliamentary Affairs, they are submitted to the Chairman of the committee for his/her approval (in case where the Minister of Parliamentary Affairs is not himself/herself the Chairman of the committee).

- (viii) Thereafter, necessary action on the agenda item is initiated/taken by the Ministry as per decision(s) taken in the meeting.

NIGHT DUTY ARRANGEMENTS

In order to attend to important parliamentary papers on holidays and after normal office hours during the Parliament sessions, the Ministry makes appropriate arrangements. For this purpose, one clerk and one peon are put on roster duty on holidays and during the night in the General Section of the Ministry. The roster duty starts three days before the commencement of a Parliament session and ends two days after both the Houses of Parliament are adjourned sine die.

Before the commencement of every Parliament session, a roster is drawn to put the staff on holidays and night duty on a weekly rotation basis. The staff on such duty is required to attend to important parliamentary papers received in the Ministry urgently and send these papers to concerned senior officers for necessary action without delay. The staff on roster duty is also required to perform any other emergent duty for the smooth functioning of the Ministry.

APPOINTMENT AND FUNCTIONS OF PARLIAMENTARY SECRETARY

In the United Kingdom, a Minister who is a member of one House, cannot go to the other House of Parliament. Therefore, a member of the House other than the one to which a Minister belongs, is appointed as Parliamentary Secretary to help his Minister and deputise for the Minister in that House. The Parliamentary Secretary has a status below that of a Cabinet Minister and a Minister of State. He is a paid servant and as he is not a Minister, who must be careful not to speak or to conduct himself as if he was a member of the Government.

In India, the institution of the office of Parliamentary Secretary has no statutory origin nor does it derive authority from the Constitution of India. The office of the Parliamentary Secretary in India was first created in 1951, purely for the purpose of assisting the Minister in parliamentary work. Unlike the Ministers, the oath to the Parliamentary Secretaries is administered by the Prime Minister and not by the President. The appointment of a Parliamentary Secretary is entirely at the discretion of the Prime Minister, who decides when and who should be appointed as a Parliamentary Secretary. The functions of a Parliamentary Secretary are as under:

- (i) He will assist the Minister in his official work.
- (ii) He will represent the Department/Ministry in the House to which he belongs.
- (iii) He will perform such functions as may be assigned to him by the Minister.

Note: Since an oath of secrecy is administered to a Parliamentary Secretary, he has access to official papers.

According to the Government of India (Allocation of Business Rules), 1961, the Ministry of Home Affairs is concerned with:

- (i) Issue of Notification of appointment and resignation of the Parliamentary Secretaries;
- (ii) Salaries and Allowances of Parliamentary Secretaries, whereas the Ministry of Parliamentary Affairs is concerned with the functions of Parliamentary Secretaries.

Shri Satish Chandra and Shri S.N. Mishra, the then Members of Parliament, were the first Parliamentary Secretaries appointed w.e.f. 11 June, 1951 by late Shri Jawaharlal Nehru, the then Prime Minister. Shri Nakul Nayak was appointed as the last Parliamentary Secretary to the Prime Minister on 24

November, 1990. Thereafter, no Parliamentary Secretaries have been appointed.

A Brochure with the title “Study Report on the Parliamentary Secretary” is available in the Ministry.

List of Parliamentary Secretaries appointed from time to time is at **Annex XVIII-C**.

ARRANGEMENTS FOR NEW MINISTERS

When a new Government is formed, new Ministers/Ministers of State/Deputy Ministers for Parliamentary Affairs are to be briefed about the functioning of the Ministry. For this purpose, an Induction Note or a Brief is prepared by the Legislative Division of the Ministry for handing over to the new incumbents by the Secretary. The material for the Induction Note/Brief is provided by all the divisions of the Ministry.

As soon as the portfolios of the new Ministers are known, Secretary, Ministry of Parliamentary Affairs, and other senior officers of the Ministry call on the Minister/Ministers of State for Parliamentary Affairs to ascertain from them the date and time when they would like to formally assume the charge of the Ministry. At the appointed time, Ministers are welcomed by the senior officers of the Ministry by presenting them bouquets and a brief meeting is held with them. The Ministers are also shown their office rooms in the Parliament House. Ministers are also given a copy of the Salaries and Allowances of Ministers Act, 1952 and the rules made thereunder and other instructions governing their entitlement of staff, official car and other facilities.

As per the convenience of the Minister, a Powerpoint presentation about the Ministry, its functions, its annual action plan, etc. is arranged in the office of the Minister. The Ministers of State are formally invited to be present during this presentation.

As soon as the Ministers take charge, a note is submitted by the Administration Division to the Minister of Parliamentary Affairs regarding allocation of work among the Ministers and Ministers of State/Deputy Ministers, for Parliamentary Affairs as the case may be. After approval of the Minister, necessary orders in this regard are circulated to all concerned.

Posts are created on the personal staff of Ministers and Ministers of State as per their entitlement. A Cabinet Minister is entitled to a set of 15 posts on his personal staff. In situations where the Cabinet Minister is holding charge of two independent Ministries, he/she is entitled to a set of fifteen posts on his personal staff separately from each of the two Ministries. An MOS is entitled to a set of thirteen posts on his personal staff. But the MOSs, even though not entitled to additional personal staff for a dual charge, as a general rule, are given an additional set of three posts for discharging the onerous responsibilities relating to the Parliament by the Ministry of Parliamentary Affairs, after obtaining the approval of the Department of Personnel and Training. After the posts have been created, appointments as desired by the Minister/MOSs are made. In cases where appointments are made in relaxation of the upper age limit, the approval of the Hon'ble Prime Minister is obtained through the Ministry of Personnel, Public Grievances and Pensions, Department of Pensions, CS Division. Verification of character antecedents in respect of appointees on the personal staff are also obtained from the concerned authorities wherever required, specially in the case of persons who do not belong to an organised cadre of the Central/State Government.

COST OF SITTING OF PARLIAMENT PER DAY/PER HOUR

The sum of the revised Budget Estimates of the Lok Sabha Secretariat, Rajya Sabha Secretariat and the Ministry of Parliamentary Affairs for the last financial year are divided by

the total number of sittings of the two Houses held during the financial year. The figure so arrived is expenditure per sitting of the Parliament. If we divide this figure by 6 (assuming that each sitting of the Parliament, on an average, is for 6 hours), it will give cost of sitting of Parliament per hour. The cost worked out above, however, does not include the expenditure incurred by the various Ministries/Departments and by their respective subordinate units, in collecting and supplying information of Parliament and also the expenditure incurred by the Ministries/Departments, such as, Railways, Posts, Banking, etc. for providing special facilities to MPs. On the other hand, it also does not include the time spent by the various Parliamentary Committees, Standing Committees etc.

ARRANGING DINNERS DURING LATE SITTING OF PARLIAMENT

As and when the sitting of House(s) of Parliament is anticipated to go beyond 8 p.m. for transaction of urgent government business, the Minister of Parliamentary Affairs, if he/she considers necessary, directs the Ministry to make arrangement for dinner for Members, press personnel, officers and staff on duty etc. Occasionally, arrangements for light snacks/refreshments are also made.

Nowadays, the number of persons for whom food is arranged is normally 350 in case of MPs, 200 for media/press personnel, 600 for staff and 800 for security personnel. In case of late sittings of Rajya Sabha, food is arranged is normally 200 in case of MPs, 200 for media/press personnel, 600 for staff and 800 for security personnel. In case of late sittings of both Houses of Parliament, the number of persons for whom food is arranged is 550 in case of MPs, 300 for media/press personnel, 800 for staff and 1000 for security personnel. However, these numbers may vary depending upon the number of Members likely to remain present in the House(s) during late hours and the nature of business under discussion.

The procedure to be followed for making arrangement/supply of food to the officers and staff on duty during late hours was decided in a meeting taken by the Joint Secretary, Ministry of Parliamentary Affairs, with the officers of the Lok Sabha and Rajya Sabha Secretariats on 18 September, 1995. (Minutes of the meeting are at **Annex XVIII-D.**)

Besides, transport arrangements are also made by the Ministry by hiring four buses from Delhi Transport Corporation whenever the proceedings of the House(s) are likely to continue beyond 10.00 p.m.

The entire expenditure on serving food and hiring transport on such occasions is borne by the Ministry of Parliamentary Affairs.

In the meeting of the Business Advisory Committee (BAC) of the Lok Sabha held on 2 May, 2002, it was agreed that food might be provided to Members, staff and officers on duty whenever the House sits late. It was also agreed that food would be arranged by the Lok Sabha Secretariat instead of the Ministry of Parliamentary Affairs.

A check list of procedure followed for making arrangement for dinner and transport is at **Annex XVIII-E.**

अध्याय 19

मंत्रालय की राजभाषा संबंधी गतिविधियां

राजभाषा नीति एवं राजभाषा अधिनियम, 1963 को कार्यान्वित करने के लिए मंत्रालय में वर्ष 1973 में एक हिंदी प्रकोष्ठ की स्थापना की गई थी। जैसे-जैसे मंत्रालय में हिंदी का प्रयोग बढ़ा, उसके साथ-साथ हिंदी के प्रयोग को प्रोत्साहन देने एवं राजभाषा विभाग द्वारा जारी अनुदेशों के कार्यान्वयन को सुनिश्चित करने के लिए एक पूर्ण हिंदी अनुभाग गठित करने की आवश्यकता महसूस की गई। अतः वर्ष 1973 में स्थापित हिंदी प्रकोष्ठ को वर्ष 1976 में हिंदी अधिकारी के अधीन एक पृथक हिंदी अनुभाग का रूप प्रदान किया गया। बाद में हिंदी अधिकारी के पद का नाम बदलकर सहायक निदेशक कर दिया गया।

मंत्रालय में हिंदी के प्रगामी प्रयोग के बारे में राजभाषा अधिनियम, 1963, राजभाषा नियम, 1976 एवं राजभाषा विभाग (गृह मंत्रालय) द्वारा जारी आदेशों, अनुदेशों आदि का अनुपालन सुनिश्चित करने के लिए मंत्रालय के हिंदी अनुभाग द्वारा अपेक्षित कार्यवाई की जाती है। वर्तमान में मंत्रालय द्वारा राजभाषा संबंधी निम्नलिखित गतिविधियों का संचालन किया जाता है:

कर्मचारियों के लिए टिप्पण-आलेखन नकद पुरस्कार योजना

राजभाषा विभाग द्वारा चालू की गई हिंदी टिप्पण-आलेखन की नकद पुरस्कार योजना वर्ष 1984 से मंत्रालय में चलाई जा रही है। कर्मचारियों द्वारा हिंदी में मूल टिप्पण और आलेखन के प्रयोग को बढ़ावा देने के लिए मंत्रालय में हिंदी अनुभाग द्वारा यह पुरस्कार योजना चलाई जाती है। योजना का क्षेत्र, पात्रता, अवधि, पुरस्कार, पुरस्कार देने के मानदंड, मूल्यांकन समिति से संबंधित जानकारी तथा कर्मचारियों द्वारा हिंदी में किए गए काम का ब्यौरा रखने वाला प्रपत्र परिशिष्ट 19क में दिया गया है।

हिंदी पखवाड़ा और उसके दौरान आयोजित की जाने वाली प्रोत्साहन प्रतियोगिताएं

मंत्रालय में प्रतिवर्ष सितंबर मास के दौरान हिंदी पखवाड़ा मनाया जाता है। पखवाड़े के दौरान अधिकारियों/कर्मचारियों के लिए स्थल पर निम्नलिखित प्रतियोगिताओं का आयोजन किया जाता है:-

1. हिंदी में टिप्पण-आलेखन प्रतियोगिता;
2. हिन्दी टंकण प्रतियोगिता;
3. हिंदी प्रश्नोत्तरी प्रतियोगिता;
4. गैर हिंदी भाषी कर्मचारियों के लिए प्रश्नोत्तरी प्रतियोगिता;
5. हिंदी निबंध लेखन प्रतियोगिता;
6. सामान्य हिंदी अनुवाद प्रतियोगिता; और
7. हिंदी श्रुतलेखन प्रतियोगिता।

हिंदी पखवाड़े के पश्चात अधिमानतः हिंदी दिवस अर्थात् 14 सितंबर को हिंदी पखवाड़े का समापन समारोह आयोजित किया जाता है तथा इस दौरान आयोजित की गई प्रतियोगिताओं में पुरस्कार विजेताओं को पुरस्कार प्रदान किए जाते हैं।

हिंदी कार्यशालाएं

मंत्रालय में कर्मचारियों को हिंदी टिप्पण और प्रारूपण का प्रशिक्षण देने के लिए हिंदी कार्यशालाओं का आयोजन किया जाता है। इन कार्यशालाओं में मंत्रालय के कार्य से संबंधित प्रायः सभी विषयों को हिंदी में करने का प्रशिक्षण दिया जाता है। इन कार्यशालाओं का इस प्रकार आयोजन किया जाता है कि वर्ष के दौरान प्रत्येक सहायक अनुभाग अधिकारी/वरिष्ठ सचिवालयिक सहायक/कनिष्ठ सचिवालयिक सहायक को कम से कम एक बार अवश्य ही प्रशिक्षण दिया जा सके। इस प्रकार मंत्रालय के लगभग सभी सहायक अनुभाग

अधिकारियों/वरिष्ठ सचिवालयिक सहायकों/कनिष्ठ सचिवालयिक सहायकों को इन कार्यशालाओं में हिंदी में काम करने का कई बार प्रशिक्षण दिया जा चुका है।

हिंदी के प्रगामी प्रयोग के संबंध में तिमाही प्रगति रिपोर्ट

प्रत्येक तिमाही में मंत्रालय के सभी अनुभागों द्वारा हिंदी के प्रगामी प्रयोग के संबंध में तिमाही प्रगति रिपोर्ट हिंदी अनुभाग को परिशिष्ट-19ख में दिए गए प्रोफार्मा में भरकर भेजी जाती है। हिंदी अनुभाग द्वारा मंत्रालय के सभी अनुभागों से प्राप्त तिमाही प्रगति रिपोर्ट को समेकित कर राजभाषा विभाग को आवश्यक कार्रवाई हेतु भेजा जाता है। राजभाषा विभाग को यह रिपोर्ट ऑनलाइन भेजी जाती है।

राजभाषा नीति के कार्यान्वयन के लिए वार्षिक कार्यक्रम

सरकारी काम-काज में हिंदी के प्रगामी प्रयोग के क्षेत्र में महत्वपूर्ण प्रगति हुई है। किंतु अभी भी शत-प्रतिशत लक्ष्य प्राप्त नहीं किए जा सके हैं। संसद द्वारा पारित राजभाषा संकल्प, 1968 के अनुपालन में राजभाषा हिंदी के प्रसार और विकास की गति बढ़ाने के लिए तथा संघ के विभिन्न राजकीय प्रयोजनों के लिए उत्तरोत्तर प्रयोग हेतु राजभाषा विभाग प्रतिवर्ष एक वार्षिक कार्यक्रम जारी करता है और उसी के अनुसार हिंदी अनुभाग द्वारा मंत्रालय के लिए भी एक वार्षिक कार्यक्रम तैयार किया जाता है और उसे सभी अनुभागों को इस अपेक्षा के साथ भेजा जाता है कि सभी अनुभाग उनसे संबंधित मदों पर आवश्यक कार्रवाई करें ताकि कार्यक्रम में निर्धारित सभी लक्ष्यों को प्राप्त किया जा सके। संसदीय कार्य मंत्रालय का वर्ष 2019-20 के लिए वार्षिक कार्यक्रम परिशिष्ट-19ग में दिया गया है।

राजभाषा कार्यान्वयन समिति

मंत्रालय में हिंदी के प्रगामी प्रयोग को सुनिश्चित करने के लिए संयुक्त सचिव की अध्यक्षता में एक राजभाषा कार्यान्वयन समिति गठित की गई है। मंत्रालय में अधिकारियों की संख्या सीमित होने के कारण

सभी अनुभाग अधिकारियों तथा इससे ऊपर के अधिकारियों को इसका सदस्य बनाया गया है। इस समिति को सामान्यतः निम्नलिखित कार्य सौंपे गए:

1. हिंदी के प्रयोग संबंधी आदेशों के कार्यान्वयन की समीक्षा करना और इस बारे में कार्रवाई करना।
2. तिमाही प्रगति रिपोर्टों की समीक्षा तथा इसे समय पर भेजना सुनिश्चित करना।
3. कार्यान्वयन में आने वाली कठिनाइयों की समीक्षा करके यथावश्यक सुझाव देना।
4. हिंदी भाषा, हिंदी टंकण और हिंदी आशुलिपि के प्रशिक्षण के लिए उपयुक्त संख्या में कर्मचारी भेजना सुनिश्चित करना।
5. मंत्रालय की वेबसाइट के द्विभाषीकरण का अवलोकन करना।

राजभाषा कार्यान्वयन समिति की प्रत्येक तिमाही में नियमित रूप से एक बैठक आयोजित की जाती है जिनमें तिमाही प्रगति रिपोर्ट की समीक्षा के साथ-साथ हिंदी के प्रयोग संबंधी आदेशों के कार्यान्वयन को सुनिश्चित किया जाता है।

हिंदी सलाहकार समिति

सरकार की राजभाषा नीति के सुचारु कार्यान्वयन के बारे में सलाह देने तथा मंत्रालय में हिंदी के प्रयोग को बढ़ावा देने के उद्देश्य से संसदीय कार्य मंत्री की अध्यक्षता में हिंदी सलाहकार समिति का गठन किया जाता है जिसका कार्यकाल तीन वर्ष होता है। संसदीय कार्य मंत्रालय में हिंदी सलाहकार समिति के गठन संबंधी आदेश को राजभाषा विभाग द्वारा अनुमोदित किए जाने पर हिंदी सलाहकार समिति का गठन सर्वप्रथम वर्ष 1984 में किया गया था। तब से लगातार नियमित रूप से हिंदी सलाहकार समिति का पुनर्गठन किया जाता रहा है।

उपरोक्त के अतिरिक्त सरकारी कार्यों के लिए हिंदी का प्रयोग राजभाषा अधिनियम, 1963 तथा उसके अधीन बनाए गए नियमों एवं राजभाषा द्वारा समय-समय पर जारी आदेशों/अनुदेशों द्वारा शासित किया जाता है।

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ANNEX I-A

No. F. 34/6/49-Public
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

New Delhi, the 16th May, 1949

NOTIFICATION

The Governor General is pleased to announce the creation with immediate effect of a Department of Parliamentary Affairs under the Minister of State for Parliamentary Affairs. This Department will take over from the Ministry of Law the work in connection with the functions of the Government Chief Whip and other Parliamentary Affairs.

Sd:
H.V.R. IENGER
SECRETARY TO THE GOVERNMENT OF INDIA

ANNEX I-B**ALLOCATION OF FUNCTIONS TO THE MINISTRY OF PARLIAMENTARY AFFAIRS**

1. Dates of summoning and prorogation of the two Houses of Parliament: Dissolution of Lok Sabha, President's Address to Parliament.
2. Planning and coordination of Legislative and other Official Business in both Houses.
3. Allocation of Government time in Parliament for discussion of Motions given notice of by Members.
4. Liaison with Leaders and Whips of various Parties and Groups represented in Parliament.
5. Lists of Members of Select and Joint Committees on Bills.
6. Appointment of Members of Parliament on Committees and other bodies set up by Government.
7. Functioning of Consultative Committees of Members of Parliament for various Ministries.
8. Implementation of assurances given by Ministers in Parliament.
9. Government's stand on Private Members' Bills and Resolutions.
10. Secretarial assistance to the Cabinet Committee on Parliamentary Affairs.
11. Advice to Ministries on procedural and other parliamentary matters.
12. Coordination of action by Ministries on the recommendations of general application made by parliamentary committees.

13. Officially sponsored visits of Members of Parliament to places of interest.
14. Matters connected with powers, privileges and immunities of Members of Parliament.
15. Parliamentary Secretaries - functions.
16. Organisation of Youth Parliament Competitions in schools/colleges throughout the country.
17. Organisation of All India Whips' Conference.
18. Exchange of Government Sponsored Delegations of Members of Parliament with other countries.
19. Determination of policy and follow-up action in regard to matters raised under Rule 377 of the Rules of Procedure and Conduct of Business in Lok Sabha and by way of Special Mentions in Rajya Sabha.
20. Manual of Parliamentary Procedures in the Government of India.
21. The Salaries and Allowances of Officers of Parliament Act, 1953 (20 of 1953).
22. The Salary, Allowances and Pension of Members of Parliament Act, 1954 (30 of 1954).
23. The Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 (33 of 1977).
24. The Leaders and Chief Whips of Recognised Parties and Groups in Parliament (Facilities) Act, 1998 (5 of 1999).

ANNEX I-C**(As on 08.08.2019)****COMPOSITION OF CABINET COMMITTEE ON
PARLIAMENTARY AFFAIRS****Composition**

1. Shri Raj Nath Singh, Minister of Defence.
2. Shri Amit Shah, Minister of Home Affairs.
3. Smt. Nirmala Sitharaman, Minister of Finance; and Minister of Corporate Affairs.
4. Shri Ramvilas Paswan, Minister of Consumer Affairs, Food and Public Distribution.
5. Shri Narendra Singh Tomar, Minister of Agriculture and Farmers Welfare; Minister of Rural Development; and Minister of Panchayati Raj.
6. Shri Ravi Shankar Prasad, Minister of Law and Justice; Minister of Communications; and Minister of Electronics and Information Technology.
7. Shri Thaawar Chand Gehlot, Minister of Social Justice and Empowerment.
8. Shri Prakash Javadekar, Minister of Environment, Forest and Climate Change; and Minister of Information and Broadcasting.
9. Shri Pralhad Joshi, Minister of Parliamentary Affairs; Minister of Coal; and Minister of Mines.

Special Invitees

10. Shri Arjun Ram Meghwal, Minister of State in the Ministry of Parliamentary Affairs; and Minister of State in the Ministry of Heavy Industries and Public Enterprises.

11. Shri V. Muraleedharan, Minister of State in the Ministry of External Affairs; and Minister of State in the Ministry of Parliamentary Affairs.

Functions

- (i) To watch the progress of Government business in Parliament and to give such directions as may be necessary from time to time, in order to secure smooth and efficient conduct of such business;
- (ii) to scrutinise, and to consider the attitude of the Government on non-official Bills and resolutions to be presented to Parliament;

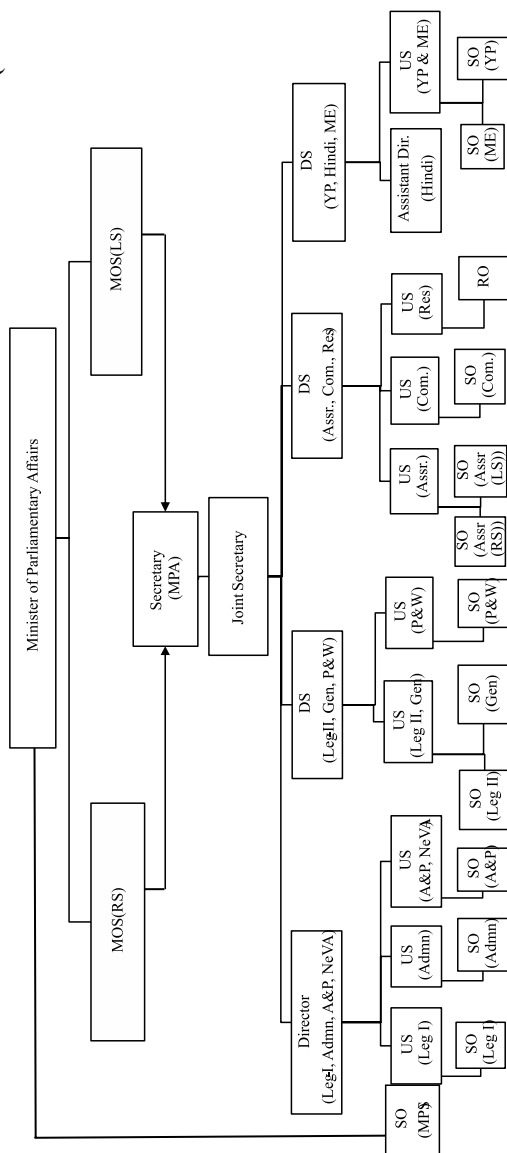
Note: The Minister of Parliamentary Affairs, may take a decision in cases, where the recommendation of the concerned Ministry/Department is that the non-official Bill/Resolution may be opposed, or the Members may be persuaded/requested to withdraw the Bill/Resolution, failing which it may be opposed. Decisions so taken by the Minister may be placed before the Cabinet Committee on Parliamentary Affairs or if no meeting of the Committee is envisaged, within a reasonable period of time, these may be circulated to the Members of the Committee for ratification.

- (iii) to review legislations undertaken by State Legislatures from an all-India point of view; and
- (iv) to consider proposals to summon or prorogue the Houses of Parliament.

Note: The Committee shall, unless otherwise decided by the Cabinet Secretary, be serviced by the Ministry of Parliamentary Affairs.

ANNEX I-D

(as on 01.09.2019)



LEGENDS :

MPA- Minister of Parliamentary Affairs

MOS- Minister of State

DS- Deputy Secretary

US- Under Secretary

SO- Section Officer

Assr (RS):- Assurances (RS)

MPS- Minister's Personal Section

Admn-Administration

Leg-Legislative

YP- Youth Parliament

Assr.-Assurances

Res.-Research

RO – Research Officer

Gen-General

Com.-Committee

ME-Members' Emoluments

A&P- Accounts and Purchase

P&W- Protocol & Welfare

Assr (LS):- Assurances(LS)

ANNEX I-E

Staff position in various sections of the Ministry is as follows:-

I. Legislative-I Section**Staff**

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	1
Assistant Section Officer/ Parliament Assistant	4	4
Junior Secretarial Assistant	1	-

Work Allocation

1. Dates of summoning and prorogation of the two Houses of Parliament and dissolution of the Lok Sabha.
2. Planning and co-ordination of legislative and other official business in both the Houses.
3. Seeking time allocation from BACs to the Government Business in two Houses and location of Government time in Parliament for discussion of Motions given notice of by members.
4. Nomination of Members for Select and Joint Committees on Bills.
5. Government's stand on Private Members' Bills and Resolutions.
6. Secretarial assistance to the Cabinet Committee on Parliamentary Affairs.

7. Co-ordination regarding obtaining from Ministries/ Departments the material for inclusion in the President's address.
8. Ordinances-their laying and other related correspondence.
9. Simultaneous laying of papers and documents in both Houses of Parliament.
10. General directions for the guidance of Ministries in the preparation of their Annual Reports.
11. Preparation of a Directory showing telephone numbers and addresses of Officers dealing with parliamentary work in various Ministries/Departments.
12. Maintenance of statistics relating to Parliament Questions addressed to the Ministry.
13. Recommendations of a general nature of the Committees on Papers Laid on the Table of the Lok Sabha and the Rajya Sabha.
14. Recommendations of the Rules Committees of the Lok Sabha and the Rajya Sabha.
15. Calling Attention Notices - forwarding notices in respect of the Rajya Sabha only to Ministries.
16. Allotment of rooms to Ministers in Parliament House.
17. Keeping a watch on the day-to-day progress of business transacted by the two Houses of Parliament by deputing Gallery Assistants in Official Galleries of the Houses.
18. Maintenance of a complete and up-to-date statistical record about the discussions and debates on legislative, financial and other miscellaneous matters in each session of both the Houses of Parliament to be utilized at the time of the preparation of the Annual Report of the Ministry.
19. Coordination of work relating to States under President's Rule.

20. Preparation of roster for attendance of Ministers in the Lok Sabha and the Rajya Sabha.
21. Vote of Confidence in the Council of Ministers.
22. The Government of India (Allocation of Business) Rules, 1961.
23. Statement on Government Business by Ministers of Parliamentary Affairs in the Lok Sabha and the Rajya Sabha.
24. Appointment of Speaker *pro tem* and other persons before whom Members can subscribe oath or affirmation.

II. Legislative-II Section

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	0
Assistant Section Officer/ Parliament Assistant	2	1
Senior Secretariat Assistant	0	1

Work Allocation

1. Determination of policy and follow-up action in regard to matters raised under Rule 377 in the Lok Sabha and by way of Special Mentions in the Rajya Sabha.
2. Organising Orientation Courses in Parliamentary Practice and Procedure for officers of various Ministries/ Departments.
3. Organising Orientation Courses in Parliamentary Procedure and Practice for Officers of State Governments.
4. Advance study of the likely emerging trends in Parliament.

5. Action on the recommendations of general nature in reports of Committees on Petitions of the Lok Sabha and the Rajya Sabha.
6. Sending extracts to Ministries/Departments concerned in regard to matters raised during Zero Hour in the Lok Sabha and the Rajya Sabha.
7. Culling out of press clippings on important topics from the daily newspapers

III. Committee Section

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	1
Assistant Section Officer	3	1

Work Allocation

1. Appointment of Members of Parliament on Committees and bodies set up by Government.
2. Functioning of Consultative Committees of Members of Parliament for various Ministries.
3. Constitution and functioning of Informal Consultative Committees for various Railway Zones.
4. Payment of TA/DA to Members of Parliament in connection with the meetings of Consultative Committees.
5. Organising meetings of Consultative Committees and Zonal Railway Informal Consultative Committees. Each Consultative Committee is required to hold 6 meetings in a year. Informal Consultative Committee meets once in a year.

6. Booking of suitable Committee Room in Parliament House/Parliament House Annexe for arranging the meetings of the above Committees.
7. Issuing of agenda notes in English and Hindi, minutes of the meetings, action taken reports on the minutes and notices regarding meetings to the Members.
8. Arranging for various facilities in the Committee Rooms such as Chairs, Air-conditioning and Sound System etc.
9. Maintenance of various registers regarding nomination of Members of Parliament on various Government Bodies/ Committees etc. set up by the Government of India, Meetings of the Consultative Committee for various Ministries, Attendance of Members of Parliament.
10. Maintenance of name plates of Members which are placed in front of Members during the Committee meetings.

IV. Assurance (LS)

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	1
Assistant Section Officer	3	1+1 (currently posted in NeVA Cell of this Ministry)
Junior Secretariat Assistant	1	1
Steno 'C'	0	

Work Allocation

1. Culling out of Assurances from debate of each day's proceedings

2. After approval at the level of Under Secretary, the extract are sent to the concerned Ministries/Departments for sending Implementation Reports.
3. Preparation of statement of laying
4. On receipt of the Implementation Reports from the Ministries, we scrutinized the reports properly and approved at the level of Under Secretary subsequently sets of the reports are prepared for laying on the table of the Houses.
5. Laying of Implementation Reports of Assurance seeking the convenience of the Hon'ble MOS (LS) for date of laying.
6. Preparation copy of brief of laying of Implementation Reports.
7. After laying the Implementation Reports Ministries are informed accordingly.
8. Concerned Member of Parliament are also informed of the same.
9. After laying of Implementation Reports entries are made properly in Sessional Register for updating the record.
10. Entries are also made in computer and Sessional Register in respect of addition-deletion/Not to Treat the assurances sent by CGA for updating the record.
11. Sets of the Implementation Reports duly authenticated by the MOS (Lok Sabha) are sent to Table office Lok Sabha for including the item in the list of business.
12. Two sets of Implementation Reports are also sent to Committee of Government Assurances (LS).
13. Concerned Ministries/Departments are reminded at the level of Secretary to quick disposed off the pending assurances.

14. Holding the review meeting with Ministries/Departments at the level of D.S./U.S. for updating the record of assurances.
15. Providing of data for Annual Report.
16. Providing of data for Statistical Hand Book.
17. Providing of data for Citizen Charter.
18. Parliament Question
19. RTI relating to Assurance.
20. Periodical returns are sent to Administration, Hindi and Legislative Section respectively.
21. Misc. correspondence with other sections as and when required.

V. Assurance (RS) Section

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	1
Assistant Section Officer	3	2
Senior Secretariat Assistant	0	1
Junior Secretariat Assistant	1	1

Work Allocation

1. Culling out of Assurances from debate of each day's proceedings
2. After approval at the level of Under Secretary, the extract are sent to the concerned Ministries/Departments for sending Implementation Reports.

3. Preparation of statement of laying
4. On receipt of the Implementation Reports from the Ministries, we scrutinized the reports properly and approved at the level of Under Secretary subsequently sets of the reports are prepared for laying on the table of the Houses.
5. Laying of Implementation Reports of Assurance seeking the convenience of the Hon'ble MOS (RS)) for date of laying.
6. Preparation copy of brief of laying of Implementation Reports.
7. After laying the Implementation Reports Ministries are informed accordingly.
8. Concerned Member of Parliament are also informed of the same.
9. After laying of Implementation Reports entries are made properly in Sessional Register for updating the record.
10. Entries are also made in computer and Sessional Register in respect of addition-deletion/Not to Treat the assurances sent by CGA for updating the record.
11. Sets of the Implementation Reports duly authenticated by the MOS (Rajya Sabha) are sent to Table office Rajya Sabha for including the item in the list of business.
12. Two sets of Implementation Reports are also sent to Committee of Government Assurances (RS).
13. Concerned Ministries/Departments are reminded at the level of Secretary to quick disposed off the pending assurances.
14. Holding the review meeting with Ministries/Departments at the level of D.S./U.S. for updating the record of assurances.

15. Providing of data for Annual Report.
16. Providing of data for Statistical Hand Book.
17. Providing of data for Citizen Charter.
18. Parliament Question
19. RTI relating to Assurance.
20. Periodical returns are sent to Administration, Hindi and Legislative Section respectively.
21. Misc. correspondence with other sections as and when required.

VI. Members' Emolument Section

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	1
Assistant Section Officer	3	1

Work Allocation

1. Functions relating to administration of the Salary, Allowances and Pension of Members of Parliament Act, 1954 and Rules made thereunder:-
 - (a) Administration and interpretation of the Salary, Allowances and Pension of Members of Parliament Act, 1954 and the rules made thereunder.
 - (b) To examine cases of facilities/amenities to MPs in connection with the above and to seek Law Ministry's advice etc. from time to time.
 - (c) Preparation of note in regard to Government's stand on the Agenda of the meeting of the Joint Committee on

Salary and Allowances of Members of Parliament.

- (d) To examine and process the recommendations of the Joint Committee.
 - (e) Advice to Ministries/State Govts. regarding TA/DA entitlement of MPs for attending meetings of Govt. Committee.
2. Administration of the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 and the rules made thereunder.
 3. Administration of the Salaries and Allowances of Officers of Parliament Act, 1953 and the rules framed thereunder.
 4. The Leaders and Chief Whip of Recognised Parties and Groups in Parliament (Facilities) Act, 1998 and rules made thereunder.
 5. Meeting of the Minister of Parliamentary Affairs with Chief Whips of various political parties in Parliament.
 6. Committee on Subordinate Legislation, Rajya Sabha and Committee on Subordinate Legislation, Lok Sabha -processing of recommendations of general nature made by these Committee.
 7. Holding of All India Whips' Conference and to ensure the implementation of recommendation of the Conference by the State Govts. and various agencies.
 8. Dealing with the Court cases in which Secretary, Ministry of Parliamentary Affairs is made respondent.
 9. Miscellaneous correspondence.

VII. Protocol and Welfare Section

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	0
Assistant Section Officer	1	1
Senior Secretariat Assistant	1	0
Junior Secretariat Assistant	0	1

Work Allocation

1. To render assistance to ailing Members of Parliament and their families whenever required to inform the members of the family of ailing Members if they are not in Delhi.
2. To keep the Minister/Ministers of State/Deputy Minister/Secretary and other concerned officers including Party Offices in Parliament House informed about the ailing Members of Parliament admitted in various Hospitals in Delhi through the official website of this Ministry i.e. <http://www.mpa.gov.in> on daily basis and also visiting the ailing MPs admitted in Delhi Hospitals. The report of such visit is also submitted for information of HMPA.
3. In the unfortunate event of passing away of the Member to take up the work of transporting the dead body according to the wishes of the family of the deceased and to render all assistance that may be required by them. Embalming of body, arrangement of coffin, arranging of death certificate and police clearance. Arrangement of wreath for paying homage to the deceased Member and transportation of body to Airport/Railway Station for onward journey to the place of last rites.
4. Officially sponsored visit of Members of Parliament to

places of interest.

5. To assist the nodal Ministries for receiving the MPs on important national occasions like Investiture ceremonies, oath-taking ceremonies of high dignitaries including President-elect and co-ordination for issuance of passes to MPs. Ushering in duties during various national occasions like Independence day, Republic Day, and Beating Retreat ceremony etc.
6. Film shows and other entertainment programmes for Members of Parliament.
7. Extending usual courtesies/protocol services to foreign parliamentary delegations calling on Minister/MoSs of Parliamentary Affairs
8. Liaison with leaders of various Parties/Groups represented in Parliament.
9. Arrangement of dinner/refreshment to the Members of Parliament during late sittings of Parliament and on other occasions.
10. Work relating to sending government sponsored delegation of Members of Parliament abroad and also receiving similar foreign delegation in India under exchange programme.
11. Transport arrangements (DTC services) for MPs in case of late sittings of Parliament beyond 10.00 p.m.
12. Nomination of Members of Parliament on various government sponsored delegations abroad.
13. Clearance of visits of State Government Sponsored Foreign Delegations.

VIII. Accounts and Purchase Section

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	0
Assistant Section Officer	3	2
Senior Secretariat Assistant	1	1

Work Allocation

1. All Budget matters, control over expenditure, Reconciliation of Accounts.
2. Attending to Audit Parties, settlement of audit objections.
3. Pay bills.
4. Processing and preparation of TA bills, LTC bills, OTA bills, Children Education Allowance scheme bills, Medical reimbursement bills, Hospitality and Entertainment bills, Advances bills, Conveyance Charges bills etc.
5. GPF – allotment of GPF account numbers, sanction of advances, maintenance of accounts and other related matters.
6. NPS-Issuance of PRAN.
7. Financial matters, economy instructions, watch and review the progress of expenditure against sanctioned grants.
8. Screen the proposals for Supplementary Demands for Grant.
9. Advise the Ministry on all financial matters.

10. To identify, in particular, specific savings in case for creation of posts and to maintain a register for this purpose.
11. To keep closely associated with the formulation of important expenditure proposals from their initial stages.
12. To screen all expenditure proposals requiring to be referred to Finance Ministry for concurrence or comments.
13. Submission of expenditure returns and other returns on related subjects.
14. Installation of telephones and settlement of telephone bills, providing mobile telephones and settlement of bills.
15. Salary, TA bills of Ministers/Members of Parliament/ Non-official members etc.
16. Income Tax calculation and deduction.
17. Sanction of advances of TA/LTC/House Building/Car & Computers etc.
18. All type of purchases including computers, fax machines, photocopying machine, staff cars, scooters, room-coolers, air-conditioners.
19. Maintenance/AMC of all equipment except vehicles.
20. Settlement of air-passage bills.
21. Assisting officers in connection with annual income tax returns.
22. Last Pay Certificate.
23. Calculation and deduction of interest on advances.
24. Preparation of pension papers.
25. Screening Committee proposals regarding delegations/ Foreign tours undertaken.

26. Parliament Questions regarding tours, expenditure etc.
27. Periodical returns
28. RTI
29. Purchase of stationery and other items.
30. Disposal of unserviceable stores by auction.
31. Purchase of books, periodicals etc.
32. Obtaining forms, engagement diaries, calendars, photographs of leaders etc. from Government agencies and local purchase of such items.
33. Preparation of rubber stamps, name plates etc.
34. Screening the proposals of Exchange of Goodwill delegations from the financial angle.
35. Making provision for filling the equivalent value of stamp in the franking machine.
36. Any other items of work assigned.

IX. Administration Section

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	1
Assistant Section Officer	3	2+1(currently posted in NeVA cell of this Ministry)
Senior Secretariat Assistant	1	0
Junior Secretariat Assistant	0	1

Work Allocation

1. Establishment matters viz. recruitment, promotion, appointments, etc.
2. Recruitment Rules: framing and amendments.
3. Creation/continuation and conversion of posts, confirmation and quasi permanent, seniority list.
4. All matters connected with the allocation of work amongst the Ministers and appointment etc. of the personal staff of Ministers including rules and instructions on the subject.
5. Implementation of orders regarding reservation for Scheduled Castes/Tribes, Ex-servicemen, released Emergency Commissioned Officers, Physically Handicapped Persons, OBCs, etc.
6. Character Verification, Medical Examination etc.
7. Punctuality and vigilance cases.
8. Matters connected with Office Council.
9. Conduct, Classification, Control and Appeal Rules.
10. Various types of returns on different subjects like Matters of Importance, Cabinet Returns etc.
11. Postings/transfer of staff.
12. Retirement.
13. Review of cases of officers/staff who have attained the age of 50/55 years and have completed 30 years of service.
14. Vigilance cases and matters connected with Conduct Rules.
15. Deputation to ex-cadre posts.

16. Annual Confidential Reports.
17. Secretarial assistance to Steering Committee to examine annual action plan - e-readiness.
18. Co-ordination of matters regarding new initiatives undertaken by the Ministry.
19. Parliament Questions regarding the subjects allotted to the section
20. Maintenance of Service books and Personal Files, Grant of Leave, Increments, Pay Fixation, etc.
21. Assured Career Progression Scheme.
22. Training of staff except Hindi training.
23. Implementation of the recommendations of Pay Commission.
24. Nomination for Family Pension, DCRG, GPF, CGEIS, etc.
25. Calling and processing of property returns.
26. Grant of special rewards, increments, personal pay, honorariums, etc.
27. Computerization in the Ministry, computer training of staff.
28. Posting of staff for roster and shift duty.
29. Compilation of Annual Report of the Ministry.
30. Matters/returns relating to RTI Act.
31. Work related to CGHS facility, Library membership, etc.
32. Hiring and maintenance of air-conditioners, room coolers, etc.

33. Supply of electric fans, heaters, etc.
34. Air-conditioning of rooms allotted to the secretary.
35. Cleanliness, caretaking jobs.
36. Modernization of office—providing partitions, cupboards, etc.
37. Allotment of Government accommodation.
38. Celebration of various days such as Constitution Day, Rashtriya Ekta Diwas, Anti-Terrorism Day etc

X. General Section

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	1
Assistant Section Officer	1	1
Junior Secretariat Assistant	1	1

Work Allocation

1. Maintenance of Staff Cars and Three Wheeler Scooters.
2. Hiring of Transport arrangement for official purpose
3. Use and Maintenance of postal services by way of Franking Machine
4. Receipt and Dispatch Work of the Ministry.
5. Issue of Passes/Identity Cards/Validation Slips/Parking labels for Staff Cars.
6. Printing work.

XI. Hindi Anubhag

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Assistant Director	1	1
Senior Translator	2	2
Junior Translator	1	1

Work Allocation

1. मंत्रालय के अनुभागों से अनुवाद हेतु प्राप्त होने वाली सामग्री का अनुवाद करना।
2. हिंदी सलाहकार समिति का गठन, समिति की बैठकों का आयोजन और बैठकों में दिए गए सुझावों पर अनुवर्ती कार्रवाई।
3. मंत्रालय की राजभाषा कार्यान्वयन समिति की बैठकों का आयोजन और बैठकों में दिए गए सुझावों पर अनुवर्ती कार्रवाई।
4. हिंदी पखवाड़े का आयोजन करना और पखवाड़े के दौरान विभिन्न प्रतियोगिताओं का आयोजन।
5. मंत्रालय में हिंदी कार्यशालाओं और परिचर्चा का आयोजन।
6. कर्मचारियों को हिंदी भाषा, हिंदी टंकण और हिंदी आशुलिपि के प्रशिक्षण के लिए नामित करना।
7. हिंदी लाईब्रेरी का रखरखाव और पुस्तकें जारी करना।
8. संसदीय राजभाषा समिति द्वारा मंत्रालय के निरीक्षण के दौरान समिति को दिए गए आश्वासनों का कार्यान्वयन।
9. केंद्रीय राजभाषा कार्यान्वयन समिति की बैठकों में लिए गए निर्णयों पर अनुवर्ती कार्रवाई।

10. केंद्रीय हिंदी समिति की बैठकों में लिए गए निर्णयों पर अनुवर्ती कार्रवाई।
11. मंत्रालय में प्रत्येक तिमाही के दौरान हिंदी में किए गए कार्य की जानकारी सभी अनुभागों से एकत्र करके राजभाषा विभाग को तिमाही प्रगति रिपोर्ट भेजना।
12. मंत्रालय के अनुभागों का राजभाषा संबंधी निरीक्षण।
13. राजभाषा नीति के कार्यान्वयन के लिए राजभाषा विभाग द्वारा जारी वार्षिक कार्यक्रम के आधार पर मंत्रालय के लिए वार्षिक कार्यक्रम तैयार करना और उसका अनुपालन सुनिश्चित करना।
14. राजभाषा अधिनियम, राजभाषा अधिनियम के उपबंधों और राजभाषा विभाग द्वारा हिंदी के प्रगामी प्रयोग संबंधी आदेशों का मंत्रालय में अनुपालन सुनिश्चित करना।
15. राजभाषा विभाग द्वारा निर्धारित हिंदी टिप्पण/आलेखन नकद पुरस्कार योजना को मंत्रालय में लागू करना।
17. राजभाषा विभाग को वार्षिक मूल्यांकन रिपोर्ट भेजना।

XII. Research Cell

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Research Officer	1	0
Assistant Section Officer	2	1

Work Allocation

1. Reviews/ Updation of the material for Manual of Parliamentary Procedures in Government of India & Handbook on the working of Ministry of Parliamentary Affairs
2. Provide advice /guidance on matters of parliamentary

procedures and practices to Central Ministries/ Departments and State Governments/ Union Territory Administrations whenever the same is asked for.

3. Preparation of the annual Statistical Hand Book of Ministry of Parliamentary Affairs.
4. Updation of Citizen Charter of the Ministry.
5. Research Cell houses the Library of Ministry of Parliamentary Affairs, which is manned by the staff of Research Cell.
6. Matters relating to Office of Profit, Powers, Privileges and Immunities of Members of Parliament and assignments relating to functions of Parliamentary Secretaries.
7. Processing all relevant recommendations contained in the various reports of Administrative Reforms Commission

XIII. Youth Parliament

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	1
Assistant Section Officer	2	1
Steno 'D'	1	0

Work Allocation

1. Conducting Youth Parliament Competitions in Schools under the Govt. of NCT of Delhi & NDMC.
2. Conducting National Youth Parliament Competitions in Kendriya Vidyalayas.
3. Conducting National Youth Parliament Competitions in Jawahar Navodaya Vidyalayas

4. Conducting National Youth Parliament Competitions in Universities / Colleges
5. Imparting training to Participants of Youth Parliament Competitions.
6. Providing financial assistance to State / UTs for organizing Youth Parliament Competitions.

XIV. Other Personnel

I. Minister's Personnel Section

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	1
Assistant Section Officer	0	1
Junior Secretariat Assistant	1	0
Steno 'C'	0	1
Steno 'D'	1	1

II. Other officials

Name of Post	Sanctioned strength	Posts Filled	
		On Regular Basis	On ad-hoc/ Deputation
Principal PS	2	0	1/1
Private Secretary	3	0	1
Personal Assistant	6	5	Nil
Stenographer 'D'	6	4	Nil

Name of Post	Sanctioned strength	Posts Filled	
		On Regular Basis	On ad-hoc/ Deputation
Staff Car Driver Gr. I	2	1	1
Staff Car Driver Gr. II	2	1	1
Staff Car Driver (Ordinary Grade)	3	2	1
Dispatch Rider	2	1	Nil
MTS	24	21	Nil
Farash	1	1	Nil
Sweeper	1	1	Nil

III. Summary of staff position as on August 2019

Total Posts	Posts Filled		Posts Vacant
	On Regular Basis	On ad-hoc/ Deputation	
129	75	24	30

ANNEX I-F**LIST OF SECRETARIES OF THE MINISTRY OF PARLIAMENTARY AFFAIRS**

Sl. No	Name of the Secretary	Period		Remarks
		From	To	
1.	Shri S.L. Shakdher	16.05.1949	26.11.1952	The post was equivalent to an Under Secretary to the Government of India
2.	Shri Prem Chand	27.11.1952	09.02.1954	The post was equivalent to a Deputy Secretary to the Government of India
3.	Shri N. K. Bhojwani	09.02.54 (AN) 10.11.1955	04.09.1955 31.12.1958	-do-
4.	Shri S.P. Advani	05.09.1955	09.11.1958	-do-
5.	Shri Kailash Chandra	01.01.1959	16.03.1967	The post was equivalent to a Deputy Secretary upto 28.11.63 and upgraded to the status of Joint Secretary to the Government of India w.e.f 29.11.63
6.	Shri H.N. Trivedi	28.03.1967	31.12.1975	The post was equivalent to a joint Secretary to the Government of India

Sl. No	Name of the Secretary	Period		Remarks
		From	To	
7.	Shri K.N. Krishnan	25.03.1976	05.02.1982	The post was equivalent to a Joint Secretary up to 2.6.80 and upgraded to the status of Additional Secretary to the Government of India w.e.f. 3.6.80
8.	Shri Iswari Prasad	05.02.1982 (AN)	29.02.1988	The post was equivalent to an Additional Secretary up to 18.2.84 and upgraded to the status of Secretary to the Government of India w.e.f. 18.2.84. It was personal to the incumbent.
9.	Shri B.N. Dhoundiyal	11.04.1988	28.02.1991	The post of Secretary MPA, is of the status of Secretary to the Government of India
10.	Shri R.Srinivasan	28.02.91 (AN)	31.08.1992	-do-
11.	Shri. M.M Rajendran	16.09.1992	20.05.1993	-do-
12.	Shri P.C. Hota	20.05.1993	30.08.1995	-do-
13.	Shri R.C. Tripathi	01.09.1995	31.08.1997	-do-
14.	Shri S.A.T. Rizvi	01.09.1997	24.02.1999	-do-
15.	Shri L.D. Mishra (Addl charge)	25.02.1999	15.03.1999	-do-

Sl. No	Name of the Secretary	Period		Remarks
		From	To	
16.	Shri S.A.T. Rizvi	16.03.1999	01.08.2000	-do-
17.	Shri R.D. Kapoor	17.08.2000	02.11.2000	-do-
18.	Dr.M.Rehman	02.11.2000	31.07.2002	-do-
19.	Shri L.M. Goyal	26.08.2002	31.05.2003	-do-
20.	Shri V.Lakshmi Ratan	03.06.2003	24.06.2003	-do-
21.	Dr.V.K. Agnihotri	24.06.2003	31.08.2005	-do-
22.	Shri A.K. Mohapatra	01.09.2005	01.01.2006	-do-
23.	Shri Champak Chatterjee	02.01.2006	30.04.2006	-do-
24.	Shri R.S. Pandey	01.05.2006	25.07.2006	-do-
25.	Dr (Mrs) C.T. Misra	26.07.2006	30.10.2006	-do-
26.	Shri P.K. Mishra	31.10.2006	30.06.2007	-do-
27.	Smt Asha Swarup (Addl. Charge)	02.07.2007	08.07.2007	-do-
28.	Dr (Smt.) Rekha Bhargava	09.07.2007	31.12.2008	-do-
29.	Shri K. Mohandas	01.01.2009	22.01.2009	-do-
30.	Shri P.J. Thomas	23.01.2009	30.9.2009	-do-
31.	Shri U.N. Panjiar (Addl. charge)	01.10.2009	18.10.2009	-do-

Sl. No	Name of the Secretary	Period		Remarks
		From	To	
32.	Shri Anil Kumar	19.10.2009	31.08.2010	-do-
33.	Shri U.N. Panjiar (Addl. charge)	01.09.2010	20.09.2010	-do-
34.	Smt. Usha Mathur	20.09.2010	31.05.2011	-do-
35.	Dr. T. Ramasami (Addl. charge)	06.06.2011	20.09.2011	-do-
36.	Shri S. Chandrasekaran	20.6.2011 (AN)	30.06.2012	-do-
37.	Shri Desh Deepak Verma	02.07.2012	30.06.2013	-do-
38.	Shri Afzal Amanullah	01.07.2013	31.05.2016	-do-
39.	Shri Prabhas Kumar Jha	01.06.2016	28.11.2016	-do-
40.	Shri Rajiv Yadav	29.11.2016	31.01.2018	-do-
41.	Shri Prabhas Kumar Jha (Addl. Charge)	01.02.2018	28.02.2018	-do-
42.	Shri Surendra Nath Tripathi	01.03.2018	31.07.2019	-do-
43.	Dr. Rajendra S. Shukla	01.08.2019	Continuing	-do-

ANNEX I-G

**STATEMENT SHOWING CABINET MINISTERS/
MINISTERS OF STATE HOLDING CHARGES OF THE
MINISTRY OF PARLIAMENTARY AFFAIRS**

S. No.	Name of the Cabinet Minister/ Minister of the State In charge	Period		Name of the Minister of State	Period	
		From	To		From	To
1.	Shri Satya Narain Sinha	*26.02.49 31.01.50 13.05.50 13.05.52 17.04.57 10.04.62 27.05.64 09.06.64 11.01.66 24.01.66	25.01.50 06.05.50 13.05.52 17.04.57 10.04.62 27.05.64 09.06.64 11.01.66 24.01.66 13.03.67	Shri Jagannath Rao	14.02.66	13.03.67
2.	Dr. Ram Subhag Singh	13.03.67	14.02.69	Shri I.K. Gujral	18.03.67	14.02.69
3.	Shri K. Raghuramaiah	*14.02.69 26.06.70	26.06.70 18.03.71	Shri Om Mehta	30.06.70 18.03.71	18.03.71 24.03.77
4.	Shri Raj Bahadur	18.03.71	05.02.73			
5.	Shri K. Raghuramaiah	05.02.73	24.03.77			
6.	Shri Ravindra Verma	26.03.77	28.07.79	Shri Larang Sai Dr. Ram Kripal Sinha	14.08.77 14.08.77	28.07.79 28.07.79
7.	Shri K. Gopal	*04.08.79	14.01.80			
8.	Shri Bhishma Narain Singh	14.01.80	29.01.83	Shri P. Venkatasubhaiah Shri Sitaram Kesri	16.01.80 03.03.80	02.09.82 15.01.82
9.	Shri Buta Singh	29.01.83	31.12.84	Shri H.K.L. Bhagat Shri Kalpnath Rai Shri N.K.P. Salve	02.09.82 29.01.83 04.11.84	31.10.84 31.10.84 31.12.84

S. No.	Name of the Cabinet Minister/ Minister of the State In charge	Period		Name of the Minister of State	Period	
		From	To		From	To
10.	Shri H.K.L. Bhagat	31.12.84	02.12.89	Shri Ghulam Nabi Azad Smt. Margaret Alva Shri Sitaram Kesri Smt. Shiela Dikshit Shri M.M. Jacob Shri P. Namgyal Shri R.K. Malaviya	31.12.84 31.12.84 25.09.85 12.05.86 22.10.86 04.07.89 04.07.89	12.05.86 25.09.85 22.10.86 02.12.89 02.12.89 02.12.89 02.12.89
11.	Shri P. Upendra	05.12.89	10.11.90	Shri Satyapal Malik	23.04.90	10.11.90
12.	Shri. Satya Prakash Malaviya	21.11.90	21.06.91			
13.	Shri Ghulam Nabi Azad	21.06.91	18.01.93	Shri M.M. Jacob Sh. P.R. Kumaramanglam	21.06.91 17.01.93	21.06.91 02.12.93
14.	Shri V.C. Shukla	18.01.93	17.01.96	Shri Abrar Ahmed Smt. Margaret Alva Shri Mukul Wasnik Shri Eduardo Falerio Shri Rameshwar Thakur Shri Mallikarjun	18.01.93 19.02.93 19.02.93 02.12.93 17.04.94 17.04.94	02.04.94 16.05.96 16.05.96 19.09.95 22.12.94 16.05.96
15.	Shri Ghulam Nabi Azad	18.01.96	16.05.96	Shri Matang Singh Shri S.S. Ahluwalia Shri Vilas Muttemwar	10.02.95 19.09.95 10.05.96	19.09.95 16.05.95 10.05.96
16.	Shri Pramod Mahajan	16.05.96	01.06.96 (FN)			
17.	Shri Ram Vilas Paswan	01.06.96 (FN)	29.06.96	Shri Beni Prasad Verma	01.06.96	29.06.96

S. No.	Name of the Cabinet Minister/ Minister of the State In charge	Period		Name of the Minister of State	Period	
		From	To		From	To
18.	Shri Srikanta Kumar Jena	29.06.96 (AN) 21.04.97	21.04.97 19.03.98	Sh. P. Venkateshwarlu Shri S.R. Balasubramoniyam Smt. Jayanthi Natarajan Sh. M.P. Veerandra Kumar	29.06.96 21.04.97 29.06.96 01.05.97 09.06.97 26.05.97	21.04.97 26.05.97 21.04.97 19.03.98 19.03.98 09.06.97
19.	Shri Madan Lal Khurana	19.03.98	30.01.99	Shri R.K. Kumar Shri Ram Naik Shri Dilip Ray	19.03.98 19.03.98 19.03.98	22.05.98 05.05.99 13.10.99
20.	Shri P.R. Kumaramangalam	30.01.99	13.10.99	Shri M.A. Naqvi Shri Santosh Gangwar	16.02.99 16.02.99	13.10.99 13.10.99
21.	Shri Pramod Mahajan	13.10.99	29.01.03	Shri Phaggan Singh Kulaste Shri Sriram Chauhan Shri Dilip Ray Shri Santosh Gangwar Shri O. Rajagopal	13.10.99 13.10.99 13.10.99 13.10.99 22.11.99	22.11.99 22.11.99 22.11.99 29.01.03 29.01.03
22.	Smt. Sushma Swaraj	29.01.03	22.05.04	Smt. Bhavanaben D Chikhaliya Shri Vijay Goel Shri O. Rajagopal Sh. Santosh Gangwar	29.01.03 29.01.03 30.01.03 24.05.03	22.05.04 24.05.03 22.05.04 22.05.04
23.	Shri Ghulam Nabi Azad	23.05.04	01.11.05	Shri Suresh Pachouri	23.05.04	06.04.08
24.	Shri Priya Ranjan Dasmunsi	01.11.05	06.04.08	Shri B.K. Handique Smt. Suryakanta Patil	23.05.04 23.05.04	06.04.08 22.05.09

S. No.	Name of the Cabinet Minister/ Minister of the State In charge	Period		Name of the Minister of State	Period	
		From	To		From	To
25.	Shri Vayalar Ravi	06.04.08	22.05.09	Shri Pawan Kumar Bansal Shri V. Narayanasamy	06.04.08 06.04.08	22.05.09 22.05.09
26.	Shri Pawan Kumar Bansal	28.05.09	28.10.12	Shri V. Narayanasamy	06.04.08	22.05.09
27.	Shri Kamal Nath	28.10.12		Shri V. Narayanasamy Shri Prithviraj Chavan Shri Ashwani Kumar Shri Rajiv Shukla Shri Harish Rawat Shri Pawan Singh Ghatowar	28.05.09 28.05.09 19.01.11 12.07.11 12.07.11 20.07.11	12.07.11 10.11.10 12.07.11 12.07.11 28.10.12 28.10.12
28.	Shri M. Venkaiah Naidu	26.05.14 05.07.16		Shri Prakash Javadekar Shri Santosh Kumar Gangawar Shri Mukhtar Abbas Naqvi Shri Rajiv Pratap Rudy Shri S.S. Ahluwalia	26.05.14 26.05.14 09.11.14 09.11.14 05.07.16	09.11.14 09.11.14 03.09.17 05.07.16 03.09.17
29.	Shri Ananthkumar	05.07.16	12.11.18	Shri Vijay Goel	03.09.17	30.05.19
30.	Shri Narendra Singh Tomar	13.11.18	30.05.19	Shri Arjun Ram Meghwal	03.09.17	30.05.19
31.	Shri Pralhad Joshi	30.05.19		Shri V. Muraleedharan Shri Arjun Ram Meghwal	30.05.19 30.05.19	

* During these periods, Shri Sinha and Shri K. Raghuramaiah were appointed Minister of State In charge of the Department and Shri K. Gopal, Minister of State In charge of the Ministry.

STATEMENT SHOWING DEPUTY MINISTERS HOLDING CHARGE OF THE MINISTRY OF PARLIAMENTARY AFFAIRS

S. No.	Name of the Deputy Minister	Period	
		From	To
1.	Shri Satya Narain Sinha*	1.10.48	26.2.49
2.	Shri V.C. Shukla	24.1.66	14.2.66
3.	Shri Rohan Lal Chaturvedi	18.3.67	14.11.67
4.	Shri J.B. Muthyal Rao	8.3.67	14.11.67
5.	Sardar Iqbal Singh	14.2.69	8.7.70
6.	Sardar Raghubir Singh Panjhazari	30.6.70	18.3.71
7.	Sh. P. Parthasarthy	30.6.70	18.3.71
8.	Shri B. Shankaranand	2.5.71	24.3.77
9.	Shri Kedar Nath Singh	2.5.71	10.10.74
10.	Shri Mallikarjun	17.11.80	31.10.84
11.		4.11.84	31.12.84
12.	Shri Kalpnath Rai	15.1.82	29.1.83
13.	Shri P. Namgyal	25.6.88	3.7.89
14.	Shri R.K. Malaviya	25.6.88	3.7.89
15.	Shri Jagdip Dhankar	23.4.90	5.11.90

*(Shri Sinha was Chief Whip with status of Deputy Minister and attached to PM)

ANNEX I-H

No. F 10(1)/2014-Admn.
Government of India
Ministry of Parliamentary Affairs

87, Parliament House, New Delhi,
Dated: 11th June 2019

Subject: Allocation of work amongst the Minister of Parliamentary Affairs and Ministers of State in the Ministry of Parliamentary Affairs.

In supersession of this Ministry's order of even number dated 04.06.2019, the Minister of Parliamentary Affairs has approved that Minister of State Shri Arjun Ram Meghwal will be in-charge of work in respect of Lok Sabha and Minister of State Shri V. Muraleedharan will be in charge of work in respect of Rajya Sabha as per orders of even number dated 1th June 2019.

For the sake of internal working in the Ministry and for marking files, abbreviations for the two Ministers of State will be as under:-

Shri Arjun Ram Meghwal	-	MoS(LS)
Shri V. Muraleedharan	-	MoS(RS)

(Dr. Satya Prakash)
Joint Secretary to the Govt. of India

To,

Secretary, Ministry of Parliamentary Affairs

Copy to:

1. Principal Secretary to the Prime Minister
2. Cabinet Secretary
3. PS to Minister
4. PS to Minister of State (LS)
5. PS to Minister of State (RS)

ANNEX I-H (I)

Allocation of work among the Minister and Ministers of State,
Ministry of Parliamentary Affairs

MINISTER OF PARLIAMENTARY AFFAIRS

(Shri Pralhad Joshi)

1. To be overall incharge of all functions allocated by the President to the Ministry of Parliamentary Affairs under Article 77(3) of the Constitution, viz. –
 - a) Dates of summoning and prorogation of the two Houses of Parliament, dissolution of the Lok Sabha, President's Address to Parliament.
 - b) Planning and coordination of legislative and other official business in both Houses.
 - c) Allocation of Government time in Parliament for discussion of motions given notice of by members.
 - d) Liaison with Leaders and Whips of various Parties and Groups represented in Parliament.
 - e) Lists of Members of Select and Joint Committees on Bills.
 - f) Appointment of Members of Parliament on committees and other bodies set up by Government.
 - g) Functioning of Consultative Committees of Members of Parliament for various Ministries.
 - h) Implementation of assurances given by Ministers in Parliament.
 - i) Government's stand on Private Members' Bills and Resolutions.

- j) Secretarial assistance to the Cabinet Committee on Parliamentary Affairs.
- k) Advice to Ministries on procedural and other Parliamentary Matters.
- l) Coordination of action by Ministries on recommendations of general applications made by Parliamentary Committees.
- m) Officially sponsored visits of Members of Parliament to places of interest.
- n) Matters connected with powers, privileges and immunities of Members of Parliament.
- o) Parliamentary Secretaries – Functions.
- p) Organisation of Youth Parliament Competitions in Schools/Colleges throughout the country.
- q) Organisation of All India Whips' Conference.
- r) Exchange of Government Sponsored Delegations of Members of Parliament with other Countries.
- s) Determination of policy and follow up action in regard to matters raised under Rule 377 of the Rules of Procedure and Conduct of Business in Lok Sabha and by way of Special Mentions in Rajya Sabha.
- t) Manual of Parliamentary Procedures in the Government of India.
- u) The Salaries and Allowances of the Officers of Parliament Act, 1953. (20 of 1953)
- v) The Salary, Allowances and Pension of Members of Parliament Act, 1954 (30 of 1954).
- w) The Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 (33 of 1977).

- x) The Leader and Chief Whips of Recognised Parties and Groups in Parliament (Facilities) Act, 1998 (5 of 1999)
- 2. To assist the Leaders of the Lok Sabha and the Rajya Sabha in carrying out the functions allotted to the Leaders of the two Houses in the Rules of Procedures and Conduct of Business in the Lok Sabha and Rajya Sabha.
- 3. To keep liaison with Leaders of Opposition Parties/Groups in Parliament.
- 4. To advise the Prime Minister on Parliamentary matters.
- 5. All matters relating to establishment and administration of Ministry.
- 6. Approval of replies to starred questions relating to both the Houses.
- 7. Approval of Daily List of Government Business for Lok Sabha/Rajya Sabha

ANNEX I-H (II)

No.F.10(1)/2014-Admn.
Government of India
Ministry of Parliamentary Affairs

87, Parliament House, New Delhi,
Dated: 11th June 2019

ORDER

Subject: Allocation of work to Minister of State in Ministry of Parliamentary Affairs

In supersession of this Ministry's order of even number dated 04.06.2019 the Minister of Parliamentary Affairs has allocated the following work to Shri V. Muraleedharan, Minister of State-

2. All matters except those mentioned in Para 3 below, but including Starred & Unstarred Parliament Questions and Calling Attention Motions, shall be submitted to the Minister of Parliamentary Affairs through the Minister of State. However, VIP References addressed to the Cabinet Minister will be submitted directly to him.
3. The following matters will be disposed of at the level of Minister of State:
 - (a) All matters relating to:
 - i. Assurances (Fulfilment/Extension of time, request for dropping the Assurance) (Rajya Sabha)
 - ii. Special Mentions (Rajya Sabha)
 - iii. Laying of Annual Reports/Rules/Regulations etc. (Rajya Sabha).
 - iv. Authentication of Papers (Rajya Sabha).
 - (b) Matters relating to Official Language.

(c) VIP references addressed to the Minister of State.

The following matters have also been delegated by the Minister of Parliamentary Affairs :

- 1) To assist the Leader of Rajya Sabha in carrying out the functions allotted to the Leader of Rajya Sabha in the Rules of Procedure and Conduct of Business in that House in consultations with the Minister of Parliamentary Affairs.
- 2) To keep the Minister posted with the various suggestions emanating from Members of Rajya Sabha.
- 3) To be in attendance in Rajya Sabha throughout the period of session
- 4) To be constantly in touch with the Leaders and Chief Whips of the Opposition Parties/Groups for smooth functioning of Rajya Sabha and to keep the Minister posted about their views and trends on various matters.
- 5) To assist the Minister in Planning and Coordination of Legislative and other business in Rajya Sabha.
- 6) To maintain quorum in Rajya Sabha.
- 7) To assist the Minister in deciding the lists of speakers on debates in Rajya Sabha.
- 8) To attend to the work pertaining to Parliamentary Committees of Rajya Sabha and assist the Minister in regard to nomination thereon
- 9) To assist the Minister in nomination of Members of Rajya Sabha on Government Committees and Bodies.
- 10) To keep the Ministers informed of the business in

Rajya Sabha and ensure their attendance.

- 11) To assist the Minister in the election of Members of Rajya Sabha on Committees and for this purpose to prepare whips, as necessary.
 - 12) To assist the Minister in matters relating to changes desired by Members of Rajya Sabha on the Consultative Committees.
 - 13) To assist the Minister in allocation of Government time in Rajya Sabha for discussion of motions given notice of by Members with the approval of Minister.
 - 14) Claims of TA/DA of Members of Rajya Sabha in connection with meetings of Consultative Committees.
4. It may be ensured that all files are submitted / routed to the Ministers strictly in accordance with this allocation of work.
 5. This issues with the approval of the Minister of Parliamentary Affairs.

(Dr. Satya Prakash)
Joint Secretary
Tel No. 23034734

To

Secretary, Ministry of Parliamentary Affairs

Copy To:

1. Principal Secretary to the Prime Minister
2. Cabinet Secretary
3. PS to Minister
4. PS to Minister of State (LS)
5. PS to Minister of State (RS)

ANNEX I-H (III)

No.F. 10(1)/2014-Admn.
Government of India
Ministry of Parliamentary Affairs

87, Parliament House, New Delhi,
Dated: 11th June 2019

ORDER

Subject: Allocation of work to Minister of State in Ministry of Parliamentary Affairs

In supersession of this Ministry's order of even number dated 04.06.2019 the Minister of Parliamentary Affairs has allocated the following work to Shri Arjun Ram Meghwal, Minister of State-

2. All matters except those mentioned in Para 3 below, but including Starred & Unstarred Parliament Questions and Calling Attention Motions, shall be submitted to the Minister of Parliamentary Affairs through the Minister of State. However, VIP References addressed to the Cabinet Minister will be submitted directly to him.
3. The following matters will be disposed of at the level of Minister of State:
 - (a) All matters relating to:
 - i. Assurances (Fulfilment/Extension of time, request for dropping the Assurance) (Lok Sabha)
 - ii. Special Mentions (Lok Sabha).
 - iii. Laying of Annual Reports/Rules/Regulations etc (Lok Sabha).
 - iv. Authentication of Papers (Lok Sabha).
 - (b) VIP references addressed to the Minister of State.

The following matters have also been delegated by the Minister of Parliamentary Affairs :

- 1) To keep the Minister posted with the various suggestions emanating from Members of Lok Sabha.
- 2) To be in attendance in Lok Sabha throughout the period of Session (Lok Sabha).
- 3) To be constantly in touch with the Chief Whips of the Opposition Parties/Groups for facilitating smooth functioning of Lok Sabha.
- 4) To assist the Minister in Planning and Coordination of Legislative and other official business in Lok Sabha.
- 5) To maintain quorum in Lok Sabha.
- 6) To assist the Minister in deciding the lists of speakers on debates in Lok Sabha.
- 7) To assist the Minister in nomination of Members of Lok Sabha on government Committees and Bodies.
- 8) To assist the Minister in the election of Members of Lok Sabha to various Committees and for this purpose prepare whips, as necessary.
- 9) To attend to the work pertaining to Parliamentary Committees of Lok Sabha and assist the Minister in regard to nomination thereon.
- 10) To keep the various Ministers informed of their Business in Lok Sabha and ensure their attendance.
- 11) To assist the Minister in matters relating to changes desired by members of Lok Sabha on the consultative committees.

- 12) Matters concerned with All India Whips' Conference and Commonwealth Whips' Conference.
 - 13) To assist the Minister in the follow up action with regard to matters raised under Rule 377 of the Rules of Procedure and Conduct of Business in the Lok Sabha in respect to Ministries.
 - 14) To look after the work relating to Consultative Committees.
 - 15) To look after the work pertaining to Youth Parliament Competitions.
 - 16) Claims of TA/DA of Members of Lok Sabha in connection with meetings of the Consultative committees.
4. It may be ensured that all files are submitted / routed to the Ministers strictly in accordance with this allocation of work.
 5. This issues with the approval of the Minister of Parliamentary Affairs.

(Dr. Satya Prakash)
Joint Secretary
Tel No. 23034734

To

Secretary, Ministry of Parliamentary Affairs

Copy To:

1. Principal Secretary to the Prime Minister
2. Cabinet Secretary
3. PS to Minister
4. PS to Minister of State (LS)
5. PS to Minister of State (RS)

ANNEX II-A**STATEMENT INDICATING THE DURATION AS MP IN RESPECT OF SOME SENIOR MEMBERS ELECTED TO 17TH LOK SABHA**

Sl. No.	Name of Members	Terms	Duration in Lok Sabha	
			Years	Months
1	Smt. Maneka Gandhi, BJP	9 th , 11 th to 16 th Lok Sabha (7 terms)	23	01
2	Shri Santosh Kumar Gangwar, BJP	9 th to 14 th and 16 th Lok Sabha (7 terms)	22	11
3	Shri Kodikunil Suresh, INC	9 th to 11 th , 13 th 15 th and 16 th Lok Sabha (6 terms)	21	10
4	Shri Mulayam Singh Yadav, SP	11 th to 16 th Lok Sabha (6 terms)	21	10
5	Dr. Virendra Kumar, BJP	11 th to 16 th Lok Sabha (6 terms)	21	10
6	Shri Mohanbhai Delkar, BNP	9 th to 14 th Lok Sabha (6 terms)	17	11
7	Shri Brijbhushan Sharan Singh, BJP	10 th , 13 th to 16 th Lok Sabha (5 terms)	24	00
8	Shri Ramesh Chandappa Jigajinagi, BJP	12 th to 16 th Lok Sabha (5 terms)	20	03
9	Shri Mansukhbhai Dhanjibha Vasava, BJP	12 th to 16 th Lok Sabha (5 terms)	20	03
10	Shri Bhartruhari Mahtab, BJD	12 th to 16 th Lok Sabha (5 terms)	20	03
11	Shri Anantkumar Hegde, BJP	11 th , 12 th , 14 th to 16 th Lok Sabha (5 terms)	17	06
12	Shri Pankaj Chowdhary, BJP	10 th to 12 th , 14 th and 16 th Lok Sabha, (5 terms)	17	04
13	Shri Radha Mohan Singh, BJP	9 th , 11 th , 13 th , 15 th and 16 th Lok Sabha, (5 terms)	17	00
14	Shri Nandkumar Singh Chouhan, BJP	11 th to 14 th and 16 th Lok Sabha, (5 terms)	16	10
15	Shri Faggan Singh Kulaste, BJP	11 th to 14 th and 16 th Lok Sabha, (5 terms)	16	10
16	Shri S.S. Palanimanickam, DMK	11 th to 15 th Lok Sabha (5 terms)	16	10

ANNEX II-B

MINISTRY OF PARLIAMENTARY AFFAIRS
(LEGISLATIVE – I SECTION)

File No. F.77 (1)/2019 - Leg. I

May , 2019

Subject: Appointment of Speaker *pro-tem* and three other newly elected Members of the Lok Sabha as persons before any of whom, the Members of the new Lok Sabha may make and subscribe the oath/affirmation.

.....

With the dissolution of Sixteenth Lok Sabha and the constitution of Seventeenth Lok Sabha, it has become necessary to appoint a Member of the Lok Sabha to perform the duties of the office of the Speaker in terms of Article 95(1) of the Constitution and also to appoint persons under Article 99 of the Constitution before any of whom the new Members may make or subscribe oath or affirmation. For this purpose, a Speaker *pro-tem* and three other Members are to be nominated.

2. The names of the Members of Parliament appointed in the past to act as Speaker *pro-tem* can be seen in detailed list at _____. This list also indicates the names of those who were nominated to administer oath/affirmation to Members of Parliament.
3. Normally, the senior most amongst Members of Parliament is nominated as the Speaker *pro-tem*. In the list at _____, one of the senior most Member of Parliament in the Seventeenth Lok Sabha is **Dr. Virendra Kumar**, it is, therefore, suggested that **Dr. Virendra Kumar**, Member of Lok Sabha, may be appointed as Speaker *pro-tem*.
4. As regards, nomination of three other Members of Parliament to assist the Speaker *pro-tem*, in making and subscribing the oath or affirmation to the newly elected Members of Parliament, it is suggested that the following

three Members of Parliament, the next in terms of seniority among the Lok Sabha Members (F/'B') may be nominated.

- (i) Shri Kodikunil Suresh
- (ii) Shri Brijbhushan Sharan Singh
- (iii) Shri Bhartruhari Mahtab

(Pralhad Venkatesh Joshi)
Minister of Parliamentary Affairs

PRIME MINISTER

ANNEX II-C**MINISTRY OF PARLIAMENTARY AFFAIRS
(LEGISLATIVE-I SECTION)**

No.F.77(*)/2019-Leg.I

Dated: 2019

Subject: Appointment of Speaker *pro tem* and persons for administration of oath or affirmation to Members of the Lok Sabha.

The Prime Minister has recommended that the following appointments may be made :

- (a) Shri_____, a Member of the Lok Sabha, as Speaker *pro tem* to perform the duties of the office of the Speaker until a new Speaker is elected; and
- (b) S / Shri _____, _____ and _____, Members of the Lok Sabha, as persons before any of whom the new Members may make and subscribe oath or affirmation.

The President may please approve the aforesaid appointments. Two draft orders relating to these proposals are also placed below.

If the above proposals are agreed to, arrangements will be made, after ascertaining the convenience of the President, for Shri _____ to be sworn in as Speaker *pro tem* by the President on (day), (date), 2019 at 9.30 a.m., sufficiently before the start of the sitting of the Lok Sabha at 11.00 hours on the same day.

()

Minister of Parliamentary Affairs

THE PRESIDENT OF INDIA

DRAFT ORDER

Dated:

Whereas the office of the Speaker will become vacant immediately before the commencement of the first meeting of the House of the People on_, 2019 and the office of the Deputy Speaker is also vacant.

In exercise of the powers conferred upon me by clause (1) of article 95 of the Constitution of India, I hereby appoint Shri_a member of the House of the People, to perform the duties of the office of the Speaker from the commencement of the said meeting and until the Speaker shall have been chosen by the House.

RESIDENT OF INDIA

DRAFT ORDER

Dated:

I hereby appoint Shri _____, _____ and _____ to be the persons before any of whom Members of the House of the People may make and subscribe the oath or affirmation in accordance with the provisions of article 99 of the Constitution of India.

PRESIDENT OF INDIA

ANNEX II-D**MINISTRY OF LAW AND JUSTICE
(DEPARTMENT OF LEGAL AFFAIRS)**

Article 95(1) of the Constitution provides that while the office of Speaker is vacant, the duties of his office shall be performed by the Deputy Speaker or if the office of Deputy Speaker is also vacant, by such Member of the House of the People as the President may appoint for the purpose. Article 93 provides that the House of the People shall, as soon as may be, choose two Members of the House respectively Speaker and Deputy Speaker.

Unless all the Members are administered oath / affirmation and article 93 is acted upon, during any vacancy in the office of the Speaker as well as Deputy Speaker, the person appointed by the President is to perform the duties of the office of the Speaker. The person appointed by the President acts a Speaker *pro tem* till the regular Speaker is elected. For the conduct of proceedings for the different periods of the session, there may not be any legal or constitutional bar to appoint separate Members of the House as Speaker *pro tem* if the situation so requires.

In this view, the proposal to obtain President's approval for appointment of Shri Somnath Chatterjee to perform the duties of Speaker on 2nd and 3rd June, 2004 and of Shri Balasaheb Vikhe Patil on 4th June, 2004, when the motion for election of Sh. Somnath Chatterjee as Speaker is likely to be taken up, appears to be constitutionally and procedurally in order.

May kindly see

Sd/-
(A.P. AGRAWAL)
JS and LA
27.5.2004

Sd/-
(Law Secretary)

ANNEX II-E

Dated:

DRAFT ORDER

Whereas the office of the Speaker will become vacant immediately before the commencement of the first meeting of the House of the People on _____, 2004 and the office of the Deputy Speaker is also vacant;

And whereas appointment of Shri Somnath Chatterjee as Speaker *pro tem* is only upto the commencement of the sitting of the House of the People on the 4th of June, 2004;

Now, therefore, in exercise of the powers conferred upon me by clause (1) of article 95 of the Constitution of India, I hereby appoint Shri Balasaheb Vikhe Patil, a Member of the House of the People, to perform the duties of the office of the Speaker from the commencement of the sitting of the House of the People on the 4th of June, 2004 till the election of the Speaker by the said House.

PRESIDENT OF INDIA

ANNEX II-F(I)

D.O. No. F 77(1) / 20__-Leg.I

Dated:

Will you kindly recall my telephonic request which you had kindly accepted regarding your appointment as Speaker *pro tem*? Accordingly, on the recommendation of the Government, you have been appointed as Speaker *pro tem* by the President and you will be administered the oath by the President at 9.30 a.m. on _____ (day) the (date)____, 2019 at Rashtrapati Bhavan.

With kind regards,

Yours sincerely,

(Minister of Parliamentary Affairs)

Shri
Member of Parliament (Lok Sabha)
New Delhi.

ANNEX II-F(II)

D.O. No. F 77(1) / 2019-Leg.I

Dated:

I am glad to inform you that the President has appointed you as one of the persons to assist Shri _____, Speaker *pro tem* until the new Speaker is elected.

With kind regards,

Yours sincerely,

(Minister of Parliamentary Affairs)

Shri
Member of Parliament (Lok Sabha)
New Delhi.

ANNEX II-G

**MINISTRY OF PARLIAMENTARY AFFAIRS
(LEGISLATIVE-I SECTION)**

Subject: Appointment of Speaker *pro tem* and persons before any one of whom Oath or Affirmation can be made.

The President has appointed:-

- (a) Shri _____, a Member of the Lok Sabha, as Speaker *pro tem* to perform the duties of the office of the Speaker until a new Speaker is elected; and
- (b) S / Shri _____, _____ and, Members of the Lok Sabha, as persons before any of whom the new Members may make and subscribe oath or affirmation.

Original orders signed by the President are enclosed for necessary action. It is presumed that the Members concerned will be informed accordingly by the Lok Sabha Secretariat.

The President will administer oath / affirmation to Shri _____ at _____ on _____. It is requested that Shri _____ may be informed accordingly and necessary arrangements may also kindly be made for the oath taking.

The appointment of Shri _____ as Speaker *pro tem* may be notified in the gazette.

(_____)
UNDER SECRETARY
Tel. No. _____

Lok Sabha Secretariat (Table
Office) _____

MPA U.O.No.F..... dated :

ANNEX II-H**MINUTE TO MINUTE PROGRAMME FOR
SWEARING-IN OF SPEAKER *PRO TEM***

0840 hrs.	Secretary, Ministry of Parliamentary Affairs reports to HMPA
0845 hrs.	HMPA proceeds to the residence of Dr. Virendra Kumar, 22 Mahadeva Road, New Delhi - 11000 Secretary and JS, Ministry of Parliamentary Affairs reaches the residence of Dr. Virendra Kumar with three bouquets.
0900 hrs.	HMPA reaches the residence of Dr. Virendra Kumar. HMPA Secretary and JS present bouquets to Dr. Virendra Kumar
0910 hrs	HMPA escorts Dr. Virendra Kumar to Rashtrapati Bhawan
0920 hrs	Arrival of HMPA and Dr. Virendra Kumar at Rashtrapati Bhawan
0930 hrs.	Swearing-in Ceremony of the Speaker pro tem in Yellow Drawing Room, Rashtrapati Bhawan
1000 hrs	Speaker pro tem is escorted by Secretary General, Lok Sabha to Parliament House
1010 hrs	Speaker pro tem is presented a bouquet by HMPA at Gate No.3, Parliament House.

ANNEX II-I**MOST IMMEDIATE****MINISTRY OF PARLIAMENTARY AFFAIRS**

No.F. 57(1) / 20__-Leg.I

Dated:

Subject: Summoning of the First Session of the __ Lok Sabha and the _____ Session of the Rajya Sabha - Approval of the President.

The Cabinet in its meeting held on ____ 20__ have decided that First Session of the Seventeenth Lok Sabha may be summoned to meet on _____, the __, 20__ and 2__th Session of the Rajya Sabha may be summoned to meet on _____, the _____, 20__ and subject to exigencies of Government Business, both the Houses may conclude their sessions on __, the _____, 20__.

It has further been decided to recommend to the President to address both Houses of Parliament assembled together in the Central Hall of Parliament at 11.00 a.m. on _____, the _____, 2019 and inform Parliament of the causes of its summons under article 87(1) of the Constitution. The communication received from the Cabinet Secretariat in this regard is enclosed along with relevant Note for Cabinet.

The President may kindly approve the date of commencement of the First Session of the Seventeenth Lok Sabha and the 249th session of the Rajya Sabha and the date and time of delivery of the President's Address. After the President's approval, the Lok Sabha and the Rajya Sabha Secretariats will be informed for taking further action in the matter.

()

MINISTER OF PARLIAMENTARY AFFAIRS**THE PRESIDENT**

ANNEX II-J

D.O.No. 6(*)/20__-Leg.I

March ,20__

I am directed to say that it has been decided to take up the Motion of Confidence in the Council of Ministers in the Lok Sabha on____, 20__. A draft motion is attached. I am to request that the Prime Minister be moved to approve it. Immediately thereafter it may kindly be sent to the Lok Sabha Secretariat for further necessary action.

Yours sincerely,

()

Minister of Parliamentary Affairs

PRIME MINISTER

ANNEX II-K

To
The Secretary-General,
Lok Sabha,
New Delhi.

Sir,

I hereby give notice of my intention to move the following
Motion in the current Session of Lok Sabha:

“That this House expresses its Confidence in the Council of
Ministers”.

Yours faithfully,

()
PRIME MINISTER

Copy to:

1. Minister of Parliamentary Affairs
2. Secretary, Ministry of Parliamentary Affairs

ANNEX II-L

D.O. No. F. 3(1)/20__-Leg.I

Dated :

Dear Mr. Speaker,

The Prime Minister has directed me to inform you that he has nominated Shri _____, Minister of _____ as the Leader of the House.

With kind regards,

Yours sincerely,

()
MINISTER OF PARLIAMENTARY AFFAIRS

Shri
Speaker,
Lok Sabha,
New Delhi.

ANNEX II-M

D.O. No. F. 77(1) / 20__-Leg.I

Dated :

Dear Mr. Chairman,

The Prime Minister has directed me to inform you that he has nominated Shri _____, Minister of _____ as the Leader of the House.

With kind regards,

Yours sincerely,

()
MINISTER OF PARLIAMENTARY AFFAIRS

Shri
Chairman,
Rajya Sabha,
New Delhi.

ANNEX II-N

Dated:

To
The Secretary-General,
Lok Sabha,
New Delhi.

Sir,

I give notice of my intention to move the following Motion during the current Session of Lok Sabha, namely:

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

Yours faithfully,

(_____)

M.P. (Lok Sabha)

I second the Motion

(_____)

M.P. (Lok Sabha)

ANNEX II-O

Dated:

To
The Secretary-General,
Rajya Sabha,
New Delhi.

Sir,

I give notice of my intention to move the following Motion during the current Session of Rajya Sabha, namely:

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

Yours faithfully,

(_____)

M.P. (Rajya Sabha)

I second the Motion

(_____)

M.P. (Rajya Sabha)

ANNEX II-P**LOK SABHA
MOTION FOR ELECTION OF SPEAKER**

Place:

Date:

To
The Secretary-General,
Lok Sabha,
New Delhi.

Sir,

Under Rule 7 of the Rules of Procedure and Conduct of Business in the Lok Sabha, I give notice of the following motion which I propose to move in the House on the

“That Shri _____ a member of this House, be chosen as the Speaker of this House.”

Yours faithfully,

Signature.....

Name.....

(in block letters) M.P.

I second the above Motion.

Signature.....

Name.....

(in block letters) M.P.

I am willing to serve as Speaker, if elected.

Signature.....

Name.....

(in block letters) M.P.

ANNEX II-Q

To be published in the Gazette of India, Extraordinary, Part I,
Section I, Dated the _____.

**GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS**

No.F. _____
New Delhi, the _____

NOTIFICATION

In pursuance of the powers conferred by Section 9 of the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 (No. 33 of 1977), the Central Government hereby notify that consequent on the dissolution of the House of the People on _____, Shri/Smt. _____ has ceased to be the Leader of Opposition in the House of the People with effect from that date.

()
SECRETARY

To,
The Manager,
Government of India Press,
Mayapuri, Ring Road,
New Delhi.

ANNEX II-R

To be published in the Gazette of India, Extraordinary, Part I,
Section I, Dated the _____

**GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS**

New Delhi, the _____

NOTIFICATION

No.F. _____ - WHEREAS, in pursuance of the provisions of Section 2 of the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 (No. 33 of 1977), the Speaker of the House of the People has recognized Shri/Smt. _____ as the Leader of the Opposition in the House of the People with effect from _____.

NOW, THEREFORE, in exercise of the powers conferred by Section 9 of the said Act, the Central Government hereby notify Shri/Smt. _____ as the Leader of the Opposition in the House of the People with effect from _____ for the purposes of the said Act.

()
SECRETARY

To,
The Manager,
Government of India Press,
Mayapuri, Ring Road,
New Delhi.

ANNEX II-S

To be published in the Gazette of India, Extraordinary, Part I,
Section I, Dated the _____.

**GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS**

New Delhi, the _____

NOTIFICATION

No.F. _____ - WHEREAS, in pursuance of the provisions of Section 2 of the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 (No. 33 of 1977), the Chairman of the Council of States has accorded recognition to Shri/Smt. _____, as the Leader of Opposition in the Council of States with effect from _____.

NOW, THEREFORE, in exercise of the powers conferred by Section 9 of the said Act, the Central Government hereby notify Shri/Smt. _____ as the Leader of the Opposition in the Council of States with effect from _____ for the purpose of the said Act.

()
SECRETARY

To,
The Manager,
Government of India Press,
Mayapuri, Ring Road,
New Delhi.

ANNEX II-T

To be published in the Gazette of India, Extraordinary, Part I,
Section I, Dated the _____.

**GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS**

New Delhi, the _____

NOTIFICATION

No.F. _____ - In pursuance of the powers conferred by Section 9 of the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 (No. 33 of 1977), the Central Government hereby notify that consequent on his appointment as Prime Minister of India on _____, Shri/Smt. _____ has ceased to be the Leader of Opposition in the Council of States with effect from that date.

()
SECRETARY

To,
The Manager,
Government of India Press,
Mayapuri, Ring Road,
New Delhi.

ANNEX II-U

F.No.55(1) / 2019-Leg.I
Government of India
Ministry of Parliamentary Affairs

90, Parliament House, New Delhi
Dated:

OFFICE MEMORANDUM

Subject: Allotment of Room in Parliament House to the Leader of the Opposition in Rajya Sabha.

The undersigned is directed to state that Room No. 43 in Parliament House has been allotted to Shri _____, the Leader of the Opposition in the Rajya Sabha.

Private Secretary to the Leader of the Opposition is requested kindly to inspect the room and arrange furniture, telephone, draperies etc. with the assistance of the Caretaker, Parliament House and the Engineering Supervisor (Telephone), Parliament House. The Caretaker, Parliament House, is not responsible for the loss of articles. Personal staff of the Leader of the Opposition may therefore ensure that nothing is left unlocked in the room or the varandah adjacent thereto. Similarly telephone, when it is not in use, may be removed from varandah and kept inside the room properly secured with lock and key, so as to prevent unauthorised calls being made.

In case any additions / alterations are desired to be made in the room, P.S. to the Leader of the Opposition is requested kindly to take up the matter with the Deputy Secretary (Admn.), Ministry of Parliamentary Affairs for further necessary action.

The Caretaker, Parliament House, the Engineering Supervisor (Telephone) are being advised to arrange for furnishing of the

room and installation of Telephone etc. in consultation with Private Secretary of the Leader of the Opposition.

()

Under Secretary to the Govt. of India

Tel. No. 3034728

Private Secretary to the Leader of the Opposition in Rajya Sabha.

Copy forwarded for necessary action to:-

1. The Caretaker, Parliament House for furnishing the room in consultation with the Private Secretary to the Leader of the Opposition in Rajya Sabha.
2. Engineering Supervisor (Telephone), Parliament House, for installation of telephone in room of the Leader of the Opposition in Rajya Sabha in consultation with the Private Secretary to the Leader of the Opposition.
3. Lok Sabha Secretariat.
4. Rajya Sabha Secretariat.
5. Joint Secretary, Rajya Sabha Secretariat.
6. Assistant Director (WG), Lok Sabha Secretariat.
7. The President's Secretariat
8. The Prime Minister's Office.
9. The Cabinet Secretariat
10. Executive Engineer, P.W.D.II, C.P.W.D., New Delhi.
11. The Assistant Engineer I and III, Parliament Works Division No. II, Parliament House, New Delhi.

12. The Reception Officer, Parliament House, Lok Sabha and Rajya Sabha Secretariats.
13. The Chief Watch and Ward Officer, Lok Sabha Secretariat.
14. P.S. to Minister
15. P.S. to MOS (LS)
16. PS to MOS (RS)
17. PPS to Secretary
18. PS / PA to JS / Director/ DS(A) / DS(ME) / US(L) / US(A) / US(ME)
19. SO(A) / SO(ME) / SO(P&W)

()
Under Secretary to the Govt. of India
Tel. No. 3034728

ANNEX III-A**STATEMENT SHOWING THE INTERVAL OF LESS THAN 15 DAYS BETWEEN THE ISSUE OF SUMMONS TO MEMBERS OF LOK SABHA AND DATES OF COMMENCEMENT OF SESSIONS SINCE 1991**

Name of Prime Minister	Session	Date on which summons were issued	Date of commencement of the Session	Interval
Seventeenth Lok Sabha				
Shri Narendra Modi	First	June 3, 2019	June 17, 2019	14 days
Sixteenth Lok Sabha				
Shri Narendra Modi	*First	May 30, 2014	June, 2014	04 days
Shri Narendra Modi	Second	June 24, 2014	July 7, 2014	12 days
Shri Narendra Modi	Sixth	November 12, 2015	November 26, 2015	13 days
Shri Narendra Modi	Seventeenth	January 16, 2019	January 31, 2019	14 days
Fifteenth Lok Sabha				
Dr. Manmohan Singh	*First	May 26, 2009	June 1, 2009	5 days
Dr. Manmohan Singh	Second	June 17, 2009	July 2, 2009	14 days
Fourteenth Lok Sabha				
Dr. Manmohan Singh	*First	May 28, 2004	June 2, 2004	04 days*
Dr. Manmohan Singh	Third	Nov. 17, 2004	December 1, 2004	13 days

Name of Prime Minister	Session	Date on which summons were issued	Date of commencement of the Session	Interval
Dr. Manmohan Singh	Eleventh	July 28, 2007	August 10, 2007	12 days
Dr. Manmohan Singh	Twelfth	November 5, 2007	November 15, 2007	9 days
Dr. Manmohan Singh	Thirteenth	February 11, 2008	February 25, 2008	13 days
Dr. Manmohan Singh	Fourteenth Part - I	July 12, 2008	July 21, 2008	8 days
Thirteenth Lok Sabha				
Shri Atal Bihari Vajpayee	*First	October 16, 1999	October 20, 1999	03 days*
Twelfth Lok Sabha				
Shri Atal Bihari Vajpayee	*First	March 21, 1998	March 23, 1998	01 day*
Eleventh Lok Sabha				
Shri Atal Bihari Vajpayee	*First (Part-I)	May 18, 1996	May 22, 1996	03 days*
Shri H.D. Deve Gowda	(Part-II)	June 4, 1996 Reconvened)	June 10, 1996	05 days
	Second	June 25, 1996	July 10, 1996	14 days
Shri I.K. Gujaral	Sixth (Part-II)	November 28, 1997	December 2, 1997	03 days
Tenth Lok Sabha				
Shri P.V. Narasimha Rao	*First	June 29, 1991	July 9, 1991	09 days*
Shri P.V. Narasimha Rao	Thirteenth	February 1, 1995	February 13, 1995	11 days
Shri P.V. Narasimha Rao	Fifteenth	November 14, 1995	November 27, 1995	12 days

ANNEX III-B**INFORMATION REGARDING JOINT SITTINGS OF TWO HOUSES HELD SO FAR**

1. May 6, 1961 to discuss Dowry Prohibition Bill, 1959 following disagreement between the two Houses over certain amendments to the Bill (Joint sittings were held on May 6 and 9, 1961).
2. May 16, 1978 to discuss the Banking Service Commission (Repeal) Bill, 1977 passed by Lok Sabha and rejected by the Rajya Sabha; (one day only).
3. March 26, 2002 to deliberate and vote on the Prevention of Terrorism Bill, 2002 as passed by the Lok Sabha and rejected by the Rajya Sabha;(one day only).

ANNEX III-C**MOST IMMEDIATE****MINISTRY OF PARLIAMENTARY AFFAIRS**

No.F. 57(*) / 2019-Leg.I

Dated:

Subject: Summoning of the _____ Session, 2019 of Parliament - Approval of the President.

The Cabinet in its meeting held on _____, 2019 have decided that both Houses of Parliament may be summoned to meet for the _____ Session, 2019 on _____ and, subject to exigencies of Government Business, both the Houses may conclude their sessions on _____

It has been proposed that during this period, both Houses may go into recess from _____ to _____ to enable the Departmentally related Parliamentary Standing Committees to consider the 'Demands for Grants' of Ministries / Departments and prepare their reports. The communication received from the Cabinet Secretariat in this regard is enclosed along with relevant Note for Cabinet.

The President may kindly approve the date of the commencement of the _____ Session, 2019 of Parliament. After the President's approval, the Lok Sabha and the Rajya Sabha Secretariats will be informed for taking further action in the matter.

()

MINISTER OF PARLIAMENTARY AFFAIRS**PRESIDENT OF INDIA**

ANNEX III-D**MINISTRY OF PARLIAMENTARY AFFAIRS**

No.F. 57(*) / 2019-Leg.I

Dated:

To
The Secretary-General,
Lok Sabha,
New Delhi.

Subject: Commencement and duration of _____ Session of
the _____ Lok Sabha.

Sir,

I am directed to inform you that the Government have decided that the _____ Session of the _____ Lok Sabha be summoned to meet on _____ and subject to exigencies of Government Business, the session may conclude on _____. During this period, the Hon'ble Speaker may be moved to kindly adjourn the Lok Sabha on _____ to meet again on _____ to enable Departmentally related Parliamentary Standing Committees to consider the 'Demands for Grants' of Ministries / Departments and prepare their reports.

The date of the commencement of the session was conveyed to the President by the Minister of Parliamentary Affairs and the President has approved it.

Yours faithfully,
()
Secretary

Copy for information to:

1. Cabinet Secretary
2. Secretary to the President

()
Secretary

ANNEX III-E**MINISTRY OF PARLIAMENTARY AFFAIRS**

No.F. 57(*) / 2019-Leg.I

Dated:

To
The Secretary-General,
Rajya Sabha,
New Delhi.

Subject: Commencement and duration of the _____
Session of the Rajya Sabha

Sir,

I am directed to inform you that the Government have decided that the _____ Session of the Rajya Sabha be summoned to meet on _____ and subject to exigencies of Government Business, the session may conclude on _____. During this period, the Hon'ble Chairman may be moved to kindly adjourn the Rajya Sabha on _____ to meet again on _____ to enable Department-related Parliamentary Standing Committees to consider the 'Demands for Grants' of Ministries / Departments and prepare their reports.

The date of the commencement of the session was conveyed to the President by the Minister of Parliamentary Affairs and the President has approved it.

Yours faithfully,

()
Secretary

Copy for information to:

1. Cabinet Secretary
2. Secretary to the President

()
(Secretary)

ANNEX III-F**MINISTRY OF PARLIAMENTARY AFFAIRS**

No. F. 57(*) / 200 -leg.I

Dated:

Subject: Summoning of Parliament for a Joint Sitting to consider the _____ Bill, 2019.

_____ Ordinance, 2001 (No. __ of 20 __), was promulgated by the President on _____. The _____ Bill, 2019, which was intended to replace the said Ordinance, was introduced in the Lok Sabha on _____. The Lok Sabha passed the Bill on _____. The Rajya Sabha at its sitting held on the _____ adopted a Statutory Resolution disapproving the Ordinance and rejected a motion for consideration of the Bill as passed by the Lok Sabha. As a result, under Rule 134 (ii) of the Rules of Procedure and Conduct of Business in the Rajya Sabha, the Bill shall be deemed to have been rejected by the Rajya Sabha. Clause (1) of article 108 of the Constitution, inter alia provides that if, after a Bill has been passed by one House and transmitted to the other House, the Bill is rejected by the other House, then, the President may notify to the Houses by message his intention to summon them to meet in a Joint Sitting for the purposes of deliberating and voting on the Bill.

It has become necessary that the two Houses may deliberate and vote on the Bill in a Joint Sitting in terms of article 108 of the Constitution. As the two Houses are in session, the President is requested kindly to notify to the two Houses by message his intention to summon them to meet in a Joint Sitting for the purposes of deliberating and voting on the Bill.

The Prime Minister has agreed that the two Houses may have a Joint Sitting on _____.

A draft message is submitted to the President for his approval and signature.

(_____)

MINISTER OF PARLIAMENTARY AFFAIRS

PRESIDENT OF INDIA

ANNEX III-G**MINISTRY OF PARLIAMENTARY AFFAIRS**

D.O.NO.F. 57() / 20__ -Leg.I

Dated:

I am enclosing herewith a message from the President under article 108 of the Constitution notifying his intention to summon the Rajya Sabha and the Lok Sabha to meet in a Joint Sitting for the purposes of deliberating and voting on the _____ Bill, 20__.

The Prime Minister has agreed that the Joint Sitting may be held on at 11.00 a.m.

I hope your Secretariat would take the necessary steps after you have read out the Message to the Lok Sabha for summoning the Members of both the Houses in accordance with the Rules of Procedure and Conduct of Business.

Yours sincerely,

()
MINISTER OF PARLIAMENTARY AFFAIRS

Shri
Speaker, Lok Sabha,
New Delhi.

Dated:

MESSAGE

WHEREAS at its sitting on the _____, the Lok Sabha passed the _____ Bill, 2002, and transmitted the same to the Rajya Sabha.

AND WHEREAS the Rajya Sabha at its sitting on _____ the rejected the said Bill.

NOW, THEREFORE, in exercise of the powers conferred by clause(1) of article 108 of the Constitution, I, _____, President of India, hereby notify my intention to summon the Rajya Sabha and Lok Sabha to meet in a joint sitting for the purposes of deliberating and voting on the said Bill.

PRESIDENT OF INDIA

Shri
Speaker, Lok Sabha
New Delhi

ANNEX III- H

MINISTRY OF PARLIAMENTARY AFFAIRS

D.O.NO.F.57(*) / 20__ -Leg.I

Dated:

I am enclosing herewith a message from the President for the Rajya Sabha under article 108 of the Constitution notifying his intention to summon the Rajya Sabha and the Lok Sabha to meet in a Joint Sitting for the purposes of deliberating and voting on the _____ Bill, 2019

The Prime Minister has agreed that the Joint Sitting may be held on _____ at 11.00 a.m.

Yours sincerely,

()
MINISTER OF PARLIAMENTARY AFFAIRS

Shri
Chairman, Rajya Sabha,
New Delhi.

MESSAGE

WHEREAS at its sitting on the _____, the Lok Sabha passed the _____ Bill, 2019, and transmitted the same to the Rajya Sabha.

AND WHEREAS the Rajya Sabha at its sitting on the _____, rejected the said Bill.

NOW, THEREFORE, in exercise of the powers conferred by clause(1) of article 108 of the Constitution, I, _____, President of India, hereby notify my intention to summon the Rajya Sabha and Lok Sabha to meet in a joint sitting for the purposes of deliberating and voting on the said Bill.

PRESIDENT OF INDIA

The Chairman, Rajya Sabha.

ANNEX III-I

**MINISTRY OF PARLIAMENTARY AFFAIRS
(LEGISLATIVE - I SECTION)**

F.No. 57(*) / 20__-Leg.I

Dated :

Subject: Prorogation of both Houses of Parliament

Lok Sabha and Rajya Sabha are scheduled to adjourn *sine die*
on_____.

It is proposed that both the Houses of Parliament may be
prorogued after adjournment sine die on_____.

()
SECRETARY

MINISTER OF PARLIAMENTARY AFFAIRS

HONOURABLE PRIME MINISTER

ANNEX III-J

No.F. 57(*) / 2019 -Leg.I
Government of India
Ministry of Parliamentary Affairs

40, Parliament House, New Delhi.

Dated:

To
The Secretary-General,
Lok Sabha,
New Delhi.

Subject: Prorogation of Lok Sabha

Madam/Maam/Sir

I am directed to inform you that Government have decided that the Lok Sabha which adjourned sine die on _____, be prorogued. A copy of minutes of meeting of CCPA held on _____ is enclosed for necessary action and for onward transmission to President's Secretariat.

Yours faithfully,

()
SECRETARY

ANNEX III-K

No.F. 57(*) / 2019 -Leg.I
Government of India
Ministry of Parliamentary Affairs

40, Parliament House, New Delhi.

Dated:

To
The Secretary General,
Rajya Sabha,
New Delhi

Subject: Prorogation of Rajya Sabha.

Sir,

I am directed to inform you that Government have decided that the Rajya Sabha which adjourned sine die on _____, be prorogued. A copy of minutes of meeting of CCPA held on _____ is enclosed for necessary action and for onward transmission to President's Secretariat.

Yours faithfully,

()
SECRETARY

ANNEX III-L**MINISTRY OF PARLIAMENTARY AFFAIRS**

To
Secretary to President of India
Rashtrapati Bhawan,
New Delhi.

F.17(1) / 2019-Leg.I

Date:

Subject: Dissolution of the Sixteenth Lok Sabha

Sir,

This is to inform you that the _____ Session of the Lok Sabha and _____ session of the Rajya Sabha have been adjourned today *sine die* after completing the essential Financial Business, including the Appropriation (Vote on Account) Bill, 20__ and the Finance Bill, 20__.

Yours faithfully,

Sd / -
(Secretary)

ANNEX III-M**CHECK LIST**

1. It may be ensured that period between last sitting of the Houses in one session and the date appointed for its / their first sitting in the next session shall not in any case exceed six months.
2. Note for the CCPA/Cabinet regarding summoning of next session of Parliament should be submitted sufficiently in advance so that summons for the Parliament Session could as far as possible be issued at least 15 days in advance of the date of commencement of the session in order to provide 15 clear days for tabling the questions by the Members of the Lok Sabha.
3. In case of First Session after general election and First Session of the year, approval of the Cabinet is also obtained to the time, date of the President's address to the two Houses of Parliament assembled together.
4. In case of urgency, Cabinet Secretariat may be requested to furnish an authority regarding approval of the Ministry's proposal regarding summoning of the session by the Cabinet, so that further action, viz., obtaining the approval of the President to the proposal can be taken in time.
5. Approval of the Prime Minister to the proposal regarding prorogation of the Houses could be obtained whenever the Cabinet Committee on Parliamentary Affairs has not been constituted.
6. The approval of the Prime Minister has to be obtained to the proposal to convene the Joint Sitting of the two Houses of Parliament in terms of article 108 of the Constitution whenever any request in this regard is received from any Ministry.

7. First Session of the new Lok Sabha and the corresponding session of the Rajya Sabha may not be convened on the same day.
8. When Cabinet's recommendation regarding dissolution of the Lok Sabha is sent to the President for his orders, the Secretary, Ministry of Parliamentary Affairs, may inform the Secretary to the President that the essential financial and legislative business has been transacted by both the Houses.

ANNEX IV-A

D.O. No. 66(*)/20.....-Leg I

Dated, 20.....

In order to assess the quantum of Government Business for the forthcoming Session, 20..... of Parliament and to schedule the Business appropriately, information on the Business in respect of your Ministry/Department is required urgently. I shall, therefore be grateful if the requisite information regarding the Bills and other items of Government Business, likely to be proposed by your Ministry/Department during the Session, 20..... of Parliament is forwarded to this Ministry in the enclosed proforma (**Annex-I**). I am also enclosing a list of Bills pending in the two Houses of Parliament on the conclusion of Session 20..... of Parliament for your perusal (**Annex - II**).

2. While furnishing the information, the following points may be kept in mind:-
 - (i) It may be ensured that the title of a Bill is given both in English and Hindi, without the use of abbreviations, and the purport of each Bill is indicated clearly.
 - (ii) The Bill proposed to be introduced during the forthcoming Interim Budget Session may be **specially** indicated.
 - (iii) In the case of Bills to be taken up for consideration, the desired scheduling, if any, of the Bills in Lok Sabha and Rajya Sabha may be indicated. While the actual scheduling of the Bills in Lok Sabha and Rajya Sabha would depend on the overall priority given to different legislative and non-legislative business, this Ministry would try to keep your preference in mind while planning the schedule of Government Business.
 - (iv) Since the Ministries are interacting with the Standing Committees, you would be in a position to identify

the Bills pending with the Standing Committees which are likely to be ready for consideration and passage in the next session. You may like to apprise this Ministry of the same.

- (v) You may like to indicate whether there is any policy paper or policy – related discussion which your Ministry would like to take up at the beginning of Interim ... Session, 2019.
- 3. The information as per prescribed proforma may please be furnished along with explanatory note, if any, **latest by20..... and a soft copy (word format) may also be sent at e-mail ID, ss.patra@nic.in.**
- 4. Ministry/Department may like to expedite action for completion of all procedural formalities on the Bills which are **presently pending in Lok Sabha or Rajya Sabha or fresh Bills presently under formulation at various stages** which are to be taken up for consideration and passing during the forthcomingSession, 20..... of Parliament so that notices can be sent to the Secretariats of Parliament as soon as summons are issued.

Yours sincerely

()

Secretary to the Government of India

To

All Secretaries of the Ministries/ Departments.

ANNEX IV-B

**BUSINESS FOR THE SESSION,.....(YEAR)
OF PARLIAMENT MINISTRY/DEPARTMENT OF**

.....

PART-I LEGISLATIVE BUSINESS

S. No.	Title of the Bill (English and Hindi versions)	Purport in brief (To be self – explana- tory)	Present State of preparedness			Probable date by which the Bill is likely to be introduced	Whether the Bill is require to be passed during the Session	Names and Telephone Number of the Officers concerned with the Bill	Remarks
			Draft Cabinet Note ready	Concur- rence/ views of concerned Ministries obtained	Cabinet approval obtained				
1	2	3	4	5	6	7	8	9	10

N.B. Bills, both pending (excluding those which are not proposed to be proceeded with during the Session) and proposed, may be arranged in the order in which they are proposed to be taken up in Parliament.

PART-II NON-LEGISLATIVE BUSINESS

**MATTERS OF PUBLIC IMPORTANCE OR REPORTS
REQUIRED TO BE DISCUSSED IN PARLIAMENT**

S. No.	Subject	Whether the rel- evant document/ Report has been made available to Members; if so, when?	If the relevant document/Report has not been pre- sented, when it is likely to be ready	Remarks
1	2	3	4	5

N.B. If there is a time bound item, it may be so stated.

MINISTRY OF PARLIAMENTARY AFFAIRS

S. No.	Title	Purport	Cabinet Note ready or not	Cabinet approval obtained	Bill ready	Priority
1.	Ministry or Department of Legislative Business					
2.						
3.						
	Non-Legislative Business					
1.						
2.						

ANNEX IV-D

D.O. No.F. 66(1)/20__-Leg.I

Dated:

A preparatory meeting is to be held for the ensuing Parliament Session to scrutinize and review the position of Bills which can be taken up in Parliament for the forthcoming Budget Session.

The Minister of Parliamentary Affairs will take a meeting at (time) on (day)(date)(year), with Secretaries/senior officers of the Ministries/Departments concerned, to finalise Government Business for the ensuing __ Session, 20__ of Parliament commencing on (date)(year). I shall be grateful if you agree to hold the meeting on (day)(date)(year) at (time) in your chamber.

A statement regarding Legislative, Financial and Non-Legislative Government Business, likely to be taken up is enclosed.

Yours sincerely,

()
Secretary

Shri
Secretary,
Ministry of Law and Justice,
Legislative Department,
Shastri Bhavan,
New Delhi.

ANNEX IV-E

D.O. No.F. 66(*)/20.....-Leg.I

Dated:....., 20.....

A meeting of the Secretaries to the Government of India in various Ministries/Departments will be held at**a.m/ p.m. on, the, 20....., in Room No., Parliament House, New Delhi** to consider the items of Government Business proposed by the Ministries/Departments for the ensuingSession of Parliament. List of item(s) concerning your Ministry/Department which will be considered in the meeting is enclosed.

Minister of Parliamentary Affairs and will chair the meeting.

I shall be grateful if you could kindly make it convenient to attend the meeting. In case, you feel any difficulty to attend the meeting, you may kindly depute an officer of your Ministry/ Department not below the rank of Joint Secretary.

Yours sincerely,

()
Secretary

To all concerned Secretaries
(as per list attached)

ANNEX IV-F**MINISTRY OF PARLIAMENTARY AFFAIRS**

Tentative List of Government Legislative and Other Business expected to be taken up during the Session ofSabha

I - LEGISLATIVE BUSINESS**Bills Pending in Rajya Sabha**

S. No.	Name of the Bill	Status/ Purport	Motion proposed to be moved during the Session

Bills Originating in Lok Sabha and Pending Before Standing Committees

S. No.	Name of the Bill	Status/ Purport	Motion proposed to be moved during the Session

Bills Originating in Rajya Sabha and Pending before Standing Committees

S. No.	Name of the Bill	Status/ Purport	Motion proposed to be moved during the Session

New Bills

S. No.	Name of the Bill	Status/ Purport	Motion proposed to be moved during the Session

II - OTHER BUSINESS

Financial Business

Non-Financial Business

ANNEX IV-G

**No. F. 60(*)/20.....-Leg. I
Government of India
Ministry of Parliamentary Affairs**

40, Parliament House, New Delhi.

Dated:

To
The Secretary- General,
Lok Sabha,
New Delhi

Sir,

With the permission of the Hon'ble Speaker, Minister of State in the Ministry of Parliamentary Affairs and Minister of State in the Ministry of Heavy Industries and Public Enterprises proposes to make a statement about Government Business to be taken up in the Lok Sabha during the week commencing Monday, of....., 20.....

2. The Hon'ble Speaker may kindly be requested to call the Minister of State to make the statement after the laying of papers etc. on Friday, the 20.....
3. 150 copies of the statement (English and Hindi version) is enclosed.

Yours faithfully,

()

Secretary to the Government of India

Copy to:-

1. Both the P.Ss. to the Prime Minister
2. Ps to Minister of Parliamentary Affairs
3. PS to MOS (RS)/MOS(LS)
4. PPS/PS to Secretary/JS/Director/US(L)/SO(Leg.I)
5. Legislative Section, Lok Sabha Secretariat

()

Under Secretary

ANNEX IV-H

No. F. 61(*)/20.....-Leg. I
Government of India
Ministry of Parliamentary Affairs

40, Parliament House, New Delhi.

Dated:

To
 The Secretary - General,
 Rajya Sabha,
 New Delhi

Sir,

With the permission of the Hon'ble Chairman, Minister of State in the Ministry of Parliamentary Affairs and Minister of State in the Ministry of External Affairs proposes to make a statement about Government Business to be taken up in the Rajya Sabha during the week commencing Monday, of....., 20.....

2. The Hon'ble Chairman may kindly be requested to call the Minister of State to make the statement after the laying of papers etc. on Friday, the, 20.....
3. 15 copies of the statement (English and Hindi versions) are enclosed.

Yours faithfully,

()

Secretary to the Government of India

Copy to:-

1. Both the P.Ss. to the Prime Minister
2. OSD to Minister of Parliamentary Affairs
3. PS to MOS (RS)/MOS(LS)
4. PPS/PS to Secretary/JS/Director/US(L)/SO(Leg. I)
5. Legislative Section, Rajya Sabha Secretariat.

()

Under Secretary

ANNEX IV- I**No. F. 78(1)/2018-Leg. I**

Government of India

Ministry of Parliamentary Affairs

90, Parliament House, New Delhi.

Dated: _____.

OFFICE MEMORANDUM**Subject:- The Central Educational Institutions (Reservation in Teachers' Cadre) Ordinance, 2019 (13 of 2019).**

The Central Educational Institutions (Reservation in Teachers' Cadre) Ordinance, 2019 (13 of 2019) was promulgated by the President on _____. As usual, this Ministry will make arrangement for its laying by the Minister of Parliamentary Affairs on the opening day of the next session of Parliament in pursuance of article 123(2)(a) of the Constitution.

Ministry of Human Resource Development, Department of Higher Education is requested to intimate to this Ministry whether it is proposed to get the above Ordinance replaced by an Act of Parliament. If so, the Bill in replacement of the Ordinance may kindly be got drafted well in time and notice for its introduction duly signed by their Minister may be sent to the Secretary-General of the Lok/Rajya Sabha, so that it may be introduced in the beginning of the forthcoming Session. They may also take appropriate action as envisaged in Rule 71(2)/66(1) of the Rules of Procedure and Conduct of Business in Lok/Rajya Sabha which provides that whenever a Bill seeking to replace an Ordinance with or without modification is introduced in the House, they shall be placed before the House along with the Bill, a statement explaining the circumstances which had necessitated immediate legislation by Ordinance.

They are also requested to supply the requisite number of copies of the statement to Lok/Rajya Sabha Secretariat for circulation to Members of Parliament and five copies to this Ministry.

()

Under Secretary to the Govt. of India
Tele. No.

Ministry of Human Resource Development,
Department of Higher Education,
(Parliament Section)
Shastri Bhawan, New Delhi.

Copy to:- Official Language Wing, Legislative Department
(Shri ____, Superintendent), Room No, 723 B, A wing, 7th
Floor, Shastri Bhawan New Delhi with the request that 75
copies of the Hindi version of Ordinance may kindly be sent to
this Ministry immediately.

()

Under Secretary to the Govt. of India

ANNEX IV- J**MINISTRY OF PARLIAMENTARY AFFAIRS
(LEGISLATIVE - I SECTION)**

Subject: List of Government Business for Lok Sabha

Lok Sabha Secretariat are requested kindly to issue the Lists of Government Business for the following days:

- I. List of Government Business for _____(day and date)

“Oath or Affirmation”

- II. List of Government Business for ____(day and date)

(i) Oath or Affirmation, if necessary;

(ii) Election of the Speaker, Lok Sabha.

()
Deputy Secretary

Lok Sabha Secretariat (Table Office)

MPA U.O.No.F.63(*)/2004-Leg.I dated:

Copy to:

- (i) PS to Minister of Parliamentary Affairs
- (ii) PSs to PM
- (iii) PS to MOS(LS)
- (iv) PS to MOS (RS)
- (v) PPS to Secretary
- (vi) PS to Joint Secretary
- (vii) PA to DS(L)/US(L)

()
Under Secretary

ANNEX IV-K**MINISTRIES/DEPARTMENTS UNDER JURISDICTION OF THE STANDING COMMITTEES**

S. No.	Name of the Committee	Ministries/ Department
Part - I		
1.	Committee on Commerce	(1) Commerce and Industry (i) Department of Commerce (ii) Department of Industrial Policy and Promotion
2.	Committee on Home Affairs	(1) Home Affairs (i) Department of Internal Security (ii) Department of States (iii) Department of Official Language (iv) Department of Home v) Department of Jammu and Kashmir Affairs (vi) Development of Border management

S. No.	Name of the Committee	Ministries/ Department
3.	Committee on Human Resource Development	(1) Human Resource Development (i) Department of School Education and Literacy (ii) Department of Higher Education (2) Youth Affairs and Sports (i) Department of Youth Affairs (ii) Department of Sports (3) Women and Child Development
4.	Committee on Industry	(1) Heavy Industry and Public Enterprises (i) Department of Heavy Industry (ii) Department of Public Enterprises (2) Micro, Small and Medium Enterprises
5.	Committee on Science & Technology, Environment & Forests	(1) Science and Technology (i) Department of Science and Technology (ii) Department of Scientific and Industrial Research (iii) Department of Bio-Technology (2) Department of Space (3) Earth Sciences (4) Department of Atomic Energy (5) Environment, Forest and Climate Change
6.	Committee on Transport Tourism and Culture	(1) Civil Aviation (2) Road Transport and Highways (3) Shipping (4) Culture (5) Tourism

S. No.	Name of the Committee	Ministries/ Department
7.	Committee on Health and Family Welfare	(1) Health and Family Welfare (i) Department of Health and Family Welfare (ii) Department of Health Research (2) Ayurveda, Yoga and Naturopathy, Unani, Sidha and Homeopathy (Ayush)
8.	Committee on Personnel, Public Grievances, Law and Justice	(1) Law and Justice (i) Department of Legal Affairs (ii) Legislative Department (iii) Department of Justice (2) Personnel, Public Grievances and Pensions (i) Department of Personnel and Training (ii) Department of Administrative Reforms and Public Grievances (DARPG) (iii) Department of Pension & Pensioner's Welfare

S. No.	Name of the Committee	Ministries/ Department
9.	Committee on Agriculture	(1) Agriculture, Cooperation and Farmers' Welfare (i) Department of Agriculture, Cooperation and Farmers' Welfare (ii) Department of Agricultural Research & Education (iii) Department of Animal Husbandry, Dairying and Fisheries (2) Food Processing Industries
Part - II		
10.	Committee on Information Technology	(1) Communication (i) Department of Posts (ii) Department of Telecommunications (DOT) (2) Electronics & Information Technology (3) Information and Broadcasting
11	Committee on Defence	(1) Defence (i) Department of Defence (ii) Department of Defence Production (iii) Department of Defence Research & Development (iv) Department of Ex-Servicemen Welfare
12.	Committee on Energy	(1) New and Renewable Energy (2) Power
13.	Committee on External Affairs	(1) External Affairs

S. No.	Name of the Committee	Ministries/ Department
14.	Committee on Finance	(1) Finance <ul style="list-style-type: none"> (i) Department of Economic Affairs (ii) Department of Expenditure (iii) Department of Financial Services (iv) Department of Investment and Public Asset Management (v) Department of Revenue (2) Corporate Affairs (3) Planning (NITI AAYOG) (4) Statistics and Programme Implementation
15.	Committee on Food, Consumer Affairs and Public Distribution	(1) Consumer Affairs, Food and Public Distribution <ul style="list-style-type: none"> (i) Department of Consumer Affairs (ii) Department of Food and Public Distribution
16.	Committee on Labour	(1) Labour and Employment (2) Skill Development & Entrepreneurship (3) Textiles
17.	Committee on Petroleum and Natural Gas	(1) Petroleum and Natural Gas
18.	Committee on Railways	(1) Railways
19.	Committee on Urban Development	(1) Housing and Urban Affairs
20.	Committee on Water Resources	(1) Water Resources, River Development and Ganga Rejuvenation

S. No.	Name of the Committee	Ministries/ Department
21.	Committee on Chemical and Fertilizers	(1) Chemical and Fertilizers (ii) Department of Chemical and Petro-Chemicals (ii) Department of Fertilizers (iii) Department of Pharmaceuticals
22.	Committee on Rural Development	(1) Rural Development (i) Department of Rural Development (ii) Department of Land Resources (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 (i) Department of Social Justice and Empowerment (ii) Department of Empowerment of Persons with Disabilities (Divyangans) (iii) Tribal Affairs (iv) Minority Affairs

NB. The committees specified under Parts I and II above work under the directions of the Chairperson, Rajya Sabha and Speaker, Lok Sabha respectively,

ANNEX IV-L**TIME ALLOTTED TO VARIOUS ITEMS OF
FINANCIAL BUSINESS**

Item	LS	RS
General Discussion on Union Budget; Discussion and Voting on Demands for Grants ; Supplementary Demands for Grants, if any; Demands for Excess Grants , if any; and Introduction, consideration and passing of the related Appropriation Bills*	2-3 days	2-3 days
Discussion and Voting on Demands for Grants for various Ministries/ Departments in Lok Sabha only and Introduction, consideration and passing of the related Appropriation Bill*	5 days	1 day
Consideration and passing of the Finance Bill	2-3 days	1-2 days

* In the Rajya Sabha, Demands for Grants are not discussed, only related Appropriation Bills are discussed and returned.

ANNEX IV-M**MINISTRY OF PARLIAMENTARY AFFAIRS**

D.O.No.F.19(1)/20__-Leg.I

Dated:

As you are aware, the Budget Session, 200 (year)... of Parliament is scheduled to commence on..... During the session, both Houses of Parliament are scheduled to adjourn on -----(day), the(date) to meet again on(day), the..... (date) 20.....(year) to enable the Department- related Standing Committees to consider the Demands for Grants of the Ministries / Departments and to make their Reports.

In order to ensure that Government do not face any adverse criticism on account of non-availability of documents like Detailed Demands for Grants, Outcome Budget and Annual Reports in time to members of Parliament, it is essential that requisite number of copies of the Detailed Demands for Grants etc. relating to your Ministry/ Department are furnished to the Lok Sabha Secretariat latest by..... (date) for being laid on the Table of the House and circulation to Members. Lok Sabha Secretariat have also addressed all the Ministries/Departments vide their O.M. No. dated.....in this regard.

I shall, therefore, be grateful if the required number of copies of the Detailed Demands for Grants, outcome Budget (if any) and the Annual Report in respect of your Ministry / Department are made available to the two Secretariats of Parliament latest by..... for laying/circulation among the Members of Parliament.

Yours sincerely,

()

Secretary

Ministry of Parliamentary Affairs

Secretaries of all Ministries/Departments

ANNEX IV- N**MINISTRY OF PARLIAMENTARY AFFAIRS**

D.o . No. 17(*)/20.....- Leg I

Dated: , 20.....

The Business Advisory Committee, Lok Sabha in its Report presented to Lok Sabha on20....., has recommended inter-alia that the Demands for Grants for 20...-20.... of the following Ministries may be discussed and voted during theSession of Lok Sabha fromto 20.....:-

1

2.

3.

4.

I am informing you in advance in order to take necessary action in the matter.

With regards,

Yours sincerely

()

Minister of Parliamentary Affairs

All Concerned Ministers.

ANNEX IV- O(I)**MINISTRY OF PARLIAMENTARY AFFAIRS**

D.O. No. F. 17(*)/20.....-Leg I

Dated: , 20.....

Dear

This is for your kind information that Discussion and Voting on Demands for Grants for 20...-20... of the following Ministries is likely to be taken up in the order indicated below on:-

- 1.
- 2.
- 3.
- 4.

Guillotine to the outstanding Demands for Grants of various Ministries/ Departments may be applied at 6.00 pm on, the....., 20.....

I am informing you in advance so that you may make it convenient to be present in the Lok Sabha before 6:00 p.m on, the....., 20.....during Guillotining of the outstanding Demands, to respond to any points concerning your Ministry/ Department which may be raised by the Members in the House.

With regards,

Yours sincerely,

()

Minister of Parliamentary Affairs

All Cabinet Ministers/ MOSs (IC) except Finance Minister.

ANNEXE IV-O(II)

D.O. No. F. 17(*)/20.....-Leg I

Dated: , 20.....

Dear

This is for your kind information that Discussion and Voting on Demands for Grants for 20...-20... of the following Ministries is likely to be taken up in the order indicated below on:-

- 1.
- 2.
- 3.
- 4.

Guillotine to the outstanding Demands for Grants of various Ministries/ Departments may be applied at 6.00 pm on, the....., 20.....

Further, the Finance Bill, 2019 may be taken up for consideration and passing by Lok Sabha on, the..... 20.....

With regards,

Yours sincerely,

()

Minister of Parliamentary Affairs

Finance Minister

ANNEX IV- P**CHECK LIST**

1. D.O. letters by Secretary have been addressed to the Secretaries of various Ministries/Departments regarding Government Business to be taken up during the next session of Parliament, within a week of the prorogation of the preceding Parliament session.
2. Monitoring of receipt of Government Business from various Ministries/Departments has been undertaken from time to time and reminders issued to Ministries/Departments from whom the information has not been received within the prescribed time.
3. Note seeking convenience of the Minister for taking the meeting with Secretaries/Senior Officers of the Ministries/Departments regarding finalisation of Government Business in the next session, has been submitted about 7 to 10 days in advance of the session and before the meeting of the Minister with the Secretaries.
4. Meeting of Secretary with Legislative Secretary regarding scrutiny of the Government Business received from various Ministries/Departments, has been informally fixed about one or two days before meeting of Minister with Secretaries.
5. After issue of Summons for the next session of the two Houses, communications to various Ministries/Departments requesting them to send notices of Motions for consideration and passing of the Bills pending in the two Houses on the conclusion of the last session, have been sent.
6. Lists of Business of the two Houses for first two to three days of the session, proposal regarding convening the

meeting of Business Advisory Committee, Lok Sabha, and tentative lists of Government Business etc. for the two Houses, have been issued to the Parliament Secretariats about two to three days in advance of the session.

7. Draft statements regarding Government Business, to be taken up in the two Houses during the following week, have been submitted for approval of the Minister on every Thursday/penultimate sitting of the House in a week.
8. Proposals for allocation of time to items are submitted for approval of the Minister.
9. Whether note regarding proposals for Lists of Business inter alia indicates against each item, the time allotted by the Business Advisory Committee and whether the Bills, if included in the proposal, has/have already been examined by the Standing Committees.
10. Whether the introduction of the Finance Bill has been included in the List of Business of the Lok Sabha for the day on which the General/Interim Budget is proposed to be presented to the Lok Sabha.
11. Whether the items regarding Bills seeking to replace Ordinances, Financial Business etc. have been given priority over other items in the proposals regarding the Lists of Business.
12. Whether the recommendation of the Business Advisory Committee regarding the date on which the Constitution (Amendment) Bills may be taken up in the two Houses and the time for Division/voting, have been obtained before their listing

ANNEX V- A

MOST IMMEDIATE

MINISTRY OF PARLIAMENTARY AFFAIRS

DO No.

Dated:

To

The Secretary-General,
Lok Sabha/Rajya Sabha,
New Delhi.

Sir,

I beg to give notice of the following Resolution which I propose to move during the ensuing Session of the Lok Sabha/Rajya Sabha:

“That this House approves the Proclamation issued by the President on under article 356 of the Constitution in relation to the State of”

Yours faithfully,

()
HOME MINISTER

No.

Dated:

Copy forwarded to:

1. Ministry of Parliamentary Affairs, New Delhi.
2. Parliament Section, M.H.A., New Delhi.

DEPUTY SECRETARY

ANNEX V- B**RULING BY THE SPEAKER REGARDING PROPRIETY OF (I) TERMING 'VOTE ON ACCOUNT' AS THE 'INTERIM BUDGET' IN THE ORDER PAPER OF THE DAY; AND (II) CONVENING OF THE FIRST SESSION OF THE YEAR ON 29 JANUARY, 2004 WITHOUT THE PRESIDENTIAL ADDRESS.**

The Speaker, after hearing Shri Priya Ranjan Dasmunsi, Prof. Vijay Kumar Malhotra, Sarvashri Sudip Bandyopadhyay, Ramdas Athawale, Somnath Chatterjee, Shivraj V. Patil, Dr. Raghuvansh Prasad Singh, Sarvashri Chandrashekhar, S. Jaipal Reddy, Smt. Sushma Swaraj, Minister of Parliamentary Affairs and Shri Arun Jaitley, Minister of Law and Justice, gave the following ruling:

“Let me at the outset make it clear that the rulings of the Speaker are generally in accordance with the rules, the rule book and also the Constitution of India. At times, it so happens that the issue requires ruling of the Chair and in such circumstances the precedents are seen. If the precedents are not available, then the Presiding Officer has to make up his own mind and give a ruling on the issues which are raised. In this particular case, fortunately, there are rules of procedure as well as definitions to guide us. I have gone through Erskine May's Parliamentary Practice. I would like the House to listen carefully to the ruling which I am now going to give.

Firstly, let me refer to Erskine May who has given, fortunately, a definition of the term 'prorogation'. He has said:

‘A prorogation terminates a session; an adjournment is an interruption in the course of one and the same session’.

Therefore, the point which was raised here about prorogation has been made clear by this definition.

Shri Priya Ranjan Dasmunsi, at the outset, when he started his argument on the issue, had said that this cannot be treated as an

Interim Budget. Therefore, I had to go through the precedents to see whether this can be treated as an interim Budget or not. I find that this was treated as an interim Budget in the past also. For instance, I would like to bring it to the notice of the House that on 11 March, 1996 the general discussion on the Interim Budget was listed in the List of Business. Not only this; there are also several instances when Vote-on-Account was called an Interim Budget. Therefore, calling this a Vote-on-Account or calling this an Interim Budget does not really make much difference.

But that was not the main point which was raised today. The main point which was raised by Shri Somnath Chatterjee was about the very holding of this Session and this point was also raised in the House by Shri Varkala Radhakrishnan and some other Members on 30 January, 2004 and the Hon'ble Minister of Parliamentary Affairs had responded to the points raised by the Members on that day. Shri Somnath Chatterjee has contended that what was commenced on 29 January, 2004 was the first Session of the year. I would like to clarify that there is no mention of adjournment sine die of the House in the Constitution. As per the provisions of the Constitution, a Session of the House comes to an end when the House is prorogued. As the House was not prorogued after its adjournment sine die on 23 December, 2003 this Session can, at best, be treated as the second part of the Fourteenth Session of the Thirteenth Lok Sabha, notwithstanding the fact that the calendar year has since changed.

I am giving an illustration; I am giving a precedent regarding the Third Lok Sabha. On 11 December, 1962 the House adjourned to meet on 21 January, 1963.

This was treated as Part-II of the same Session. I may inform the House that in the past also there have been occasions when after adjournment sine die of the House, the Lok Sabha was re-convened before prorogation.

For example, the Eighth Session of the Eighth Lok Sabha was adjourned sine die on 12 May, 1987, but the House was not prorogued and was reconvened after a gap of 75 days on 27 July, 1987 as the second part of the Session. Similarly, the 14 Session of the Eighth Lok Sabha was adjourned sine die on 18 August, 1989, but the House was not prorogued and was reconvened on 11 October, 1989 after a gap of 53 days as the second part of the 14th Session.

There are several other similar instances also. I have already made a reference to the case when the House was adjourned and thereafter, though it was reconvened in the next year, it was not treated as the fresh Session. Therefore, I must make it clear that in this particular case also, this Session can be treated as the second part of the Winter Session.

After listening to the arguments, I have treated this as the second part of the Winter Session. Since under the provisions of the sub-clause (a) of clause (2) of article 85 of the Constitution, the power to prorogue the House vests in the Hon'ble President - please remember that this power is with the Hon'ble President - I am not inclined to allow any more discussion on the issue and I hold both the points of order out of order."

ANNEX V- C**CHECK LIST****Statements**

1. For consideration by the House of a policy, report, statement etc., it may be ensured by the administrative Ministry that copies of such documents have either been laid on the Table of the Houses or copies thereof have already been made available to the Members of Parliament.
2. Whenever discussion on a statement made by the Minister in the Lok Sabha is admitted for discussion, the Ministry concerned should supply 450 copies in English and 250 copies in Hindi of such statement to the Lok Sabha Secretariat for circulation to Members. In case such discussion is admitted in the Rajya Sabha, 240 copies in English and 30 copies in Hindi may be supplied to the Rajya Sabha Secretariat for circulation to the Members of the Rajya Sabha.

Resolution

1. Whenever a resolution given notice of by a Minister is admitted, the Ministry concerned may ensure that all relevant documents and literature, wherever necessary, are circulated to the Members sufficiently in advance of the listing of the Resolution in the List of Business.

Proclamation of Emergency

1. A Proclamation issued by the President in respect of any State under article 356 of the Constitution may be laid in the two Houses of Parliament along with a summary of the Governor's report or the Governor's report in extenso where the President has acted on such a report.

2. A Proclamation issued under article 356, unless they are not proposed to be continued beyond two months, must be approved by a Resolution of both Houses of Parliament within a period of two months from the date of its issue.
3. A Proclamation of Emergency issued under article 352, must be approved by a Resolution by both Houses of Parliament within a period of one month from the date of its issue unless it is not proposed to be continued after one month.

President's Address

1. Information called for by the Prime Minister's Office for incorporation in the President's address should be supplied to the Prime Minister's Office, with a copy thereof endorsed to the Cabinet Secretariat, by the prescribed date.
2. The weblink of the President's address as uploaded by the President's Secretariat is forwarded to all the Ministries/ Departments for information as soon as copies of the address have been laid in the two Houses.
3. The Motion of Thanks to be moved and seconded by the Members in the respective Houses must be given to the Parliament Secretariat, in the prescribed format, duly signed by the concerned Members, as soon as copies of the address have been laid on the Table of the Houses.

ANNEX VI - A

**DETAILS REGARDING THE MEETINGS HELD BY
CCPA**

Sl. No.	Date of meeting	Subject	MPA at that time
1	27.7.1978	To consider and approve Govern ment stand on Private Members' Bills/ Resolution .	Sh. Ravindra Verma
2	3.8.1978	-do-	-do-
3	6.3.1979	-do-	-do-
4	18.4.1979	Rules Committee of the House	-do-
5	7.11.1983	To discuss the Government Business for Winter Session,1983	Sh. Buta Singh
6	9.12.1983	To discuss the Government Business for remaining part of Winter Session, 1983	-do-
7	17.7.1984	(i) Report of Justice Vaidialingam (ii) Government Business for 23 and 24 July, 1984	-do-
8	16.8.1984	Government Business for the remaining part of Monsoon Session of Parliament	-do-

Sl. No.	Date of meeting	Subject	MPA at that time
9	8.5.1985	To consider and approve Government's stand on Private Members' Bills	Sh. H.K.L. Bhagat
10	24.4.1986	(i) (i) To consider and approve Government's stand on Private Members' Bills/ Resolutions (ii) (ii) Action taken by the Government on the Special Mentions. (iii) To consider withholding of the President's recommendation	-do-
11	17.5.1990	To discuss the tentative programme of the Budget Session	Sh. P. Upendra
12	21.5.1990	- do -	- do -
13	19.7.1990	To discuss the tentative pro- grammeof Government Business.	- do -
14	19.12.1990	To discuss the Government Business for Winter Session	Sh. Satya Prakash Malaviya

Sl. No.	Date of meeting	Subject	MPA at that time
15	19.1.1991	Prorogation of Houses and commencement and duration of Budget Session - to discuss tentative programme also.	- do -
16	27.11.1991	To consider the Government Business for Winter Session	Sh. Ghulam Nabi Azad
17	5.12.1991	To consider the Constitution Amendment Bills, relating to Panchayati Raj and Urban Local Bodies.	- do -
18	6.6.1992	To consider commencement and duration of Monsoon Session	- do -
19	10.8.1992	To consider the setting up of Parliamentary Standing Committees	- do -
20	6.11.1994	(i) To consider the commencement and duration of Winter Session (ii) To hold meetings of Consultative Committees outside Delhi.	Sh. V.C. Shukla

Sl. No.	Date of meeting	Subject	MPA at that time
21	20.3.1995	To consider withholding of the President's recommendation for consideration of three Bills under article 117(3) of the Constitution.	-do-
22	10.12.1998	(i) To consider and approve Government's stand on Private Members' Bills/ Resolutions (ii) To review progress of the Government Business	Sh. M.L. Khurana
23	15.1.1999	(i) To consider and decide the date of commencement and duration of the Budget Session, 1999 (ii) Date and time of Presentation/ Laying of Railway and General Budgets in the two Houses.	-do-

Sl. No.	Date of meeting	Subject	MPA at that time
24	25.2.1999	(i) To consider and approve the Government's stand on Private Members' Bills/ Resolutions (ii) Did not agree with the view of Ministry for advising the President for withholding his recommendation under article 117(3) of the Constitution	Sh. P.R. Kumaraman-galam
25.	2.12.1999	To consider and approve the Government's stand on Private Members' Bills/ Resolutions	Sh. Pramod Mahajan
26.	9.12.1999	-do-	-do-
27.	16.12.1999	-do-	-do-
28.	22.12.1999	-do- (ii) Prorogation of both Houses of Parliament.	-do-
29.	8.6.2004	Prorogation of 1st Session of 14th Lok Sabha and 201st Session of Rajya Sabha	Shri Ghulam Nabi Azad
30.	19.8.2004	Government's stand of Private Member's Bills	-do-

ANNEX VI - B**MINISTRY OF PARLIAMENTARY AFFAIRS****D.O. No. F.**

Dated:

This is regarding the practice of Private Members' Business that is usually transacted in both Houses of Parliament on the last working day of each week during Parliament Sessions. Whenever, Private Members' Bills/Resolutions are listed for consideration, the Government has to take a stand on the subject matter. This is done with the approval of the Cabinet Committee on Parliamentary Affairs, which is serviced by this Ministry.

2. I am forwarding a copy of the Lok Sabha Bulletin Part II No. -- dated -- containing a list of Bills which have secured the first twenty positions in the ballot for -- **Session**. Out of these 10 bills are likely to be listed for consideration in Lok Sabha, subject to Notices being received from Members.

3. I shall be grateful if two copies of a brief (English and Hindi versions) indicating the Government's Stand duly approved by the Minister, on --- **by --. (Sl. No.)** is sent **latest by ---**, in order to enable this Ministry to place it before the Cabinet Committee on Parliamentary Affairs for consideration.

Yours sincerely,

(Secretary)

To

Secretaries of Ministries/Departments concerned

ANNEX VI - C

OUT TODAY
MOST IMMEDIATE
BY SPECIAL MESSENGER

No.F.
Government of India
Ministry of Parliamentary Affairs

90, Parliament House, New Delhi.
Dated:

OFFICE MEMORANDUM

Subject: Private Members' Bills/Resolutions in Lok Sabha/
Rajya Sabha

The attached/following Bill/Resolution tabled by Shri/
Smt. which primarily concerns the Ministry/
Department of will be set
down for discussion in Sabha
on Friday, the..... .

It is requested that two copies of the brief (Hindi and English
versions) on Government's stand on the Bill/Resolution may
kindly be sent to this Ministry latest by
for consideration by the Cabinet Committee on Parliamentary
Affairs. The brief may contain the following information:

GIST OF BILL/RESOLUTION

1. Schemes/Projects, and/or Acts, if any, catering to the requirement of the Bill/Resolution.
2. Geographical spread of the above Schemes/Projects/ applicability of the Acts.
3. If the above Schemes/Projects/Acts are under implementation, the facts and figures showing three years' achievements.

4. Constraints, if any, identified in the implementation of the above Schemes/Projects/ Acts.
5. Steps taken to remove the constraints.
6. Fresh/new proposals contained in the Bill/Resolution.
7. View of the Ministry regarding the fresh/new proposals clearly stating the reasons, if any, in support or against each of the said fresh/new proposals.
8. Clear statement on whether Ministry supports or opposes the Bill/Resolution. (This should be mentioned in the brief itself).
9. The fact that the Government's stand on the Bill/ Resolution has been approved by the Minister should invariably be indicated in the brief as well as in the forwarding letter.

If the brief is not received in this Ministry by, it may not be possible to place it before the CCPA in their next meeting.

()

UNDER SECRETARY TO THE GOVT. OF INDIA

Ministry/Department of (Parliament Section)

New Delhi.

ANNEX VI – D


471/1/1/2004-Cab
GOVERNMENT OF INDIA (BHARAT SARKAR)
CABINET SECRETARIAT (MANTRIMANDAL SACHIVALAYA)

New Delhi, the 1st December, 2004

OFFICE MEMORANDUM

Sub: Level of consideration and approval of the Government's stand on Private Member's Bills and resolutions to be taken up in the two houses of Parliament by the Cabinet Committee on Parliamentary Affairs.

The undersigned is directed to refer to the Ministry of Parliamentary Affairs Note dated. 21.10.2004 regarding 'Level of consideration and approval of the Government's stand on Private Member's Bills and resolutions to be taken up in the two houses of Parliament by the Cabinet Committee on Parliamentary Affairs' and to intimate that Prime Minister has approved the proposal of the Ministry of Parliamentary Affairs contained in para 4 of the note under reference, under rule 12 of Govt. of India (Transaction of Business) rules, 1961.


(K.L. Sharma)
Deputy Secretary (Cabinet)
Tele: 23015802

To,

M/O Parliament Affairs
(Shri. P. Gopalakrishnan, Joint Secretary)
New Delhi.

ANNEX VI - E

SECRET

Copy No. _____

MINISTRY OF PARLIAMENTARY AFFAIRS

F. No.

Dated:

NOTE NO. --**NOTE FOR THE CABINET COMMITTEE ON
PARLIAMENTARY AFFAIRS**

Subject: - Ratification of cases of Government's Stand on Private Members' Bills/Resolutions for being "*opposed or for requesting/persuading the member concerned to withdraw the Bills/Resolutions failing which they may be opposed/not to support*" approved by the Minister of Parliamentary Affairs under the powers delegated to him.

A Statement indicating the cases of Government's stand on Private Members' Bills/Resolutions in the Lok Sabha and in the Rajya Sabha which were approved by the Minister of Parliamentary Affairs, during the -- Session of -- Lok Sabha and -- Session of Rajya Sabha under the powers delegated to him is annexed. The annexure consists of **--Bills and -- Resolutions in Lok Sabha and -- Bills and -- Resolutions in Rajya Sabha.**

2. The ratification of the Cabinet Committee on Parliamentary Affairs to the Government's stand in each of these cases as approved by Minister of Parliamentary Affairs is solicited.
3. This Note has been seen and approved by the Minister of Parliamentary Affairs; and Minister Coal; and Minister of Mines.

()

Secretary to the Government of India

SECRET

SECRET

Cases of Private Member's Bills in the Lok Sabha and in the Rajya Sabha in respect of which the Government's Stand for being "*opposed or for requesting/persuading the member concerned to withdraw the Bills/Resolutions failing which they may be opposed/not to support*" approved by the Minister of Parliamentary Affairs under the powers of the CCPA delegated to him for the purpose during the -- Session of -- Lok Sabha and -- Session of Rajya Sabha.

Sl. No.	Title of the Bill/ Resolution and Member-in-charge	Ministry/ Deptt. Concerned	Government's Stand	Date of Approval by HMPA	Date of Ratification by CCPA
1	2	3	4	5	6
LOK SABHA (BILLS)					
LOK SABHA (RESOLUTIONS)					
RAJYA SABHA (BILLS)					
RAJYA SABHA (RESOLUTIONS)					

SECRET

ANNEX VI -F

F. No. 44(L)/PR/75-PA
Government of India
Department of Parliamentary Affairs

90, Parliament House, New Delhi.

Dated: 18.10.75

OFFICE MEMORANDUM

Subject: Procedure for advising President in cases requiring his Recommendation under article 117(1) and 117(3) of the Constitution for introduction and/or consideration of Private Members' Bills in either House of Parliament - consolidation of existing instructions.

As Ministry of Home Affairs etc. are aware, a large number of Bills are introduced by Private Members during the various sessions of Parliament. A majority of these legislative proposals involves expenditure from the Consolidated Fund of India when enacted and brought into operation and therefore require recommendation of the President under article 117(3) of the Constitution before they are taken up in either House of Parliament. Similarly some Bills sponsored by Private Members require the recommendation of the President under article 117(1) of the Constitution before they are introduced in the Lok Sabha. In response to queries made by the Ministries on the scope of granting or withholding of such recommendation, the question was considered in consultation with the Ministry of Law who opined as under:

“The recommendation of the President is for the introduction or moving of the Bill. The grant of this recommendation is an executive act to be performed on the advice of the Ministry. The fact that the Ministry advise recommendation only means that it has no objection to the introduction or moving of the Bill. It does not preclude the Government from opposing the passing of the Bill into law. It may, therefore, oppose the Bill

on merits at any stage after introduction.”

Keeping the Law Ministry's advice in view, it was decided that the President's recommendation required under clause (1) and/or (3) of article 117 of the Constitution for introduction/consideration of Private Members' Bills should ordinarily be granted unless very exceptional circumstances, specially warrant withholding of the President's recommendation. It was further decided that Ministries should make a reference to the Cabinet Committee on Parliamentary Affairs only in such cases where the recommendation of the President under article 117(1) and/or (3) of the Constitution is sought to be withheld owing to very exceptional circumstances. In that event, 30 copies of a brief explaining the exceptional circumstances necessitating the withholding of the recommendation should be supplied to the Department of Parliamentary Affairs for obtaining the approval of the Cabinet Committee.

This supersedes the previous instructions on the subject issued by this Department from time to time.

The receipt of this Office Memorandum may kindly be acknowledged.

Sd/-
(K.N. KRISHNAN)
DEPUTY SECRETARY

To

All Ministries/Depts. of the Government of India.

ANNEX VI - G**CONFIDENTIAL****MINISTRY OF PARLIAMENTARY AFFAIRS
GOVERNMENT OF INDIA**

87, Parliament House,
New Delhi - 110001.

No.F. 44(2)/2000-Leg. I

October 17, 2000

To
All the Secretaries
to the Government of India,
New Delhi.

Subject: Recommendation of the President under article 117(3)
of the Constitution of India

Sir,

With reference to the subject cited above, I am directed to state that article 117(3) of the Constitution of India provides as under:-

“A Bill which, if enacted and brought into operation, would involve expenditure from the Consolidated Fund of India, shall not be passed by either House of Parliament unless the President has recommended to that House the consideration of the Bill.”

As per the recommendation made by the Committee on Private Members' Bills and Resolutions of the Lok Sabha, Private Members' Bills awaiting recommendation of the President under article 117(3) of the Constitution of India can also be included in the List of Business to be transacted by the House. In pursuance of this recommendation, such Bills are being included in the List of Business to be transacted by the Lok Sabha.

Recently a case has come to notice where the concerned Ministry could not complete the exercise of obtaining the President's recommendation for consideration of a Private Member's Bill for five months and the Bill was included in the List of Business to be transacted by the Lok Sabha. This led to a piquant situation where the concerned Ministry had to make frantic efforts to obtain the requisite recommendation of the President to stave off the embarrassment of the Bill coming up for consideration in the House without the President's recommendation.

In view of the constitutional provision and the recommendation of the Committee on Private Members' Bills and Resolutions of the Lok Sabha quoted above, you are requested kindly to ensure that the constitutional requirement of obtaining/withholding the recommendation of the President under article 117(3) in the case of a Private Member's Bill is obtained with due dispatch on receipt of the notice of such a Bill.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,
Sd/-

(D.R. TIWARI)

JOINT SECRETARY TO THE GOVT. OF INDIA

TEL.NO. 3034734

ANNEX VI -H**MINISTRY OF PARLIAMENTARY AFFAIRS
(LEGISLATIVE-I SECTION)**

F.No. _____ -Leg.I

Dated: _____

Subject: Prorogation of both the Houses of Parliament

1. Lok Sabha and Rajya Sabha are scheduled to adjourn *sine die* on _____. It is, now, proposed to prorogue both the Houses of Parliament.
2. Approval of the Cabinet Committee on Parliamentary Affairs is solicited to prorogue both the Houses of Parliament by holding a meeting of CCPA / by circulation of papers as they are adjourned *sine-die* on.....
3. This Note has been seen and approved by the Minister of Parliamentary Affairs.

()
SECRETARY

To all the members/special invitees of the Cabinet Committee on Parliamentary Affairs (except MPA).

ANNEX VI - I**CHECK LIST**

1. To find out from the Parliamentary Bulletins of each House the date on which Private Members' Bills and Resolutions will be taken up in the two Houses during the session.
2. To find out from Parliamentary Bulletins the date on which the ballot will be held each for Private Members' Bills and Resolutions in the two Houses.
3. After the result of the ballot of Private Members' Bills in the Lok Sabha has been notified in the Parliamentary Bulletin, Ministries concerned may be requested at Secretary's level, to furnish the requisite number of copies of the Briefs on Bills which secure first ten positions in the ballot.
4. Obtaining advance copies of the Private Members' Bills and Resolutions from the two Parliamentary Secretariats and taking action to obtain copies of the Briefs from the such Ministries/Departments, which have not already furnished them. Scrutinising printed Lists of Business of Private Members' Bills and Resolutions in the two Houses for each Private Members' days and taking action in regard to obtaining copies of Briefs wherever they have not been received from the Ministries concerned.
5. Telephonically reminding the Ministries concerned from whom the Briefs are awaited.
6. Submission of Note for Cabinet Committee on Parliamentary Affairs on Thursday or one day before the day scheduled for the Private Members' Business, as the case may be, for approval of Government's stand on the Private Members' Bills and Resolutions by the Cabinet Committee on Parliamentary Affairs.

ANNEX – VII A**REVISED GUIDELINES FORMULATED IN
SEPTEMBER, 2005 TO REGULATE THE
CONSTITUTION AND FUNCTIONING OF THE
CONSULTATIVE COMMITTEES FOR VARIOUS
MINISTRIES AND DEPARTMENTS****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.

ANNEX VII-B(i)

D. O. No. F. 7-1/2019-CB

As you are aware, the Ministry of Parliamentary Affairs constitutes Consultative Committees of Members of Parliament attached to each Ministry of the Government of India. These committees function under a set of guidelines, a copy of which is enclosed as Annex-I. The maximum membership of a committee is 30.

2. I am enclosing a list of 42 Consultative Committees to be constituted (Annex-II). A Member of Parliament can be nominated on one committee only.
3. I shall be grateful if you kindly indicate, in the proforma enclosed, any three Committees in order of your preference for nomination and return the proforma to the Ministry of Parliamentary Affairs at the earliest. It will be our endeavour to nominate you on the committee of your first preference. In case it is not possible to do so for want of a vacancy on the committee, we shall nominate you on the committee of your second/third preference.
4. I request you kindly to return the proforma of your preference of Consultative Committee at the earliest so that the committees could be constituted and their meetings arranged at the earliest possible.

With regards,

Yours sincerely,
(-----)

Minister of Parliamentary Affairs

MPs of Ruling Party and allies party/MPs of smaller parties having less than 5 members in both Houses of Parliament/
Nominated MPs/Independent MPs

ANNEX VII-B(ii)

D.O. No. F. 7-1/2019-CB

As you are aware, the Ministry of Parliamentary Affairs constitutes Consultative Committees of Members of Parliament attached to each Ministry of the Government of India. These committees function under a set of guidelines, a copy of which is enclosed as Annex-I. The maximum membership of a committee is 30.

2. It is proposed to nominate members on each of these committees in such a manner that the committee's composition reflects the relative strengths of parties in both Houses of Parliament. There are in all 42 Consultative Committees to be constituted as shown in Annex-II.
3. According to the strength of your party in the Lok Sabha/Rajya Sabha (*as the case may be*), you may nominate at least 1 Member from the Lok Sabha/Rajya Sabha (*as the case may be*) on each of the 42 committees. This number has been worked out on the assumption that each committee may have an approximate strength of 17 MPs (total strength of MPs in LS/RS divided by the total number of Committees). There may be a slight increase or decrease in the membership of your party on each committee depending on the total membership of the committee and therefore, you may send nominations in respect of all the interested members of your party.
4. I shall be grateful if you kindly suggest names of members of your party belonging to the Lok Sabha for nomination on these committees subject to the limitation that a Member is to be nominated on one committee only, at an early date so that the committees could be Constituted and their meetings arranged at the earliest possible.

With kind regards,

Yours sincerely,

(-----)

Minister of Parliamentary Affairs

1. Leader of the main opposition party in Lok Sabha
2. Leader of the main opposition party in Rajya Sabha

ANNEX VII-B(iii)

D.O. No. F. 7-1/2019-CB

As you are aware, the Ministry of Parliamentary Affairs constitutes Consultative Committees of Members of Parliament attached to each Ministry of the Government of India. These committees function under a set of guidelines, a copy of which is enclosed as Annex-I. The maximum membership of a committee is 30.

2. It is proposed to constitute 42 Consultative Committees as shown in Annex-II. Keeping in view the strength of your Party, you are requested to suggest not more than one Member either of the Lok Sabha or Rajya Sabha for a Consultative Committee.
3. I shall be grateful if you kindly suggest names of members of your party belonging to the Lok Sabha/Rajya Sabha for nomination on these committees subject to the limitation that a member is to be nominated on one committee only, at an early date so that the committees could be Constituted and their meetings arranged at the earliest possible.

With kind regards,

Yours sincerely,

(-----)

Minister of Parliamentary Affairs

Leaders of small opposition parties in both the Houses with strength of 5 or more in both the Houses of Parliament.

ANNEXURS VII-C**NOMINATION ON CONSULTATIVE COMMITTEE**

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

S. No.	Name of the Consultative Committee
1.	
2.	
3.	

Signature.....

Name

(In capital letters)

Member: Lok/ Rajya Sabha

Party Affiliation:

Mobile/Telephone and Fax Number at

(a) Delhi Address

.....

(b) Permanent Address

.....

.....

(c) E-mail Address

To,
The Under Secretary,
Ministry of Parliamentary Affairs,
90, Parliament House,
New Delhi.

Telephone No: 011-23034728

Fax No. : 011-23034744, 011-23017557

ANNEX VII-D

F. No.....
Government of India
Ministry of Parliamentary Affairs

8, Parliament House, New Delhi.
Dated:-----

NOTIFICATION

Subject:- Constitution of Consultative Committee for the Ministry of --.

Government of India have decided to constitute the Consultative Committee of Members of Parliament for the Ministry of ----- . The personnel of the Committee will be as under:-

Sh.-----, Minister of -----Chairman.

Sh. -----, Minister of State in the Ministry of -----.

MEMBERS OF LOK SABHA

- 1.
- 2.
- 3.

MEMBERS OF RAJYA SABHA

- 1.
- 2.
- 3.

Minister of State in the Ministry of Parliamentary Affairs (Ex Officio Member)

Minister of State in the Ministry of Parliamentary Affairs (Ex Officio Member)

The Committee will meet as often as considered necessary.

(-----)

Secretary to the Government of India

To

Members of the Committee
(at both addresses)

Copy to:-

1. PS to Minister of -----.
2. PS to Minister of State in the Ministry of -----.
3. PS to Minister of Parliamentary Affairs
4. PSs to Ministers of State in the Ministry of Parliamentary Affairs.
5. PS to Secretary, Ministry of -----.
6. PPS/PS/PA to Secretary/DS (C)/US (C), MPA.
7. PAO/PNO/MS and A Branch, Lok Sabha/Rajya Sabha Secretariat
8. Ministry of ----- (Parliament Section).
9. All Party Offices in Parliament House, New Delhi.
10. General Section, Ministry of Parliamentary Affairs.

ANNEX VII-E**LIST OF CONSULTATIVE COMMITTEES EXISTING
BEFORE DISSOLUTION OF 16TH LOK SABHA**

S. No.	Name of the Consultative Committee
1	Ministry of Agriculture and Farmers Welfare
2	Ministry of Chemicals and Fertilizers
3	Ministry of Civil Aviation
4	Ministry of Coal and Ministry of Mines
5	Ministry of Commerce and Industry
6	Ministry of Communications
7	Ministry of Consumer Affairs, Food & Public Distribution
8	Ministry of Defence
9	Ministry of Development of North Eastern Region
10	Ministry of Environment, Forests and Climate Change
11	Ministry of External Affairs
12	Ministry of Finance and Ministry of Corporate Affairs
13	Ministry of Food Processing Industries
14	Ministry of Health and Family Welfare
15	Ministry of Home Affairs
16	Ministry of Human Resource Development
17	Ministry of Information and Broadcasting
18	Ministry of Labour and Employment
19	Ministry of Minority Affairs
20	Ministry of Petroleum & Natural Gas
21	Ministry of Power and Ministry of New & Renewable Energy

22	Ministry of Railways
23	Ministry of Road Transport & Highways and Ministry of Shipping
24	Ministry of Rural Development, Ministry of Panchayati Raj and Ministry of Drinking Water & Supply
25	Ministry of Skill Development & Entrepreneurship
26	Ministry of Social Justice and Empowerment
27	Ministry of Steel
28	Ministry of Textiles
29	Ministry of Tourism and Ministry of Culture
30	Ministry of Tribal Affairs
31	Ministry of Urban Development and Ministry of Housing & Urban Poverty Alleviation
32	Ministry of Water Resources, River Development & Ganga Rejuvenation
33	Ministry of Women & Child Development
34	Ministry of Youth Affairs & Sports

ANNEX VII-F

No.F. 12(26)/94-CB
Government of India
Ministry of Parliamentary Affairs

86-B, Parliament House, New Delhi.
Dated 16-10-1995

OFFICE MEMORANDUM

Subject: Ban on holding meetings of the Consultative Committees outside Delhi-relaxation thereof.

The undersigned is directed to state that there has been a complete ban on holding the meetings of the Consultative Committees of various Ministries/ Departments outside Delhi since July, 1981. The matter of relaxation of this ban was taken up with the Ministry of Finance and, with the approval of Minister of Finance, it has now been decided that Ministries/Departments may hold one meeting of their Consultative Committee in a year during an Inter-session period anywhere in India if the Chairman of the committee so desires. While conveying the approval, the Minister of Finance in his D.O. letter No. F.1(46)-E(Coord)/94 dated September, 1995 has hoped that the number of officers attending the meetings outside Delhi would be kept to the minimum.

The Ministry of Home Affairs etc. are requested to take note of the above decision for information and necessary action.

(Sd/)
J.B. GUPTA
Deputy Secretary to the Govt. of India
Tele.No. 3034844

To,

All Ministries/Departments of Government of India (Parliament Section),
New Delhi.

Copy to:

1. MS and A Branch, Lok/Rajya Sabha Sectt. Parliament House Annexe, New Delhi.
2. PAO, Lok Sabha/Rajya Sabha Sectt.,Parliament House Annexe,New Delhi.

ANNEX VII-G

No.F.12 (26)/96-CB
Government of India
Ministry of Parliamentary Affairs

94-A, Parliament House, New Delhi.
11 February, 1997

OFFICE MEMORANDUM

Subject: Holding of meetings of the Consultative Committees outside Delhi clarification regarding 'Year'.

The undersigned is directed to refer to this Ministry's O.M. of even number dated 16 October, 1995 on the subject noted above and to state that a question has arisen as to whether 'year' in this regard is to be taken as calendar year or financial year.

It is hereby clarified that 'year' in this regard shall be taken as 'calendar year'.

The Ministry of Home Affairs etc. are requested to take note of the above clarification for information and necessary action.

Sd/-
(K.K. Thakur)
Under Secretary to the Govt. of India
Tele. No. 3034274

To

All Ministries/Departments of Government of India (Parliament Section), New Delhi.

ANNEX VII-H

No.F.8-1/2019-CB
Government of India
Ministry of Parliamentary Affairs

92, Parliament House,
New Delhi - 110 001

Dated:-----

OFFICE MEMORANDUM

Subject:- Meetings of the Consultative Committees of various Ministries during Session period.

As per the Guidelines on constitution, functions and procedures of the Consultative Committees, six meetings of each Consultative Committee should normally be held in a calendar year. Of the six meetings of each Consultative Committee in a year, it is mandatory to hold four meetings - three meetings during inter-session periods and one meeting either during the session period or the inter-session period, according to the convenience of the Chairman/ Chairperson of the Committee.

2. The ----- Session of Parliament is commencing from ----- and is likely to conclude on ----- . Therefore, it is requested that necessary action may be taken to hold the meeting of the Consultative Committee during the ----- Session according to the convenience of Chairman/Chairperson of the Committee. The details may accordingly be communicated to this Ministry at the earliest so that notices could be issued to the Members.
3. This Ministry will make full effort to arrange the Committee Room in the Parliament House/Parliament House Annexe for the meetings. However, if the

Committee Room in these buildings is not available, the Ministry concerned will themselves have to arrange the venue of the meetings. In that case, they will also have to make transport arrangements for the Members from Parliament House to the venue of the meeting and back to Parliament House on conclusion of the meeting.

4. In order to facilitate making of adequate administrative arrangements for the meetings of the Consultative Committees and avoid bunching up, the Ministries/ Departments concerned should, as far as possible, communicate the decision to convene the meeting to the Ministry of Parliamentary Affairs at least two weeks in advance of the proposed date of the meetings.
5. As for the time and duration of meeting, the Ministries may kindly note the following suggestions:-
 - (a) In the morning, the meeting may commence anytime between 9.00 a.m. and 9.30 a.m. but may be concluded before 11.00 a.m. to enable Members to reach Parliament House for the sitting of the House, and
 - (b) In the evening, the meeting may be held at or after 6.30 p.m.
6. The Ministries are reminded that the time schedule etc. for circulation of papers to Members through this Ministry for the meeting is as under:-

(1) Time schedule for circulation of papers	
Minutes of the last meeting Action Taken Report on the Minutes of the last meeting Agenda papers of the ensuing meeting	At least ten working days before the date of the proposed meeting
(2) Number of copies to be supplied to this Ministry	Ten more than number of Members of the Committee

7. It may be noted that action on papers received after 4.00 p.m. in this Ministry will be taken only on the next working day. The Ministries are, therefore, requested to ensure that the papers are delivered in this Ministry before 4.00 p.m. positively if these are to be sent to Members on the same day.
8. This may kindly be treated as MOST IMMEDIATE.

(-----)

Deputy Secretary to the Govt. of India
Tel.: 2303 4761

Ministries/Departments of
(Parliament Section)
New Delhi.

ANNEX VII-I

No.F.8-1/2019-CB
Government of India
Ministry of Parliamentary Affairs

92, Parliament House,
New Delhi - 110 001

Dated:

OFFICE MEMORANDUM

Subject: Meetings of the Consultative Committees of various Ministries during the Inter-Session period.

As per the Guidelines on constitution, functions and procedures of the Consultative Committees, six meetings of each Consultative Committee should normally be held in a calendar year. Of the six meetings of each Consultative Committee in a year, it is mandatory to hold four meetings - three meetings during inter-session periods and one meeting either during the session period or the inter-session period, according to the convenience of the Chairman/ Chairperson of the Committee.

2. The ----- Session, 2019 of Parliament has concluded. Therefore, it is requested that necessary action may be taken to hold the meeting of the Consultative Committee during the ongoing inter-Session according to the convenience of Chairman/Chairperson of the Committee. The details may accordingly be communicated to this Ministry at the earliest so that notices could be issued to the Members.
3. This Ministry will make full effort to arrange the Committee Room in the Parliament House/Parliament House Annexe for the meetings. However, if the

Committee Room in these buildings is not available, the Ministry concerned will themselves have to arrange the venue of the meetings. In that case, they will also have to make transport arrangements for the Members from Parliament House to the venue of the meeting and back to Parliament House on conclusion of the meeting.

4. In order to facilitate making of adequate administrative arrangements for the meetings of the Consultative Committees and avoid bunching up, the Ministries/ Departments concerned should, as far as possible, communicate the decision to convene the meeting to the Ministry of Parliamentary Affairs at least two weeks in advance of the proposed date of the meetings.
5. It is also stated that during an inter-session period, Ministry/ Department can hold one meeting of their Consultative Committee in a calendar year outside Delhi anywhere in India, if the Chairman/Chairperson of the Committee so desires.
6. It may also be noted that during the inter-session period members are generally in their constituencies. For the convenience of the Hon'ble Members of the Committee, it is necessary that notices and the agenda papers of the meeting are forwarded to this Ministry well in advance so that it could be timely circulated amongst the Hon'ble Members of the Committee at their Delhi as well as at their permanent addresses. The guidelines also prescribe certain time schedule for circulation of papers, which may be strictly adhered to. The guidelines prescribe following time schedule for circulation of papers:-

(1)	Time schedule for circulation of papers	
	Minutes of the last meeting Action Taken Report on the Minutes of the last meeting Agenda papers of the ensuing meeting	Ten working days before the date of the proposed meeting
(2)	Number of copies to be supplied to this Ministry	Double the number of Members of the Committee plus ten

7. It may be noted that action on papers received after 4.00 p.m. in this Ministry will be taken only on the next working day. The Ministries are, therefore, requested to ensure that the papers are delivered in this Ministry before 4.00 p.m. positively if these are to be sent to Members on the same day.

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Deputy Secretary to the Govt. of India
Tel.: 2303 4761

Ministries/Departments of
(Parliament Section)
New Delhi.

ANNEX VII-J**TIME SCHEDULE FOR SUPPLY OF PAPERS TO MEMBERS OF CONSULTATIVE COMMITTEES**

Papers to be supplied	Time Schedule	No. of copies to be supplied to this Ministry during session period meetings	No. of copies to be supplied to this Ministry during inter-session meetings
1. Minutes of the meeting	Ten working Number of Double the days before the date of meeting (Irrespective of whether the meetings are to be held during the session or in the inter-session period)	Number of Members of the the Committee plus ten	Double the number of the Members of the Committee plus ten
2. Agenda	-do-	-do-	-do-
3. Action taken Report on the minutes of the last meeting	-do-	-do-	-do-

ANNEX VII-K

No.F. 7-1/74-CB
Government of India
Department of Parliamentary Affairs

87, Parliament House, New Delhi.
July 17, 1974.

OFFICE MEMORANDUM

The undersigned is directed to state that at a meeting with the Leaders of Opposition parties held by the Minister of Parliamentary Affairs on 30.4.74 regarding briefing of the press about the deliberations of the Consultative Committees, the earlier decision of the Chief Whips/Whips circulated with office memorandum of even number dated 2 April, 1974 was reviewed and in lieu thereof it has been decided as follows:-

“While it was agreed that in the Consultative Committees the discussions should be free and frank, it was also decided that any information which in the opinion of the Committee was of a classified and confidential nature, should not be reported to the press”.

The Ministry of Home Affairs etc. are requested to kindly keep in view the above decision while dealing with the deliberations of the Consultative Committees.

Sd/-

(R.M. Bhargava)

Deputy Secretary to the Govt. of India

To

All the Ministries/Deptts.

(Shri-----)

Ministry/Deptt.of -----

New Delhi.

ANNEXVII-L**GUIDELINES FOR SANCTION OF TA/DA TO MEMBERS OF PARLIAMENT IN CONNECTION WITH THE MEETINGS OF CONSULTATIVE COMMITTEES**

(Prepared in consultation with the Ministry of Finance)

S. No.	Contingency	Entitlement of the Member
1.	Member reaches place of Meeting for attending the meeting. The meeting was cancelled/postponed earlier but the Member did not receive the intimation regarding postponement/cancellation before starting for the place of the meeting. Or, Member reaches the place of meeting and the meeting is cancelled on the day of the meeting or on the previous day.	Both TA and DA may be paid with the approval of the Minister of Parliamentary Affairs.
2.	Members reaches place of meeting late on the day of the meeting due to delayed arrival of plane or train, or due to breakdown of vehicle or due to any other reasons beyond his control.	Only TA may be paid, with the approval of the Minister of Parliamentary Affairs.
3.	Member reaches place of meeting but is unable to attend the meeting due to illness; and	
4.	Member reaches place of meeting for the meeting, but on the day of the meeting he receives message of somebody's death or serious illness or some similar emergent occurrence compelling him to leave Delhi immediately.	Only TA may be paid, with the approval of the Minister of Parliamentary Affairs.

[MPA F. No. 19 (1)/86-CB/Pt.II and Ministry of Finance (Department of Expenditure) D.O. No. 3(13)/MD-II/86 dated 15-5-87 and of 15-7-87]

ANNEX – VII M**CHECK LIST**

1. The Consultative Committees may be constituted as soon as possible after the constitution of the new Lok Sabha.
2. The maximum limit of Membership on a Consultative Committee is 30 Members from both the Houses.
3. Consultative Committees are not constituted for a Ministry/ Department if a minimum of 10 Members have not given their option for being nominated on that committee.
4. Members having special interest in subjects concerning a particular Ministry/Department can be nominated as Permanent Special Invitees on Consultative Committee attached with such Ministry/Department. A maximum of 5 Members can be nominated as Permanent Special Invitees on a Consultative Committee.
5. Leaders of allied parties, opposition parties/groups other than those having strength of 5 Members or more than 5 Members are requested by the Minister of Parliamentary Affairs to furnish preferences in respect of Members of their parties for nomination on Consultative Committees.
6. Members of the main ruling party and those opposition and allied parties having less than 5 Members as also nominated Members are individually requested by the Minister of Parliamentary Affairs to furnish their preferences for nomination on the three Consultative Committees in the order of their preferences.
7. Each Consultative Committee is expected to hold one meeting each during the session and inter-session period, the only exception being the Consultative Committee for the Ministry of Railways.

8. Ministries/Departments may hold one meeting each of their Consultative Committee, in a calendar year, during an inter-session period, anywhere in India, if the Chairman of the committee so desires.
9. During the session period, meetings of the Consultative Committees may be held preferably at 9.00 or 9.30 a.m. and after 6.30 p.m. to enable the Members to attend their respective Houses.
10. There is no requirement of quorum in the meetings of the Consultative Committees.
11. Any information which in the opinion of the committee is of a classified/confidential nature should not be reported to the press.

ANNEX VIII-A

F.No.1()/____ Leg.II
Government of India
Ministry of Parliamentary Affairs

90, Parliament House,
New Delhi. Dated:

OFFICE MEMORANDUM

Subject: Matters raised under Rule 377 in the Lok Sabha

The undersigned is directed to state that under Rule 377 of the Rules of Procedure and Conduct of Business in the Lok Sabha, Members of the Lok Sabha are permitted by the Speaker to bring to the notice of the House important matters deserving Special Mention. Extracts from the proceedings of the House containing these points are forwarded to the concerned Ministries/ Departments by the Lok Sabha Secretariat.

With a view to enable the Parliament Sections of the various Ministries/ Departments to watch the progress of the disposal of such matters, the Ministry of Parliamentary Affairs also sends a weekly statement of matters raised in the Lok Sabha. A statement indicating the matters raised during the week commencing _____ is sent herewith for favour of necessary action.

Parliament Section of the Ministry of Home Affairs etc., are requested to ensure that replies in respect of these matters are sent to the Members over the Signature of the Minister as expeditiously as possible, but within a month from the date of the matters being raised in the House.

It may invariably be ensured that all communications containing interim or final replies are endorsed to this Ministry and the concerned Parliament Secretariat without any loss of time Annexes 367 to obviate avoidable criticism on the floor of the House for delayed action on the part of Ministries /Departments.

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Under Secretary to the Govt. of India

Telephone No.:
Ministry of _____
Parliament Section
New Delhi.

ANNEX VIII-B

F.No.2()/____ Leg.II
Government of India
Ministry of Parliamentary Affairs

90, Parliament House,
New Delhi. Dated:

OFFICE MEMORANDUM

Subject: Matters of urgent public importance in the Rajya Sabha-Special Mentions

The undersigned is directed to state that Chairman, Rajya Sabha, permits Members to mention matters of urgent public importance in the Rajya Sabha after the disposal of questions and Calling Attention. Extracts from the proceedings of the House containing these points are forwarded to the concerned Ministries/ Departments by the Rajya Sabha Secretariat.

With a view to enable the Parliament Sections of the various Ministries /Departments to watch the progress of the disposal of such matters, the Ministry of Parliamentary Affairs also sends a weekly statement of matters raised in Rajya Sabha. A statement indicating the matters raised during the week commencing is sent herewith for favour of necessary action.

Parliament Section of the Ministry of Home Affairs etc. are requested to ensure that replies in respect of these matters are sent to the Members over the signature of Minister as expeditiously as possible but within a period of one month from the date of the matters being raised in the House.

It may invariably be ensured that all communications containing interim or final replies are endorsed to this Ministry and the concerned Parliament Secretariat without any loss of time to obviate avoidable criticism on the floor of the House for delayed action on the part of Ministries/Departments.

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Under Secretary to the Govt. of India
Telephone No.

Ministry of _____
Parliament Section
New Delhi.

ANNEX VIII-C

No. F.14 (2)/2014-Leg. II
Government of India
Ministry of Parliamentary Affairs

87, Parliament House, New Delhi

Dated: 26th October, 2015

Office Memorandum

Subject: Instructions regarding action on Matters raised by Member of Parliament under Rule 377 in Lok Sabha and by way of Special Mention in Rajya Sabha.

1. Member of Lok Sabha are permitted by the Speaker to raise matters of urgent public importance under Rule 377 of the Rules of Procedure and Conduct of Business in Lok Sabha. Similarly in the Rajya Sabha, Members are allowed to raise such matters in the form of “Special Mentions”. The Ministry of Parliamentary Affairs is the nodal Ministry for ensuring that follow up action is taken by the Ministries on the matters raised under Rule 377 and Special Mentions and timely replies are given. During the Parliament Session extracts of the proceedings of the Houses of Parliament containing the above matters raised in the House are forwarded by Lok Sabha / Rajya Sabha Sectts. to Ministries concerned. In addition, this Ministry forwards a weekly list of such items to the Ministries concerned.
2. As per Parliamentary Procedure replies to these matters are required to be sent to the Members who raise them within a period of one Month from the date on which the matters have been raised. In case it is not possible to adhere to this time limit, an interim reply should be sent from the Minister concerned stating the reasons for delay and the approximate date by which the final reply will be

given. However, the reviews conducted by the Ministry of Parliamentary Affairs from time to time, reveal that replies are not given within the stipulated time and some of the matters continue to be pending for more than two years inviting adverse comments from the Members. In this regard the General Purpose Committee of the Rajya Sabha in its meeting held on 18.12.2008 has expressed its displeasure over the delay in sending replies to the members in respect of Special Mentions raised by them. This was communicated to all Ministries/ Departments vide O.M. No. 14(1)/2009. Leg. II dated 5.2.2010 and another subsequent O.M. 14(1)/2010-Leg. I dated 13th October 2010 requesting them to strictly adhere to the time limit of one month.

3. Recently, this matter of non receipt of replies in respect of matters raised under rule 377 in Lok Sabha within the stipulated time, was again raised in the meeting of the Hon'ble Speaker, Lok Sabha with leaders of parties in Lok Sabha meeting of the Hon'ble Speaker, Lok Sabha with leaders of parties in Lok Sabha held on 20th July, 2015. The Ministries / Departments are, therefore, again requested that the stipulated time period of one month for sending replies to matters of urgent public importance raised by members may be strictly adhered to. The procedure for follow up action on these matter as enumerated in this Ministry's OM No. 14(1)/2010-leg. II dated 13th October 2010 are once again reiterated for guidance and strict compliance.

3.1	Immediate action on receipt of extracts of proceedings of the House.	On receipt of extracts of proceeding from the Lok Sabha/ Rajya Sabha Secretariat, the Ministries are expected to submit the same to their Minister for information. On receipt of the weekly list of items from this Ministry, the Ministries should cross check the same with the extracts of proceedings and any discrepancy found between the two must immediately be brought to the notice of this Ministry.
3.2.	Time limit for replies to be sent to members	<u>As per the decision of the Rules Committee of Lok Sabha and Rajya Sabha, the Ministries should examine the matters and send replies to Members who raised them in the House, within a period of one month from the date the matters have been raised.</u> In case it is not possible to adhere to the time period of one month for reason such as having to collect information from several sources etc., an interim reply should be sent from the Minister to the Member concerned stating the reasons for the delay and the likely period that may be taken for final disposal of the matters. <u>Copies of the letter should be endorsed to this Ministry and also to the concerned Parliament Secretariat for information/ monitoring disposal.</u> <u>When a final reply is sent to the Member, a copy of the same must invariably be sent to this Ministry and to the Parliament Sectt. concerned so that the item can be deleted from the list of pending matters.</u>
3.3	Interim replies to Members	In case final reply is not feasible an interim reply/ replies must be sent at regular intervals of not more than 2 months until the final reply to the Hon'ble Member has been sent. Copies of such interim reply too must be addressed to this Ministry.
3.4	Address for sending communications to the Members	All communications should be sent to members of Parliament at their Delhi addresses when the Parliament is in session. During the intersession period, such communications should be sent to both Delhi as well as permanent addresses of the Members.

3.5	Transfer of matters from one Ministry to another	In case a Ministry finds that the subject matter of any item does not pertain to their Ministry, they may take expeditious action for transferring the same to the Ministry concerned. However, while transferring the same they should ask the transferee-Ministry <u>to accept the transfer</u> and to intimate the acceptance of the transfer to this Ministry as well as to the concerned Parliament Sectt. It should be noted that till such a confirmation is received from the transferee Ministry, the item will continue to be shown pending against the Ministry to whom it was originally sent.
3.6	Signatory of the communications regarding these matters	When a communication is addressed to a Minister, it will as far as possible be replied to by the concerned Minister himself. In other cases, a reply will normally be given under the signature of an <u>officer not below the rank of Secretary</u> .
3.7	Action on matters on retirement of a Member who raised the same.	<p>In case of matter under Rule 377 raised in the Lok Sabha by a Member who has subsequently resigned from the House or passed away, reply on the matters raised by him should be sent to the Sectt. with a copy to this Ministry, so that the item can be deleted. However, if the Member is re-elected to the same Lok Sabha, the reply on the matter raised by him should be sent to him with copies to the Lok Sabha Sectt. and this Ministry.</p> <p>In the case of Special Mentions made by a Member who has subsequently retired, resigned or has passed away, no reply need be sent to Rajya Sabha Sectt. and this Ministry. However, if such a Member has been re-elected to the Rajya Sabha, a reply on the Special Mention raised by him should be sent to him with a copy to the Rajya Sabha Sectt. and this Ministry.</p> <p><u>The difference in the procedure in regard to the matters raised under Rule 377 in the Lok Sabha and the Special Mentions made in the Rajya Sabha, as stated above, should be carefully noted.</u></p>
3.8	The effect of dissolution of Lok Sabha	On the dissolution of the Lok Sabha, just as Bill, Resolutions, Motions etc., the matters raised under rule 377 will also lapse.

4. All Ministries are request to circulate the above instructions to all officers and Sections in the Ministry and to ensure strict compliance so as to avoid criticism on account of the delay. An updated list of pending matters raised under rule 377 in Lok Sabha and by way of Special Mentions in Rajya Sabha may be seen through this Ministry website i.e. www.mpa.gov.in under sub-heading “Current Information” for perusal and compliance.

Sd/-

(Dr Satya Prakash)

Joint Secretary to the Govt. of India

Tele: No. 23034734

To

All Ministries / Departments

(Parliament Section)

ANNEX VIII-D**MINISTER OF PARLIAMENTARY AFFAIRS
GOVERNMENT OF INDIA**

D.O.No.

Dated:

This is regarding prompt disposal of matters raised by MPs under Rule 377 in the Lok Sabha and by way of Special Mentions in the Rajya Sabha.

Replies to such matters are required to be sent by the Ministries/ Departments under the signature of their Minister to the Members concerned within a period of one month from the date on which they are raised in the House.

A recent review undertaken of the pendency pertaining to your Ministry shows thatitems are pending as onI request you to expedite replies, on the basis of facts, in respect of all such matters pending in your Ministry, to the Members concerned, under intimation to the Ministry of Parliamentary Affairs and the Lok Sabha/Rajya Sabha Secretariat, as the case may be, at the earliest.

If any of the matters given in the list do not concern your Ministry/ Department, you are requested kindly to get the transfer of the matter accepted by the concerned Ministry. The matter will continue to remain pending against your Ministry until its acceptance is received from the transferee Ministry. In case you have already sent replies to the Members to any of these matters, please arrange to send copies of those replies to the Ministry of Parliamentary Affairs so that the same can be deleted from the list of pending matters.

With regards,

Yours sincerely,

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Minister of Parliamentary Affairs

To Ministers in-charge of the Ministries/Departments concerned

ANNEX VIII-E

D.O.No.

Dated:

During a recent review of the pending matters raised under Rule 377 in the Lok Sabha and Special Mention in the Rajya Sabha, and of the assurances given by the Ministers in both the Houses of Parliament, it has been found that a large number of cases are still pending with your Department (lists enclosed). As you are aware, the Department concerned is expected to take action on these matters within a stipulated timeframe and send suitable replies to the Members concerned/lay the copy of the Implementation Report on the Table of the concerned House in respect of assurances. The Chairman, Rajya Sabha, has also expressed concern over the long pending Special Mentions.

In order to expedite replies of pending matters under Rule 377 and Special Mentions, the Hon'ble Minister of Parliamentary Affairs and Health and Family Welfare has recently written to the Minister of Finance.

As desired by the Hon'ble Minister of Parliamentary Affairs and Health and Family Welfare, it has been decided to convene a meeting at on in room no. Parliament House to discuss these pending matters/assurances as per the lists enclosed.

I shall be grateful if you could please depute the concerned Joint Secretary/ Secretaries to provide details of action taken/ proposed to be taken in order to reduce the pendency.

With regards,

Yours sincerely,

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SECRETARY

Shri

Secretary,
.....

ANNEX VIII-F**CHECK LIST**

1. Whether the Bulletin Part-I of the two Houses inter alia containing the gist of matters raised under Rule 377/ Special Mentions is being received daily.
2. Whether endorsement to communications addressed to various Ministries/Departments by the Parliament Secretariats were received in the Ministry along with relevant extracts from the proceedings on the following day on which these matters were raised in the two Houses.
3. Whether the number and subject of the extracts received from the two Secretariats for each sitting of the House correspond with the gist of such matters appearing in Parliamentary Bulletins Part - I of the two Houses for those dates.
4. Whether pendency of matters raised in the two Houses was reconciled with the position of pendency of these matters as obtaining in the two Secretariats periodically, particularly at the commencement of each Parliament session.
5. Whether review of pendency of these matters was undertaken during each inter-session period and, where necessary, the meetings either in Parliament House or in the room of the Secretary of the respective Ministries, as the case may be, were convened to ensure expeditious disposal of these matters.
6. Whether on retirement, resignation or expiry of Members, matters relating to such Members were deleted and Ministries concerned informed thereof.
7. Whether on dissolution of the Lok Sabha, a circular was sent to all the Ministries/Departments informing them that all the matters pending in the Lok Sabha have lapsed on dissolution of the Lok Sabha.

ANNEX IX-A**STANDARD LIST OF EXPRESSIONS****CONSTITUTING ASSURANCES**

1. The matter is under consideration.
2. I shall look into it.
3. Enquiries are being made.
4. I shall inform the Hon'ble Member.
5. This is primarily the concern of the State Government but I shall look into it.
6. I shall write to the State Governments.
7. I assure the House all suggestions by Hon'ble Member will be carefully considered.
8. I shall study the conditions on the spot during my tour.
9. I shall consider the matter.
10. I will consider it.
11. I will suggest to the State Government.
12. We will put the matter in the shape of a resolution.
13. I shall see what can be done about it.
14. I will look into the matter before I can say anything.
15. The suggestion will be taken into consideration.
16. The matter will be considered at the conference to be held on....
17. The matter is still under examination and if anything is required to be done it will certainly be done.
18. The matter will be taken up with the Government of....

19. I have no information; but I am prepared to look into the matter.
20. Efforts are being made to collect the necessary data.
21. The suggestions made will be borne in mind while framing the rules.
22. If the Hon'ble Member so desires, I can issue further instructions.
23. Copy of the report, when finalised, will be placed in the Parliament Library.
24. I shall supply it to the Hon'ble Member.
25. I think it can be done.
26. If the Hon'ble Member's allegation is true, I shall certainly have the matter gone into.
27. We shall have to find that out.
28. I shall draw the attention of the.....Government who I hope will take adequate steps in this direction.
29. It is a suggestion for action which will be considered.
30. (Discussion of Railway Budget). All the points raised by various Members will be considered and the result will be communicated to each Member.
31. Information is being collected and will be laid on the Table of the Rajya Sabha/Lok Sabha.
32. I am reviewing the position.
33. Directions by the Speaker/Chairman, Deputy Speaker/Deputy Chairman or the Vice-Chairman involving action on the part of Ministers.
34. All specific points on which information is asked for and promised.

ANNEX IX-B**MINISTRY OF PARLIAMENTARY AFFAIRS*****Revised instructions Regarding the Decentralization of Powers in Respect of Disposal of Cases in Each Section of Ministry of Parliamentary Affairs***

1. Assurances may be culled out with approval of UnderSecretary. However, assurances relating to MPs, Ministers and the assurances relating to the Ministry of Parliamentary Affairs may be culled out after approval of Secretary.
2. Cases relating to scrutinising and laying the Implementation Reports in respect of assurances should normally be decided at the level of Under Secretary. However, Implementation Reports in respect of assurances relating to MPs, Ministers and any other important Implementation Report may be laid on the Table after approval of Secretary.
3. All cases of assurances pending five years or more should be put up to Deputy Secretary.
4. Recommendations of a general nature made by the Committee on Government Assurances may be processed after having the approval of Deputy Secretary.

ANNEX IX-C**INSTRUCTIONS**

- 1) An assurance given in the Rajya Sabha/Lok Sabha is required to be fulfilled within a period of three months. This time limit has to be strictly observed. In case an extension of time is required, request for the same may be made to the Rajya Sabha/Lok Sabha Secretariat giving specific reasons for the delay. The extension request may be uploaded on the OAMS portal.
- 2) If the Ministry feels that this does not constitute an assurance, a request for dropping/deletion of the assurance may be made to the Rajya Sabha/Lok Sabha Secretariat.
- 3) The Implementation Report both Hindi and English version along with a forwarding letter indicating the concerned Minister's approval may be uploaded on OAMS portal.
- 4) The Implementation Report should strictly be sent in the 5 columns proforma as in the extract of the assurance uploaded on the OAMS. In column 4 the Ministry may indicate how the assurance has been fulfilled or upload a self contained statement for the purpose mentioning in column 4, that a statement is enclosed.
- 5) In case an assurance is not fulfilled within the stipulated 3 months, reasons for the delay should invariably be given in column 5 (Remarks column).
- 6) As all papers laid on the Table of the House are required to be bilingual, the Ministry may ensure that the English version is completely in English and Hindi version is completely in Hindi and that there is no discrepancy in the facts and figures stated in the two versions.

- 7) The Report should be neat and legible and utmost care may be taken in the preparation of the implementation report.
- 8) In case the Ministry envisages an unduly long delay in collecting the information for full implementation of the assurance, they may furnish Part Implementation Reports in the same proforma giving the “information collected” from time to time.
- 9) The forwarding letter should invariably indicate the telephone no. of the officer signing the same. For any clarification, Assurance (Rajya Sabha/Lok Sabha) Section of this Ministry (Room No. 98, Parliament House) Tel. No. 23035490/23035489 may be contacted.

ANNEX IX-D**CHECK LIST FOR LAYING OF IMPLEMENTATION REPORTS ON ASSURANCES**

The Implementation Reports of the assurances are laid on the Table of the Houses by Minister/Ministers of State of Parliamentary Affairs twice during a session—once in the first week and the other in the last week.

1. Implementation Reports received from the Ministries/ Departments are scrutinized for errors and corrections are carried out wherever necessary.
2. Implementation Reports are submitted for approval (Under Secretary/Deputy Secretary Level).
3. A note is submitted about 8 days prior to the proposed date of laying seeking convenience of Hon'ble Minister of State MOS(LS) or MOS (RS) as the case may be.
4. Session-wise/Year-wise/Ministry-wise sets of Implementation Reports are prepared and stitched. In case of Rajya Sabha assurances, a quarterly status-note detailing Ministry-wise pendency position of the assurances is also attached along with the sets.
5. After convenience of Minister of State is received, advance intimation for including the items in the list of business for that day is sent 4-5 days ahead of the date of laying to the Table Office of Rajya Sabha/Lok Sabha and our Legislative-I Section.
6. One set of Implementation Reports is submitted to MOS 4 days in advance of the date of laying for authentication.
7. The authenticated sets along with two other sets are sent to the Table Office of the Rajya Sabha/Lok Sabha 3 days in advance of the date of laying.

8. A brief detailing the year-wise position of pendency and number of Implementation Reports being laid etc. is prepared and sent to HMPA/MO/Secretary/MPA/DS(A)/US(A) one day before the day of laying.
9. DS(Assu)/US(Assu)/SO(ALS)/SO(ARS) are present in the official gallery at the time of laying.
10. After the Implementation Reports are laid on the Table of the House, on the same day, two sets of the Implementation Reports are sent to the Secretariat of the Committee on Government Assurances (LS/RS).
11. A copy of the individual Implementation Reports in respect of the assurances are sent to the Members concerned after the laying.

After intimation is sent to the Members of Parliament, Ministries/Departments are informed about the laying of the Implementation Reports concerning them.

ANNEX X-A**Statement Showing the Salary, Allowances and other Facilities Admissible to Members of Parliament.****(As on 25.06.2019)**

S. No.	Item	Admissibility
1	Salary	Rs. 1,00,000/-* per month.
2.	Daily Allowances	Rs. 2,000/-*. The MPs have to sign the register except on holidays.
3.	Other Allowances	W.e.f. 01/04/2018 Constituency Allowances @ Rs. 70,000/-* per month and Office Expense Allowance @ Rs.60,000/-* per month out of which Rs.20,000/-* shall be for meeting expenses on stationery item etc. and postage; and Lok/Rajya Sabha Secretariat may pay upto Rs.40,000/-* per month to the person(s) as may be engaged by a Member for obtaining secretarial assistance and one person shall be a computer literate duly certified by the Member.
4.	Telephone	1,50,000 free calls per annum on all the three telephones at Delhi residence, constituency residence and for Internet connectivity purposes pooled together. Trunk call bills adjusted within the monetary ceiling of 1,50,000 local calls per annum. Excess calls made over and above the quota allowed to be adjusted in the next year's quota. Where a Member does not utilize total free local calls available to him, the balance unutilized telephone calls shall be carried forward till his seat becomes vacant. A Member is entitled to use any number of telephones for utilizing total free local calls available to him at his residences in Delhi and constituency provided that the telephones should be in his name and installation and rental charges for telephones other than the three telephones provided to him will be borne by him.

		<p>A Member may avail two Mobile phones (one in Delhi and another in constituency) with national roaming facility from MTNL and BSNL or any other Private Operator where services of MTNL or BSNL are not available for utilizing total free local calls provided that registration and rental charges for private mobile phone will be borne by him.</p> <p>A Member is also entitled to avail broadband facility from MTNL/BSNL on any of the above cited three telephones against ten thousand surrendered call units per annum. In addition to that a member may also avail high speed FTTH with wifi services at Delhi residence subject to the condition that only upto Rs. 2,200/- per month are paid by the Government towards the charges of this facility directly to MTNL.</p> <p>Broadband facility is also provided on one telephone subject to the condition that rental should not exceed Rs. 1,500/-pm.</p>
5.	Housing	<p>Rent-free flats only (including hostel accommodation). If a Member is allotted bungalow at his request, he shall pay full normal rent, if he is entitled to such accommodation.</p> <p>Newly elected Member of Parliament reaching Delhi prior to publication of notification of his election by Election Commission is entitled to transit accommodation.</p> <p>Rent-free furniture upto the monetary ceiling of Rs.80,000/-* for durable furniture and Rs.20,000/-* for non-durable furniture and rental for additional items of furniture based on depreciated value.</p> <p>Free washing of sofa covers and curtains every three months.</p> <p>Tiles in bathroom, kitchen as demanded by MP.</p>
6.	Water and Electricity	<p>50,000 units of electricity per annum, (25,000 units each Light/Power meters or pooled together) and 4,000 kilo-liters of water per annum beginning January every year. Members who have no power meters installed are allowed 50,000 units per annum on light meter.</p>

		<p>Unutilized units of electricity and water shall be carried over to the subsequent years. Excess units consumed shall be adjusted against the next year's quota.</p> <p>Joint entitlement for free consumption of electricity and water units if both husband and wife happen to be Members of Parliament and reside in the same accommodation</p> <p>On retirement/resignation/death, a Member or his family may be allowed to utilize the balance units of electricity and water for that year within one month</p>
7.	Medical	As available to Grade-I Officers of the Central Government under Central Government Health Scheme.
8.	Conveyance Advance	Rs.4,00,000/- on interest @ as applicable to the Central Government employees, recoverable within a maximum period of 5 years not extending beyond the tenure of MP.
9.	Travelling Allowances	<p>For attending a Parliament Session or meeting of a Parliament Committee or for the purpose of attending any other business connected with his/her duties as a Member from his/her usual place of residence to the place of duty, a Member is entitled to travel:</p> <p>(a) By Air :- One air fare of the airlines in which he travels.</p> <p>(b) By Road:- Rs. 16/- per km.</p> <p>The Member whose usual place of residence is within the radius of 300 kms from Delhi is entitled to receive road mileage even if the place is connected with Delhi by superfast/express/mail train.</p> <p>The Members representing the North-Eastern States are entitled to road mileage from their usual place of residence to the nearest airport even though the places are connected by superfast/express/mail train.</p> <p>All these allowances apply to return journey as well.</p>

10.	Travelling Facilities	<p>(i) Railway pass for MP for travelling in AC-I Class or Executive Class of any Indian Railways. Spouse can also travel with MP in the same class. (ii) Companion can also travel with MP in AC-II tier. (iii) Member having no spouse can take one person with him/her in AC-I/Executive class in addition to the companion allowed in AC-II tier. (iv) air travel to and fro Delhi for the MP from Ladakh- for the Member and the spouse or one companion; (v) to and fro air travel facility for the Member from the Andaman & Nicobar Islands and Lakshdweep and spouse or one companion between the Island and the mainland; (vi) blind or physically incapacitated Member can take an attendant in the air/ rail journeys in which he himself travels in lieu of the companion in AC-II tier. (vii) Thirty four single air journeys in a year from any place to any other place in India either alone or along with spouse or any number of companions or relatives within this ceiling. (viii) adjustment of 8 excess air journeys against the next year's entitlement; (ix) carry forward of unutilized air journeys to subsequent years; (x) spouse or companion of a Member may travel alone to join the Member 8 times in a year against 34 air journeys available to the Member in a year; (xi) steamer passes for highest class of steamer for MPs from Andaman and Nicobar Islands and Lakshdweep and Spouse/Companion (without diet); (xii) to end fro air travel when the usual place of residence is inaccessible by rail, road or steamer, between the nearest place having rail service, (xiii) Members may travel by any Airlines for availing the air journeys available to them as Member of Parliament.</p>
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11.	Travelling facility to the Spouse of Member.	The spouse of a Member has been allowed to travel any number of times, by railway in first class air-conditioned or executive class in any train from the usual place of residence of the Member to Delhi and back; and when Parliament is in session, by air or partly by air and partly by rail, from the usual place of residence of the Member to Delhi or back, subject to the condition that the total number of such air journeys shall not exceed eight in a year. When Parliament is in session, and the spouse of a Member performs such journey or part thereof by road, a road mileage @ Rs.16/- per k.m. is allowed. When Parliament is in session, and such journey or part thereof is performed from some other place than the usual place of residence of the Member, then the spouse is entitled to an amount equal to actual air-fare or the air-fare from the usual place of residence to Delhi or back, whichever is less.
12.	Facilities of the family of deceased MP	Family of a deceased Member may retain:- (a) Government accommodation for a period of 6 months from the date of death of such Member. (b) Telephone facilities for a period not exceeding two months from the date of death of the Member.
13.	Miscellaneous	Newly elected / nominated Members of Lok Sabha and Rajya Sabha reaching Delhi prior to publication of notification by Election Commission will be entitled to TA and Transit accommodation.

* will be increased after every five years commencing from 1.4.2023 on the basis of Cost Inflation Index provided under clause (v) of Explanation to section 48 of the Income-tax Act, 1961.

ANNEX X-B**FACILITIES EXTENDED TO EX-MEMBERS OF PARLIAMENT**

1	Pension	<p>(i) Minimum pension of Rs. 25,000/- per month to every person who has served for any period, as Member of Provisional Parliament or either House of Parliament and additional pension of Rs. 2,000/- per month for every year of membership of Parliament in excess of five year.</p> <p>(ii) A period of nine months or more is reckoned equivalent to complete one year for the purpose of payment of additional pension.</p> <p>(iii) Ex-MPs pension is allowed irrespective of any other pension.</p>
2	Family Pension	Family pension, equivalent to one half of the pension which a Member of Parliament would have received to spouse/dependent of deceased member/ ex-Member - to the spouse for life (except when the spouse is ex-MP) or to the dependent till the person continues to be a dependent.
3	Travelling Facility	<p>(1) Ex-MP along with a companion are entitled to free AC-II tier rail travel facility from one place to any other place in India, on the basis of an authorization issued for this purpose by concerned Secretariat of Parliament as the case may be.</p> <p>(2) Entitled to travel alone in any train by any railway by AC-I.</p> <p>(3) Steamer facility to Members belonging to Andaman & Nicobar Island and Lakshdweep between the island and the mainland of India.</p>
4	Medical Facilities	CGH Scheme is applicable to former members of Parliament residing in cities covered by CGH Scheme on payment of contribution at the same rate as they were paying as Member of Parliament. This facility can be obtained direct from Director General (CGHS), Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi.

5	Facilities to Members of prematurely dissolved Lok Sabha	<p>(a) The Members of prematurely dissolved Lok Sabha are allowed to utilize the balance of unutilized (i) free 1,50,000 telephone calls, (ii) 50,000 units of electricity, and (iii) 4,000 Kls. of water during the period from dissolution of the Lok Sabha till constitution of the new Lok Sabha. In case of excess consumption of such units, the same will be allowed to be adjusted in case the Member is elected to the new Lok Sabha against the quota that will be available to him, in the first year.</p> <p>(b) Residential accommodation can be retained for a maximum period of one month from the date of dissolution till the constitution of the next (new) Lok Sabha.</p> <p>(c) Ex-Members of a dissolved Lok Sabha are allowed to retain the general pool residential accommodation on payment of normal licence fee, provided that such ex-Members will vacate the accommodation within a period of one month from the date of constitution of the new Lok Sabha. In case any ex-Member does not vacate the general pool accommodation within one month from the date of constitution of the next Lok Sabha, he/she will be charged damages for the entire period of overstay beyond the normal concessional period of one month.</p>
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ANNEX XI-A

संसदीय कार्य मंत्रालय

MINISTRY OF PARLIAMENTARY AFFAIRS

प्रोटोकॉल व कल्याण अनुभाग

PROTOCOL AND WELFARE SECTION

**ADMISSION OF MPs TO HOSPITALS IN DELHI FOR
TREATMENT***As on:* 06.02.2019*Time:* 11.15 a.m.

S. No.	Name of the Member	Date of Admission	Nature of illness	Name of the Hospital	Particulars of Ward, Room No. Doctor Incharge	Date of visit to the Hospital
1.	Sh.Bhagat Singh Koshiyari, MP(LS), BJP	25.1.2019	E.N.T.	AIIMS	Private Ward, Room No. 501, Dr. S.C. Sharma	*27.1.2019
2.	Sh. Thota Narasimham, MP(LS), TDP	5.2.2019	Nephrology	AIIMS	Private Ward, Room No. 305, Dr. D. Bhowmik	*06.2.2019

* Bouquet was presented on behalf of HMPA

ANNEX XI-B**CHECKLIST****TRANSPORTATION OF DEADBODY OF MEMBERS OF PARLIAMENT**

1. Receive call from hospitals etc.
2. Carry money/exchange voucher/list of important telephone numbers.
3. Contact bereaved family members/party and find out their wishes about place of last rites, mode & time of travel etc.
4. Inform MPA/MOSs/Secretary/JS/DS (P&W).
5. Instructions to Florist for wreath.
6. Arrange staff car (if possible) or alternatively Taxi.
7. Obtain Death Certificate and make copies.
8. Obtain No Objection Certificate from local Police and make copies.
9. Inform Undertaker for Coffin Box, Hearse Van etc. and tie up timing.
10. Inform Anatomy Departments for Embalming.
11. (a) Accompany dead body for embalming;
(b) carry death certificate/money;
(c) receive embalmed body/obtain embalming certificate and make copies;
(d) obtain cash memo of payment of embalming charge from hospital.

12. (a) Purchase Air/Rail Tickets for accompanying persons (only one)
 - (b) ensure confirmation of reservation of ticket (also reservation for relatives) through Office of Minister of Civil Aviation/Railways
 - (c) Keep Airport Manager/Cargo Manager/Duty Officer/ Station Master (Railways) alert.
13. (a) Ascertain timing of MPA/MOSs for paying homage to departed soul and keep the wreath ready;
 - (b) keep Secretary/JS/DS(P&W) informed above it.
14. Accompany dead body upto Airport/Railway Station and Meet Duty Officer.
15. Book the Coffin (carry cash/exchange voucher/embalming certificate/NOC/ death certificate) and ensure loading of box.
16. Handover papers (for releasing the box at destination) to accompanied persons.
17. Intimate DS(P&W)/JS/Secretary at the end of the operation.
18. Prepare a Report.
19. Claim/adjust expenditure.
20. Pass and forward bill of Account Section.

ANNEX XII-A

No.F.1-1/95-CB
Government of India
Ministry of Parliamentary Affairs

86-B, Parliament House,
New Delhi - 110 001
Dated: 9 November, 1995

OFFICE MEMORANDUM

Subject:- Nomination of Members of Parliament on Committees, Councils, Boards, Commission etc. set up by the Government

As the Ministry of Home Affairs etc. are aware, the subject of 'Nomination of Members of Parliament on Committees and other bodies set up by the Government' is a subject allocated to the Ministry of Parliamentary Affairs under the Government of India (Allocation of Business) Rules made by the President under article 77(3) of the Constitution. By virtue of this, Members of Parliament are to be selected and nominated on all Government bodies by the Minister of Parliamentary Affairs only. This function has been entrusted specifically to the Minister of Parliamentary Affairs for the reasons (a) that there should be a single authority through which all nominations of Members of Parliament on various bodies

set up by the Government are made, (b) the Minister of Parliamentary Affairs being the Government Chief Whip is eminently suited to discharge this function as he is in the know of the interest, aptitude, experience, suitability and availability of Members of Parliament in relation to the proposed assignments and (c) that certain uniform, fair and objective norms would be observed for equitable distribution of memberships of the various Government bodies among the Members belonging to different sections of both Houses of Parliament to avoid a

situation where some Members come to be over burdened with assignments while others have none.

This Ministry has been advising the Ministries/Departments from time to time that they should not nominate Members of Parliament on Government bodies, but should leave the selection of Members and their nomination to the Minister of Parliamentary Affairs. It has been noticed of late that in spite of the above advice, some Ministries continue to nominate or select Members of Parliament and mention their names in the proposal itself which, it may be appreciated, causes embarrassment to all concerned in case these names are not found compatible with the requirements mentioned in para-1 above.

Considering all aspects of the matter, it has been decided, with the approval of the Minister of Parliamentary Affairs, to lay down clear cut guidelines on the subject, consolidating, and in supersession of, all instructions issued earlier. These GUIDELINES are stated below:

Guidelines

- (1) No Ministry, except the Ministry of Parliamentary Affairs, shall nominate Members of Parliament on any Committees, Councils, Commissions, Boards, etc. (hereinafter called 'Government bodies') set up by the Government of India in any Ministry. (This does not include bodies on which Members of Parliament are to be nominated by the Speaker, Lok Sabha or Chairman, Rajya Sabha or to be elected by either House of Parliament by virtue of any statutory provisions).
- (2) If the Ministry sponsoring the proposal consider any particular Member(s) of Parliament suitable for the assignment, this information with full supporting reasons, should be conveyed 'confidentially' at the Ministers' level or Secretaries' level. No names of Members of Parliament

should be mentioned in the proposal. Care should be taken to ensure that the proposal is not leaked to the Members concerned before their names are approved by the Minister of Parliamentary Affairs.

- (3) All proposals for nomination of MPs should be sent to the Ministry of Parliamentary Affairs, only in the proforma at Annex XII-B. Proposals sent otherwise than in this proforma will be returned to the Ministry concerned for compliance with these guidelines.
- (4) The Minister of Parliamentary Affairs will select Members of Parliament for nomination. Thereafter, the Members and the Ministry concerned will be informed about the nomination/renomination by this Ministry. Consent of the Members regarding their nomination is not called for. However, Members are requested to let this Ministry know, if for any reasons they find it difficult to serve on the body. Members are also informed that under the Parliament (Prevention of Disqualification) Act, 1959, they may draw only “compensatory allowance” and no other remuneration for attending the meeting of the body. “Compensatory allowance” according to the above Act means:

“Any sum of money payable to the holder of an office by way of daily allowance, such allowance not exceeding the amount of daily allowance to which a Member of Parliament is entitled under the Salary, Allowances and Pension of Members of Parliament Act, 1954 (30 of 1954), any conveyance allowance, house rent allowance or travelling allowance for the purpose of enabling him to recoup any expenditure incurred by him in performing the functions of that office”.
- (5) On receipt of the communication regarding nomination of Members of Parliament, Ministries should proceed to

notify their nomination and supply to them all necessary literature including the constitution, functions, programme of work, etc. of the Body under intimation to this Ministry. A copy of the Notification shall invariably be endorsed to the Ministry of Parliamentary Affairs.

- (6) Proposal for nomination of Members of Parliament on a Government body should be sent to the Ministry of Parliamentary Affairs, only if the Ministry setting up the body is in a position to issue Notification regarding the nomination of the Member of Parliament soon after receipt of the communication from this Ministry. Where a Government body is to comprise representatives of any other interests, nomination of such representatives of other interests may be finalised and then only the proposal for nomination of Members of Parliament be sent to the Ministry of Parliamentary Affairs so that delay in issuing Notification by the concerned Ministry is obviated.
- (7) If for any reason it is proposed not to constitute the Government body during any of the above stages, the fact should be communicated to the Ministry of Parliamentary Affairs with all the reasons for such decision.
- (8) Where a Government body is proposed to be wound up or discontinued, it shall be brought to the notice of the Ministry of Parliamentary Affairs with reasons for the decision.
- (9) If it is decided to curtail or extend the term of a Government body, the decision shall be communicated to the Ministry of Parliamentary Affairs, as it implies curtailment or extension of the term of the Members of Parliament nominated thereon.
- (10) Even where a Member of Parliament is proposed to be nominated on a Government body in his individual capacity or as a representative of a particular class,

trade, profession, institution, etc., the concurrence of the Minister of Parliamentary Affairs should be obtained.

- (11) Whenever a person already serving on a Government body becomes a Member of Parliament and it is proposed to continue his membership of the body, a reference should be made to the Ministry of Parliamentary Affairs in the prescribed proforma (Annex XII-B), for approval of the Minister of Parliamentary Affairs.
- (12) In cases where a Member of Parliament nominated on a Government body ceases to be a Member thereof by resignation, expiration of his term on the body or death, fresh proposals should be sent to the Ministry of Parliamentary Affairs in the prescribed proforma (Annex XII-B) for filling up the vacancy.
- (13) On the dissolution of Lok Sabha, all Members of the House cease to be Members of the Government bodies on which they were nominated. In such cases, fresh proposals should be sent to the Ministry of Parliamentary Affairs for nominating Members of the new Lok Sabha in their place. The Members of the Rajya Sabha nominated on a Government body, however, continue to serve thereon till the expiration of their term on the body or the date of their retirement from the Rajya Sabha, whichever is earlier. If, however, the Ministry decides to reconstitute the body for a fresh term and communicates this decision to the Ministry of Parliamentary Affairs, nominations of Members of Lok Sabha and Rajya Sabha will be made on the body *de novo*.
- (14) In the case of Rajya Sabha Members, as stated in the above guidelines, they cease to be Members of the Government bodies on their retirement from the House. In such cases also, fresh proposals are to be sent to the Ministry of Parliamentary Affairs in the prescribed proforma for filling up the vacancies.

All Ministries/Departments are requested to strictly observe the above guidelines.

Receipt of this O.M. may be acknowledged.

Sd./-

(J. B. GUPTA)

Deputy Secretary to the Government of India

Tele. No. 23034844

To

All Ministries/Departments of Government of India (Parliament Sections) - with the request that copy of this O.M. may please be circulated to all concerned.

Copy to:

PSs to all Secretaries to the Government of India
(for being placed before Secretaries)

ANNEX XII-B**PROFORMA****FORM FOR SEEKING NOMINATION OF MEMBERS OF
PARLIAMENT ON COMMITTEE, COUNCIL, BOARD,
COMMISSION ETC., SETUP BY THE GOVERNMENT**

Sl. No.	Name of Council / Board/ Commission etc.	REMARKS
1	Name of the Committee, Council, Board, Commission etc.	
2	Number of Members of Parliament required to be nominated (ratio between Lok Sabha and Rajya Sabha, if any)	
3	<p>The source of authority under which the Committee/ Council/ Board/ Commission/ Body* (namely, statute, resolution, order, decision of the Government, etc.)** is set up</p> <p>*Provide the details of the provisions under which the Committee/Council/Board/ Commission/Body etc. is proposed to be constituted have been constituted.</p> <p>**Attach updated and legible copies of the relevant provisions in this regard.</p>	
4	If the Committee/Council/Board/ Commission/Body is set up under a Statute/Act, has the composition of the body specified in the Statute/provides for nomination/appointment of MPs?	
5	If reply to the above is in affirmative, does the Statute specifically provides for exemption from disqualification for the MPs?	
6	<p>Mention the powers and functions of the Committee/ Board/ Commission / Body, etc.* in brief</p> <p>*Attached updated and legible copies of the relevant statute/rule/regulation/order/ resolution/ memorandum of articles of association/etc. detailing the powers and functions of the Committee/ Council/ Board/ Commission / Body etc.</p>	

7 (I)	What are the specific Role/Functions of the Nominated MPs as Members/Chairperson of the council/Body etc.	
7 (II)	Please indicate as to which power/ functions get specifically covered under the following :-	
	(i) Executive	
	(ii) Legislative	
	(iii) Judicial	
	(iv) Power of disbursement of funds	
	(v) Powers of allotment of lands or other benefits	
	(vi) Power to issue Licences/ permit/ sanctions	
	(vii) Power of appointment	
	(viii) Any other power/ function which may enable the MP to wield influence	
8	<p>(i) Is the body being constituted for the first time or being reconstituted? (Attach a copy of the order under which the Committee/ Council/ Board/ Commission/ Body etc. is constituted or reconstituted)</p> <p>(ii) In case of reconstitution please indicate-</p> <p>(a) The name of all the MPs nominated earlier, and</p> <p>(b) How and when the vacancies have arisen? (Provide the relevant provisions in this regard).</p>	
9	<p>Date of expiry of the earlier term. (In case of reconstitution of the body)</p>	
10	Was the matter referred for consideration of JCOP before appointment of MPs to the Committee/ Council/ Board/ Commission/ Body earlier? If so, details thereof.	
11	Mention the term of the present Committee/ Council/ Board/ Commission/ Body etc.	

12	Term of the Member/Members of Parliament being nominated on the Committee/ Council/ Board/ Commission/ Body, from _____ to _____	
13	Who will preside over the meetings of the Committee/ Council/ Board/ Commission/ Body. (Mention the relevant provision and also attached legible and updated copy of the same.)	
14	<p>(i) Whether Government has power to appoint and remove the Chairman/ Chairperson, etc of the Committee/ Council/ Board/ Commission/ Body etc.</p> <p>(ii) if answer to (i) is in the affirmative, briefly mention the same (Attached updated and legible copies of the relevant provisions in this regard.)</p> <p>(iii) The extent of Government control over the performance and function of Council/ Boards/ Commission/ Body etc.</p> <p>(iv) Whether there is any previous Report of the JCOP** w.r.t. the Committee/ Council/ Board/ Commission/ Body, etc. to which the Member of Parliament is to be nominated?</p> <p>(v) If answer to point (iv) is in the affirmative, mention details of the said Report.</p> <p>**Attach a legible copy of the Report of the JCOP</p>	

15	<p>(i) (a) Details of the entitlements* of the members of Parliament being nominated to the Committee/ Council/ Board/ Commission/ Body, etc.</p> <p>(b) Salary</p> <p>(c) Honorarium</p> <p>(d) Travelling Allowance</p> <p>(e) Daily Allowance</p> <p>(f) Sitting fee</p> <p>(g) any Other allowances/perquisite/ facilities, etc. provided to the Member of Parliament.</p> <p>(ii) Whether the entitlements payable to Members of Parliament are covered under the Compensatory Allowance as defined in Section 2(a) of Parliament (Prevention Disqualification) Act, 1959.</p> <p>(iii) Authority determining remuneration and sources from which remuneration are being paid.</p> <p>(Details of the entitlement may be mentioned including the amount of money they are receiving instead of giving answers in “Yes” or “No”)</p>	
16	In case of proposal of nomination of MPs for bodies under State Government/District Administration whether the body covered under DISHA guidelines.	
17	Whether it has been ensured that the bodies/ Committees and the offices thereunder proposed to be created are not cover under the existing Central or State Government (as the case may be) Prevention of Disqualification Act.	
18	Name and designation (with officer address and telephone No.) of the Joint Secretary/Deputy Secretary concerned with this subject in the Ministry/ Department.	

Signature_____

Designation_____

Tele. No. _____

NOTE: Notification regarding the nomination of the MPs on this body should be issued within reasonable time and a copy thereof endorsed to the Ministry of Parliamentary Affairs.

ANNEX XII-C

No.F. -----
Government of India
Ministry of Parliamentary Affairs

92, Parliament House,
New Delhi - 110 001
Date:-----

OFFICE MEMORANDUM

Subject: Nomination of Members of Parliament on
-----.

The undersigned is directed to refer to the Ministry of -----
Office Memorandum No. ----- dated -----
on the subject mentioned above and to state that the Hon'ble
Minister of Parliamentary Affairs has nominated/re-nominated
the following Members of Parliament on the -----.

S. No.	Name of Member

The above Members are being informed about his/their
nomination/re-nomination on this body. But no formal consent
is being called from them. It is presumed that they are willing
to accept the assignment.

In view of the above, Ministry of ----- are requested
not to wait for the consent of the Members, but to proceed
to notify their nomination on this body and supply to them
all the necessary literature including the constitution, function
and programme of work etc. of this body under intimation to

this Ministry.

Members of Parliament serving on the Committees, Councils and Boards etc. set up by the Government are entitled to get TA/DA for attending the meetings of those bodies in accordance with the provisions of the Salary, Allowances and Pension of Members of Parliament Act, 1954 as amended from time to time and the rules made thereunder. The Ministry are, therefore, advised to make suitable provisions for the purpose.

(-----)

Deputy Secretary to the Government of India
Telephone No. 23034761

Ministry of _____

ANNEX XII-D

No.F.-----
Government of India
Ministry of Parliamentary Affairs

92, Parliament House,
New Delhi - 110 001
Date:-----

From :

Deputy Secretary

To

Member of Parliament
(Lok Sabha/Rajya Sabha)

Subject: Nomination of Members of Parliament on
-----.

Sir/Madam,

I am directed to inform you that the Hon'ble Minister of Parliamentary Affairs has nominated/re-nominated you as a member on the above mentioned Committee, etc. The Hon'ble Minister hopes that you will be able to spare some of your valuable time for this assignment.

Ministry of ----- is being requested to issue a formal notification/resolution about your nomination/re-nomination and also to supply to you all necessary information about the constitution, functions and programme of the committee, etc.

If, however, for any reason, you find it difficult to serve on this committee etc., please let us know at your earliest.

You may kindly note that under the Parliament (Prevention

of Disqualification) Act, 1959 (18 of 1959) you may draw only “Compensatory allowance” and no other remuneration for attending the meeting of this Committee. “Compensatory allowance” according to the above Act means:

“Any sum of money payable to the holder of an office by way of daily allowance, such allowance not exceeding the amount of daily allowance to which a Member of Parliament is entitled under the Salary, Allowances and Pension of Members of Parliament Act, 1954 (30 of 1954), any conveyance allowance, house rent allowance or travelling allowance for the purpose of enabling him to recoup any expenditure incurred by him in performing the functions of that office”.

Yours faithfully,

(-----)

Deputy Secretary to the Government of India
Telephone No. 23034761

ANNEX XII-E**Santosh Gangwar**

**MINISTER OF STATE FOR PETROLEUM AND
NATURAL GAS AND PARLIAMENTARY AFFAIRS
GOVERNMENT OF INDIA
SHASTRI BHAWAN, NEW DELHI-110001**

D.O.No-2-29 (2)/2002-CB

Dated: 28.10.2002

Respected Shanta Kumar Ji,

Please refer to your D.O.No. Q-13018/2/2002-AI(RD) dated 9th September, 2002 addressed to the Minister of Parliamentary Affairs regarding nomination of Members of the Lok Sabha as Chairmen of the District Level Vigilance and Monitoring Committees of District Rural Development Agencies (DRDAs).

Minister of Parliamentary Affairs has approved the following guidelines for nomination of Members as Chairmen of the DRDAs:

1. Where there is only one Member of Lok Sabha in a district, he/she may be nominated as Chairman of the committee irrespective of the fact whether he/she is Speaker/Deputy Speaker, Lok Sabha or a Minister in the Union Council of Ministers.
2. Where there are more than one Member of the Lok Sabha in a district, Speaker, Deputy Speaker, Lok Sabha or a Minister in the Union Council of Ministers, if there is any one of these amongst Members, should be nominated as Chairman and other Member(s) may be nominated as Co-Chairman of the committee. If, however, all are Members, one who is representing maximum geographical area of

the district as a part of his/her constituency should be nominated as Chairman and the other Member(s) should be nominated as the Co-Chairman.

3. Where there is only one Member of the Lok Sabha in a district and he/she is representing more than one district, he/she may be nominated as Chairman of the committee in all districts which he/she is representing (Such situation is likely to be more in North-Eastern States where an MP is representing many districts).

I shall be grateful if the Members of the Lok Sabha are appointed as Chairmen of DRDAs as per the above guidelines.

With regards,

Yours sincerely,
Sd/-
(Santosh Gangwar)

Shri Shanta Kumar,
Minister of Rural Development,
Government of India,
New Delhi.

ANNEX XII-F

No.F. 2-29(1)/2017-CB
Government of India
Ministry of Parliamentary Affairs
86-B, Parliament House, New Delhi
Dated:26.5.2017

OFFICE MEMORANDUM

Subject: Constitution of State Level Disha Committee —reg.

The undersigned is directed to refer to Department of Rural Development communication No.Q-13016/1/2016-VMC(R) dated 28.4.2017 on the above cited subject and to state that the provision regarding nomination of Members of Parliament in the proposed guidelines of State Level DISHA Committee has been examined in this Ministry and the same have been approved with the following suggestions:-

- 1) One page 3 under the heading “Members” after existing point(ii) new point(ia)—may be inserted as following:-
“(ii a) — Members of Parliament from Lok Sabha and Rajya Sabha shall be nominated by the Union Ministry of Rural Development in consultation with the Union Ministry of Parliamentary Affairs”.
- 2) On page 9 under the heading “Selection Process” existing point 3 may be substituted with the following text:-
“3 — Members of Parliament once nominated may remain in the Committee for a maximum of 5 years or till the tenure of the Lok Sabha or till the tenure of Members of Rajya Sabha whichever is earlier. Non-official member may serve in the Committee for more than two terms”.

Sd/-
(A. Manoharan)
Director
Tele: 23034844

Ministry of Rural Development,
Department of Rural Development
[Ms. Bhawana Singh, Director (Monitoring)]
Room No. 701, Block -11,
CGO Complex, Lodhi Road, New Delhi.

ANNEX XII-G**D.O.No.2-29(1)/2017-CB****Dated: 9th July, 2019**

Please refer to your D.O.letter No.Q-13016/02/2019-DISHAdated 30thMay, 2019 and your Ministry's Order of even number dated 26.06.2019 regarding district- wise list of MPs for nomination on District level DISHA Committees.

I would like to inform you that this Ministry has no such district-wise list of Members of Parliament with their seniority. In the past, Ministry of Rural Development constituted these Committees itself. As you have constituted DISHA Committees for some districts by nominating Ministers, you may constitute DISHA Committees for rest of the districts on the same pattern.

With regards,

Yours sincerely,

Sd/-
(Surendra Nath Tripathi)

Shri Amarjeet Sinha,
Secretary,
Ministry of Rural Development,
Department of Rural Development,
Krishi Bhawan,
New Delhi.

ANNEX XII-H

CHECK LIST

1. Whether the proposal has been received in the prescribed proforma with relevant details/copies of documents etc.
2. Availability of the Members, if any, earlier nominated on the body (in case of reconstitution/re-nomination).
3. To watch the Notification of the nomination of the Members of Parliament by the Ministry concerned.

ANNEX XIII - A**DATA RELATING TO ROOMS ALLOTTED TO THE MINISTERS**

Ground Floor:	
Standard Room: 13	
(a) Equal to Standard Room:	6,7,13,15,27,35,36 (with wood paneling) 39, 40, 41, 42
(b) Slightly smaller than Standard Room:	37, 45, 45A, 45B
(c) Much smaller than Standard Room:	38, 38A
(b) Equal to Standard Room:	68B
(c) Slightly smaller than Standard Room:	48A, 48B, 68A,
(d) Small cubicles:	69A, 69B, 69C, 69D
Note: There are common entries for Rooms No. 48A and 48B; 68A and 68B; 69A to 69D.	
Second Floor:	
Rooms No.102A and 102B are half the size of Standard Room.	
These have been newly partitioned and furnished.	
Third Floor:	
Standard Room: 105A (Half the size of Room No.13 on Ground Floor)	
(a) Equal to Standard Room (105A)	105B, 115, 115A, 116, 116A, 117, 117A, 118, 118A
(b) Slightly bigger than Standard Room (105A):	112, 112A, 112B, 113, 113A

Rooms Already Allotted:

Ground Floor

9-12 : PMO

14-15: MPA

43-44 : Leaders of Opposition (RS) and Lok Sabha

First Floor

56 : MOS(LS)

64 : MOS(RS)

ANNEX XIII - B

No.F.
Government of India
Ministry of Parliamentary Affairs

Parliament House, New Delhi
Dated:

OFFICE MEMORANDUM

Subject: Allotment of Rooms to Ministers in Parliament House during the Session of Parliament.

1. The undersigned is directed to enclose a statement showing allotment of Rooms to Ministers in Parliament House for the Session of the Parliament.
2. Private Secretaries to Ministers concerned are requested kindly to inspect the rooms and arrange furniture, telephone, draperies, etc., with the assistance of the Caretaker, Parliament House, and the Engineering Supervisor (Telephones), Parliament House. It is stressed that the primary responsibility for the safety of articles, instruments etc., kept in the Parliament House for the Minister's use lies with the Ministry / Department concerned. Personal staff of the Ministers may, therefore, ensure that as soon as their Ministers leave Parliament House, nothing is left unlocked in the room or the varandah adjacent thereto. Similarly the telephone, when it is not in use, may be removed from the varandah to prevent unauthorized calls being made.
3. No addition/alteration in rooms may be done. However, in case any additions / alterations are desired to be made in the rooms allotted to the Ministers, the Ministry / Department concerned is requested to take up the matter directly with the Assistant Engineers I and III, Parliament Works Division No. I, C.P.W.D., Parliament House,

New Delhi (Telephone No.23034765) for obtaining necessary estimates of expenditure involved, for issue of administrative approval and to sanction expenditure involved for execution of the additional / alteration work.

4. The Caretaker, Parliament House, and the Engineering Supervisor (Telephones) are being advised to arrange for furnishing of the rooms and installation of telephones etc. in consultation with Private Secretaries to Ministers or Ministries concerned.

()
UNDER SECRETARY TO THE GOVT. OF INDIA
Tele. No.

To

All Private Secretaries to Ministers as given in the list.

Copy forwarded for necessary action to:

1. The Caretaker, Parliament House, for furnishing the rooms allotted to Ministers in consultation with the Private Secretaries to the Ministers concerned (5 copies);
2. Engineering Supervisor (Telephones), Parliament House for installation of telephones in the rooms of Ministers in consultation with the Private Secretaries of the concerned Ministers (5 copies);
3. Lok Sabha Secretariat;
4. Rajya Sabha Secretariat;
5. The President's Secretariat;
6. The Prime Minister's Office;
7. The Cabinet Secretariat;

8. P.S. to Minister / Ministers of State for Parliamentary Affairs;
9. Additional Secretary, Lok Sabha Secretariat;
10. Assistant Director (WG), Lok Sabha Secretariat;
11. Executive Engineer, P.W.D.-II, C.P.W.D., New Delhi;
12. The Assistant Engineers I and III, Parliament Works Division No I, Parliament House, New Delhi;
13. Executive Engineer(E), Parliament Air-Conditioning Division, CPWD, Vidyut Bhavan, New Delhi;
14. The Parliament Security Services (PSS), Lok Sabha Secretariat.
15. The Reception Officer, Parliament House, Lok Sabha and Rajya Sabha Secretariats;
16. P.P.S. to Secretary / P.S. to Joint Secretary, Ministry of Parliamentary Affairs; and
17. Director/DS(A)/US(L)/SO(L), MPA

()
UNDER SECRETARY
Tele. No

ANNEX XIII – C (I)

D.O.No.F.56(*) / 20....-Leg.I

Dated:

As you are aware, there is a convention that at least some Ministers are always present in the two Houses when Parliament is in session. To ensure this, all the Ministers are allotted roster duties in the two Houses, by rotation, during the session period. In the session of Lok Sabha and Session of Rajya Sabha, your roster duties will be as under:-

Lok Sabha :	Days	Timing
		<i>(12.00 noon to 02.00 p.m. or 1.55 p.m. to 04.00 p.m. or 04.00 p.m. to till rising of the House)</i>

Rajya Sabha:	Days	Timing
		<i>(11.00 a.m. to 02.00 p.m. or 1.55 p.m. to 04.00 p.m. or 04.00 p.m. to till rising of the House)</i>

In order to ensure a smooth transition from one group of Ministers to another, it is requested that you may kindly plan to come to the House a few minutes earlier than the fixed time. This is especially necessary when the roster duty begins at 1.55 p.m. after the lunch break.

I would also request you to schedule the rest of your programmes on the days of the Session, keeping in view your roster duty mentioned above. **In case, owing to some unavoidable reason, you are unable to attend the House as per the roster, kindly make arrangement with another Minister of same rank to attend the House in your place.**

With kind regards,

Yours sincerely,

(Minister of Parliamentary Affairs)

All Cabinet Ministers who are allotted roster duties

ANNEX XIII – C (II)

D.O.No.F.56(3) / 20.....-Leg.I

Dated:

As you are aware, there is a convention that at least some Ministers are always present in the two Houses when Parliament is in session. To ensure this, all the Ministers are allotted roster duties in the two Houses, by rotation, during the session period. In the session of Lok Sabha and Session of Rajya Sabha, your roster duties will be as under:-

Lok Sabha :	Days	Timing
		<i>(1.55 p.m. to 04.00 p.m. or 04.00 p.m. to till rising of the House)</i>

Rajya Sabha:	Days	Timing
		<i>(1.55 p.m. to 04.00 p.m. or 04.00 p.m. to till rising of the House)</i>

In order to ensure a smooth transition from one group of Ministers to another, it is requested that you may kindly plan to come to the House a few minutes earlier than the fixed time. This is especially necessary when the roster duty begins at 1.55 p.m. after the lunch break.

I would also request you to schedule the rest of your programmes on the days of the Session, keeping in view your roster duty mentioned above. **In case, owing to some unavoidable reason, you are unable to attend the House as per the roster, kindly make arrangement with another Minister of same rank to attend the House in your place.**

With kind regards,

Yours sincerely,

(Minister of Parliamentary Affairs)

All Ministers of State (I/Cs)/ Minister of State who are assigned roster duties.

ANNEX XIII-D

No. F.....-Leg.II

Government of India
Ministry of Parliamentary Affairs

(Date)

OFFICE MEMORANDUM

Subject: Matters raised during Zero-Hour in Lok Sabha / Rajya Sabha

A matter concerning the Ministry of
was raised by during Zero-Hour in Lok Sabha / Rajya Sabha
on Relevant extracts from the proceedings
of the House are enclosed for appropriate action.

()

Under Secretary

Ministry of
(Parliament Section) New Delhi.

Copy, with relevant extracts, forwarded to Private Secretary to
Minister of with the request that nclosed extracts of the
proceedings of the House may be placed before the Hon'ble
Minister.

()

Under Secretary

ANNEX XIII-E

D.O.No.....

Dated:

During Zero Hour in the Lok Sabha / Rajya Sabha today
....., Shri / Ms. raised the matter regarding

..... . Thereupon, I assured
the House that I would convey it to the concerned Minister for
necessary action.

Extracts of the proceedings are enclosed for information and
such action as deemed fit.

With regards,

Yours sincerely,

()
Minister of Parliamentary Affairs

Shri _____

Minister of _____

Government of India, New Delhi.

ANNEX XIII- F**MINISTRY OF PARLIAMENTARY AFFAIRS****LEGISLATIVE - SECTION**

F.No. 17/1/2018-Leg.-II

07.06.2019

OFFICE ORDER

Subject:- Roster duties of Under Secretaries for attend Official Galleries of Lok/Rajya Sabha during Zero Hour during First Session of 17th Lok Sabha, 2019 and 249th Session of Rajya Sabha.

It has been decided to assign roster duties to the Under Secretaries for attending Lok Sabha / Rajya Sabha Official Galleries during Zero Hour (from 11.55 a.m in Lok Sabha and 10.55 in Rajya Sabha onwards), as follows:-

Day	Lok Sabha	Rajya Sabha
Friday (21.06.2019)	Shri P.K. Halder	Shri Mukesh Kumar
Monday (24.06.2019)	Shri Rajan	Shri Anil Kumar
Tuesday (25.06.2019)	Shri P K Tripathy	Shri P K Halder
Wednesday (26.06.2019)	Shri Mukesh Kumar	Shri Rajan
Thursday (27.06.2019)	Shri Anil Kumar	Shri P K Tripathy
Friday (28.06.2019)	Shri P K Halder	Shri Mukesh Kumar
Monday (01.07.2019)	Shri Sharad Dwivedi	Shri Anil Kumar
Tuesday (02.07.2019)	Shri Rajan	Shri Sharad Dwivedi
Wednesday (03.07.2019)	Shri P K Tripathy	Shri P K Halder
Thursday (04.07.2019)	Shri Mukesh Kumar	Shri Rajan
Friday (05.07.2019)	No Zero Hour	No Zero Hour
Monday (08.07.2019)	Shri Sharad Dwivedi	Shri Mukesh Kumar
Tuesday (09.07.2019)	Shri P.K. Halder	Shri Anil Kumar
Wednesday (10.07.2019)	Shri Rajan	Shri Sharad Dwivedi

Thursday (11.07.2019)	Shri P K Tripathy	Shri P K Halder
Friday (12.07.2019)	Shri Mukesh Kumar	Shri Anil Kumar
Monday (15.07.2019)	Shri Anil Kumar	Shri Sharad Dwivedi
Tuesday (16.07.2019)	Shri P K Tripathy	Shri P K Halder
Wednesday (17.07.2019)	Shri Mukesh Kumar	Shri Rajan
Thursday (18.07.2019)	Shri Anil Kumar	Shri P K Tripathy
Friday (19.07.2019)	Shri Sharad Dwivedi	Shri Anil Kumar
Monday (22.07.2019)	Shri P.K. Halder	Shri Rajan
Tuesday (23.07.2019)	Shri Rajan	Shri Sharad Dwivedi
Wednesday (24.07.2019)	Shri P K Tripathy	Shri P K Halder
Thursday (25.07.2019)	Shri Mukesh Kumar	Shri P K Tripathy
Friday (26.7.2019)	Shri Anil Kumar	Shri Sharad Dwivedi

2. In case an assurance is given by the Leader of the House or the Minister of Parliamentary Affairs/any other Minister/Minister of State or if there is any direction from the Presiding Officers of both the Houses, the Under Secretary attending in the Official Gallery may report the matter raised and the assurance/direction thereon to the Director with copy to PS to HMPA for information and to the Section Officer (Leg) for further necessary action. If there is no assurance, then also a report to that effect may be sent.
3. If any Under Secretary wishes to avail leave or is not able to perform his duty for some reason on the day of his duty, he/she may make his own arrangement with some other Under Secretary or Deputy Secretary, in advance and inform the Director about the same.

(Suman S. Bara)
Director (Leg.)

Copy to:

1. Secretary/Joint Secretary /Director /DS(A) /DS(YP) / DS(I) / OSD to HMPA
2. Concerned Under Secretaries

ANNEX XIII – G

Dated:-----

To
The Secretary-General,
Lok Sabha,
New Delhi.

Sir/Madam,

I give notice of my intention to move the following Motion during the current Session of the Lok Sabha:

“That the members of this House do proceed to elect, in the manner required by sub-rule(1) of Rule 309 of the Rules of Procedure and Conduct of Business in Lok Sabha, fifteen members from among themselves to serve as members of the Committee on Public Accounts for the term ending on the ---- April, 20----”.

“That this House do recommend to Rajya Sabha that Rajya Sabha do agree to nominate seven members from Rajya Sabha for being associated with the Committee on Public Accounts of the House for the term ending on the ---- April, 20---- and do communicate to this House the names of the members so nominated by Rajya Sabha”.

Yours faithfully,

(-----)

Minister of Parliamentary Affairs

ANNEX XIII – H

Dated:-----

To
The Secretary-General,
Lok Sabha,
New Delhi.

Sir,

I give notice of my intention to move the following motion during the current Session of the Lok Sabha:

“That the members of this House do proceed to elect, in the manner required by sub-rule(1) of Rule 311 of the Rules of Procedure and Conduct of Business in Lok Sabha, thirty members from among themselves to serve as members of the Committee on Estimates for the term ending on the ---- April, 20----”.

Yours faithfully,

(-----)

Minister of Parliamentary Affairs

ANNEX XIII-I

Dated:-----

To
The Secretary-General,
Lok Sabha,
New Delhi.

Sir/Madam,

I give notice of my intention to move the following Motion during the current Session of the Lok Sabha:

“That the members of this House do proceed to elect, in the manner required by sub-rule (1) of Rule 312 B of the Rules of Procedure and Conduct of Business in Lok Sabha, fifteen members from among themselves to serve as members of the Committee on Public Undertakings for the term ending on the ---- April, 20----”.

“That this House do recommend to Rajya Sabha that Rajya Sabha do agree to nominate seven members from Rajya Sabha for being associated with the Committee on Public Undertakings of the House for the term ending on the ---- April, 20---- and do communicate to this House the names of the members so nominated by Rajya Sabha”.

Yours faithfully,

(-----)

Minister of Parliamentary Affairs

ANNEX XIII-J

Dated:-----

To
The Secretary-General,
Lok Sabha,
New Delhi.

Sir/Madam,

I give notice of my intention to move the following Motion during the current Session of the Lok Sabha:

“That the members of this House do proceed to elect, in the manner required by sub-rule (1) of Rule 331 B of the Rules of Procedure and Conduct of Business in Lok Sabha, twenty members from among themselves to serve as members of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes for the term ending on the ---- April, 20----”.

“That this House do recommend to Rajya Sabha that Rajya Sabha do agree to nominate ten members from Rajya Sabha for being associated with the Committee on the Welfare of Scheduled Castes and Scheduled Tribes of the House for the term ending on the ---- April, 20---- and do communicate to this House the names of the members so nominated by Rajya Sabha”.

Yours faithfully,

(-----)

Minister of Parliamentary Affairs

ANNEX XIII-K

Dated:-----

To
The Secretary-General,
Rajya Sabha,
New Delhi.

Sir,

I give notice of my intention to move the following Motion during the current Session of the Rajya Sabha:

“That this House concurs in the recommendation of the Lok Sabha that the Rajya Sabha do agree to nominate seven Members from Rajya Sabha to associate with the Committee on Public Accounts of the Lok Sabha for the term ending on the ---- April, 20----, and do proceed to elect in such manner as the Chairman may direct, seven Members from among the Members of the House to serve on the said Committee”.

Yours faithfully,

(-----)

Minister of State for Parliamentary Affairs

ANNEX XIII-L

Dated:-----

To
The Secretary-General,
Rajya Sabha,
New Delhi.

Sir/Madam,

I give notice of my intention to move the following Motion during the current Session of the Rajya Sabha:

“That this House concurs in the recommendation of the Lok Sabha that the Rajya Sabha do agree to nominate seven Members from Rajya Sabha to associate with the Committee on Public Undertakings of the Lok Sabha for the term ending on the ---- April, 20---- and do proceed to elect in such manner as the Chairman may direct, seven Members from among the Members of the House to serve on the said Committee.”

Yours faithfully,

(-----)

Minister of State for Parliamentary Affairs

ANNEX XIII-M

Dated:-----

To
The Secretary-General,
Rajya Sabha,
New Delhi.

Sir/Madam,

I give notice of my intention to move the following Motion during the current Session of the Rajya Sabha:

“That this House resolves that the Rajya Sabha do join the Committee of both the Houses on the Welfare of Scheduled Castes and Scheduled Tribes for the term ending on the ---- April, 20----, and do proceed to elect, in accordance with the system of proportional representation by means of the single transferable vote, ten Members from among the Members of the House to serve on the said Committee.”

Yours faithfully,

(-----)

Minister of State for Parliamentary Affairs

ANNEX XIII-N

D.O.No.5(1)/2004-Leg.II

Dated:

I enclose a list of issues likely to be raised during the forthcoming session of Parliament.

It is requested that a brief note on each one of them concerning your Ministry may be sent to the PMO, with endorsement to this Ministry, for use by hon'ble PM / hon'ble Minister of Parliamentary Affairs.

Yours sincerely,

()
Secretary

Secretary,
Ministry of ,
Government of India, New Delhi.

Annex XIV-A**STATEMENT SHOWING THE DETAILS OF ALL INDIA WHIPS' CONFERENCES HELD BY THE MINISTRY OF PARLIAMENTARY AFFAIRS**

S. No.	No. of AIWC	Place where held	Date and year of Conference	Remarks
1.	First	Indore	13 th September, 1952	Held under the auspices of the Congress Party in Parliament.
2.	Second	Mysore	15 th and 16 th January, 1955	Inaugurated by Shri K. Hanumanthayya, Chief Minister of Mysore.
3.	Third	Srinagar	24 th and 25 th September, 1956.	Inaugurated by Shri G.M. Bakshi, Prime Minister of Kashmir
4.	Fourth	The Council Hall, Bombay	24 th and 25 th October, 1962.	Inaugurated by Shri Y. B. Chavan, Chief Minister of Maharashtra.
5.	Fifth	Vidhan Sabha Bangalore	4 th to 6 th January, 1966	Inaugurated by Shri N. Nijalingappa, Chief Minister of Mysore.
6.	Sixth	Himachal Bhavan, Shimla	4 th to 6 th October, 1967	Inaugurated by Dr. Y. S. Parmar, Chief Minister of Himachal Pradesh.

S. No.	No. of AIWC	Place where held	Date and year of Conference	Remarks
7.	Seventh	Rajaji Hall, Madras	21 st to 23 rd September, 1969	Inaugurated by Shri M. Karunanidhi, Chief Minister of Tamil Nadu.
8.	Eighth	Vidhan Sabha Bhavan, Bhopal	3 rd and 4 th November, 1972.	Inaugurated by Shri S. N. Sinha, Governor, Madhya Pradesh.
9.	Ninth	Legislative Assembly Hall, Shimla	27 th and 28 th October, 1983	Inaugurated by Shri Vir Bhadra Singh, Chief Minister of Himachal Pradesh.
10.	Tenth	Main Committee Room Parliament House Annexe, New Delhi.	26 th November, 1988	Inaugurated by Dr. M. Thambi Durai, Deputy Speaker, Lok Sabha.
11	Eleventh	Banquet Hall, Vidhan Sabha, Bangalore.	17 th and 19 th January, 1994	Inaugurated by Shri M. Veerappa Moily, Chief Minister of Karnataka.
12.	Twelfth	*S.K.I.C.C., Srinagar.	21 st and 22 nd August, 1997.	Inaugurated by Dr. Farooq Abdulla, Chief Minister of Jammu and Kashmir.
13.	Thirteenth	Dr. Marri Channa Reddy Human Resource Development Institute, Hyderabad.	4 th and 5 th February, 2005.	Inaugurated by Shri Bhairon Singh Shekhawat, Hon'ble Vice-President of India.

S. No.	No. of AIWC	Place where held	Date and year of Conference	Remarks
14	Fourteenth	Central Hall, Vidhan Bhavan, Mumbai.	4 th and 5 th February, 2008	Inaugurated by Shri Mohammad Hamid Ansari, Hon'ble Vice-President of India.
15	Fifteenth	Hotel Mountview Sector-10, Chandigarh	10 th and 11 th February, 2010	Inaugurated by Shri Shivraj V. Patil, Hon'ble Governor of Punjab & UT, Chandigarh.
16	Sixteenth	Hotel Radisson Blue, Cavellossim Beach, Goa.	13 th and 14 th October, 2014.	Inaugurated by Shri M. Venkaiah Naidu, Minister of Parliamentary Affairs.
17	Seventeenth	Hotel Novotel, Varun Beach, Visakhapatnam	29 th and 30 th September, 2015	Inaugurated by Shri M. Venkaiah Naidu, Minister of Parliamentary Affairs.
18	Eighteenth	Hotel Radisson Blue, Udaipur, Rajasthan	8 th and 9 th January, 2018.	Inaugurated by Shri Ananth Kumar, Union Minister for Parliamentary Affairs and Smt. Vasundhara Raje, Chief Minister of Rajasthan.

Annex XIV-B**RECOMMENDATIONS OF THE 18TH ALL INDIA WHIPS' CONFERENCE HELD ON 8TH AND 9TH JANUARY, 2018 AT UDAIPUR, RAJASTHAN**

S. No.	Recommendations
1	The Conference acknowledged overwhelming response from 21 States to the recommendations of the 16 th AIWC and 7 States to the recommendations of the 17 th AIWC. The Conference took note that some of the States are yet to submit their Action Taken Reports on the recommendations of the previous AIWC. The Conference after taking stock of the situation urged the remaining States to expedite the Action Taken Report on the recommendations.
2	Zero Hour is the designated Hour in Legislatures to raise matters of urgent public importance. Of late this important item of business is not being taken seriously by the Ministries/Departments by giving no reply or giving summary reply thereon. The reform of the Zero Hour is the need of the hour for more prompt reply and ATR from concerned Ministry.
3	The existing committee system of Parliament is an effective oversight for examining Bills and other documents of the Government. The experience of the Conference was that the reports submitted by the committees are not discussed in the Legislature and the Government sometimes only accepts selective recommendations. In order to mitigate the situation, the Conference was overwhelming in its response that a system may be evolved wherein these reports may be discussed and replied to in the Houses. Keeping that in view the Conference suggested that the concept of Committee Hour could be developed whose frequency can be suitably worked out.
4	At present Private Member's business is discussed in the evening of every Friday in the Houses. It has been noticed that Friday being the last day of the week, the attendance of the Members is thin. In order to give impetus to this important item of business, the Conference took a view that reforms in the structure of Private Members Business needs to be carried out.

S. No.	Recommendations
5	There is perception that the elected Legislators do not have adequate infrastructure to support their interactions with the citizens of their constituency. The Conference after deliberations suggested that a Committee may be constituted to conceptualize and implement the process of providing institutional and infrastructural support to the Chief Whips and Whips for effective functioning, better coordination of Legislatures and Parliament.
6	There has been a trend of declining sittings of Legislatures across States. The Conference felt that this has led to less time at the disposal of Legislators to highlight the problem faced by citizens. The Conference opined for establishment of a Legislative framework for more working days in both Union and State Legislatures.
7	The Conference opined to evolve a suitable mechanism for enhancing participation of people representatives specially MPs and MLAs in formulating, implementing and monitoring State and Central Government programmes and projects.
8	The Conference felt the need to provide for regular upgrading of skills of Legislators. The Conference mooted developing Bureau of Parliamentary Studies and Training (BPST) as a national academy for training of Legislators and Parliamentarians.
9	Digitization of the Secretariats of the State Legislatures and Assemblies as a project was welcomed by all the participants. The conference appreciated the initiative taken by the Ministry of Parliamentary Affairs to roll out of e-Vidhan in the States for providing financial assistance and support to meet this end. The conference expressed its desire to embrace e-Vidhan Mission Mode Project to enable State Legislatures to become paperless, more transparent, productive and accountable to the citizens and economize the entire Legislative process.
10	Based on unanimity among delegates, the Conference resolves that all political parties in Legislatures will try to reach a consensus that no Member would go to the well of the Houses during their proceedings.

Annex XIV-C**CHEK LIST FOR ARRANGING ALL INDIA WHIPS' CONFERENCE**

S. No.	Items
1.	Letter from Minister to Chief Minister of organizing State to confirm the dates mooted by Ministry.
2.	D.O. letter to the hosting state to make necessary arrangement.
3.	Depute officers of the ministry to the hosting state to discuss and finalize the programme of the conference.
4.	A letter to Coordinator informing him/her the exact date of meeting and about composition of the team
5.	D.O. letters to the Chief Minister of all the states to furnish the names and addresses of the Chief Whips of the ruling party and the Chief whips of the opposition parties in their legislatures so that they may be invited to participate in the conference. They may also be advised to request the delegates to send items of agenda to this Ministry.
6.	D.O. letters to the Leaders of Opposition in the Lok/Rajya Sabha to furnish the names and addresses of the Whips of their parties. They may be requested to advice the delegates to send items of agenda to this Ministry.
7.	Selection of Whips/regional Whips from the ruling party at the Centre. They will also be requested to send items for the agenda.
8.	Preparation of notes on agenda items.
9.	Request the hosting state to supply relevant material and literature on the place of the Conference and other adjoining towns for distribution to the delegates. (Letter to the Department of Tourism).
10.	The State Government should be requested to provide maps showing the venue of the Conference and the approach roads.
11.	Asking for messages from dignitaries for the success of the Conference.
12.	Issue of invitations to delegates both at the Centre and in the States.
13.	Prepare a press note.

S. No.	Items
14.	Publicity and press coverage for the conference- Write a D.O. letter to Ministry of Information & Broadcasting.
15.	Write a letter to Secretary Ministry of information & Broadcasting requesting him to place the services of the information officer attached to this Ministry, during the conference.
16.	Prepare a tentative programme of the Conference.
17.	Prepare a detailed note on the working of each Section in the Ministry.
18.	Send note to Account & Purchase Section to sanction advance.
19.	Arrangement of reporters for the conference.
20.	Arrangements of banners, cards, badges and ribbons etc.
21.	Letter to Railways Board for reservation of seats.
22.	Note to supply latest printed lists of Members of Parliament of both Houses and of Railway Time Table.
23.	Note to Account & Purchase Section to supply service stamps.
24.	Note to Administration Section regarding preparation of two indicators of each of the three committees (A.B and C).
25.	Note to Account & Purchase section to supply the stationery and other materials.
26.	Tentative list of the subjects to be discussed at the conference and its committees.
27.	Printing work: (a) Presidential address; (b) Inaugural address; (c) Invitation cards for the inaugural ceremony of the conference; and (d) Invitation cards for the Minister's dinner.
28.	Note to the Account & Purchase Section for supply of wooden stands for fixing the name plates of the delegates.
29.	Formation of committees of the staff in the Ministry for organising the Whips' Conference.

S. No.	Items
30.	List of items of work to be done by the advance party / other committees.
31.	Reservation for return journey.
32.	Preparation of proforma for the acceptance of invitations.
33.	Papers etc. to be distributed to the delegates.
34.	Statement to be submitted for the Secretary's perusal.
35.	Articles to be taken to conference- preparing list of.
36.	Files to be taken to conference – preparing list of.
37.	Note to the A&P Section for supply of the following (i) Boxes and trunks; (ii) Copies of Who's Who of the two Houses of Parliament; (iii) Stationery items; and (iv) Gifts for delegates.
38.	Messages- Compilations of.
39.	List of invitees.
40.	Preparation of the final programme of the conference.
41.	Programme and other circulars of the conference to be issued both in Hindi and English.

Annex - XIV-D

D.O. No.

Dated:

Ministry of Parliamentary Affairs has been holding the All India Whips' Conferences (AIWCs) since 1952. such Conferences have been held so far. The All India Whips' Conference was held in in It is proposed to hold the next Conference during

The duration of the Conference is normally two days with an additional day for interaction amongst participants and local visits. Approximate number of delegates from various States/UTs are expected to be around 200. A number of officers/staff from the Ministry of Parliamentary Affairs, Government of India would be serving the Conference.

A proposal has been mooted that the All India Whips' Conference may be held during at The expenses to be incurred for holding the Conference are normally met on 50-50 sharing basis by this Ministry and the State Government concerned. I shall be grateful if you could inform me whether the proposal suits your convenience and the willingness of the State Government to share the expenses.

In case the idea is acceptable to you, a team of senior officers from my Ministry will work out further necessary details for holding the Conference in consultation with your Government. Also, a senior officer of the Government of may please be nominated as Coordinator and Nodal Officer for this purpose.

With regards,

Yours sincerely,

()
MINISTER

Smt./Shri
Chief Minister of,
.....

Annex - XIV-E

D.O. No.

Dated:

Please refer to Hon'ble Minister of Parliamentary Affairs letter of even number dated, addressed to Hon'ble Chief Minister, regarding this Ministry's proposal to hold the All India Whips' Conference (AIWC) during at A copy of the letter is enclosed for ready reference.

This will be a large event which will be attended by Cabinet Ministers, Ministers from various State Assemblies, Members of Parliament of Lok Sabha & Rajya Sabha, State Legislatures and officers of various States/UTs. Approximate number of delegates from various States/UTs is expected to be around 200. Since the expenses to be incurred for holding the Conference are normally met on 50-50 sharing basis by this Ministry and the State Government concerned, I shall be grateful if you could inform this ministry whether the proposal meets the willingness of the State Government. The likely expenses to be incurred on the conference would be Rs to be shared by Central and State Government on 50:50 basis.

If the proposal is acceptable to the Government of, appropriate support and cooperation from all concerned in the State Government would be required to conduct the conference in a smooth and successful manner. Various arrangements such as secretarial assistance, transport, protocol & escort services, disaster management services, etc., would be expected from the State Government. However, detailed modalities could be worked out in consultation with the State Government of Rajasthan.

I shall be grateful if you could look into this matter and let me know the decision of the State Government of as soon as possible.

With regards,

Yours sincerely,

()
Secretary to the Government of India

Chief Secretary,

.....
.....

Annex XIV-F

D.O. No.

Dated:

Namasthe,

As you may be aware, the Ministry of Parliamentary Affairs, Government of India has been holding All India Whips' Conference since 1952. Minister of Parliamentary Affairs/Legislative Affairs, Chief Whips of major political parties, ruling as well as opposition in the Parliament and the State Legislatures attend this Conference. Seventeen such Conferences have been held so far. The All India Whips' Conference will be held at on The Government is co-hosting the Conference.

The Conference provides an opportunity to discuss all important issues relating to the functioning of Parliament and State Legislatures.

I, therefore, request you to kindly depute the Minister of Parliamentary Affairs/Legislative Affairs, or any other minister dealing with Legislative Affairs in your State, to participate in the Conference on behalf of your government. You may also kindly request the Chief Whips or Whips of recognized political parties in the Legislative Assembly and Legislative Council (if any), of your State in consultation with their leaders, if necessary, to attend the Conference. The names and address (including telephone, fax & cell-phone numbers and e-mail ID) of the proposed participants along with their Travel Plan may please be forwarded to the Nodal Officer/Liaison Officer for the All India Whips Conference in the enclosed proforma at an early date, in order to enable us to send the Agenda papers and other related papers directly to them. We will make arrangements for boarding, lodging and local transport at Udaipur while, the TA & DA for the delegates so deputed will have to borne by the concerned State Government. The details of the Nodal officer/Liaison Officer

dealing with the Conference are as under:-

Nodal Officer		Liaison Officer	
	Tele/Fax Nos.		Tele/Fax Nos
Smt./Shri Joint Secretary M/o Parliamentary Affairs, Room No. 87, Par- liament House, New Delhi-110001. e-mail: jsmpa@ nic.in	011-23034734 (O) 011-23792067(Fax) Mobile No.....	Smt./Shri..... Deputy Secretary, M/o Parliamentary Affairs, Parliament House, New Delhi-110001 e-mail:	011-23034761 (O) 011-23035651, 011-23018220(Fax) Mobile No.....

I shall be thankful for an early reply.

With regards,

Yours sincerely,

()
MINISTER

To
Chief Ministers of all the States/UTs having Legislature.

Annex - XIV-G

D.O. No.

Dated:

Namasthe,

The All India Whips' Conference will be held at on The Chief Whips of all political parties/groups in the Parliament as well as in the State Legislatures would be attending the Conference. The Government is co-hosting the Conference.

As in the past, the Conference would be a forum for exchange of views and discussions on the functioning of the Legislatures, both at the Centre and the States. As vital functionaries of the parliamentary system, the Whips of political parties at the Centre as well as the States are expected to put forward important suggestions/recommendations for further improving the working of the Legislatures in the country.

I request you to nominate the Chief Whip or, in the absence, the Whip of your party in the Lok Sabha/Rajya Sabha to the Conference and send his travel details as per proforma attached at the earliest so as to make necessary arrangements regarding boarding, lodging and local transport etc. at (venue).

The travelling and daily allowances for attending the Conference will be paid by the Ministry of Parliamentary Affairs, as per rules. At (venue) the delegates will be provided necessary hospitality including boarding, lodging and local transport.

Joint Secretary and Deputy Secretary have been designated as Nodal Officer and Liaison Officer respectively for the Conference. Their contact details are as under:

Nodal Officer		Liaison Officer	
	Tele/Fax Nos.		Tele/Fax Nos
Smt./Shri Joint Secretary M/o Parliamentary Affairs, Room No. 87, Parliament House, New Delhi- 110001. e-mail: jsgmpa@ nic.in	011-23034734 (O) 011- 23792067(Fax) Mobile No.....	Smt./Shri Deputy Secretary M/o Parliamentary Affairs, Parliament House, New Delhi- 110001. e-mail:	011-23034761 (O) 011-23035651, 011- 23018220(Fax) Mobile No.....

With regards,

Yours sincerely,

()
 MINISTER

To

Leaders/Deputy Leaders of Political Parties in Parliament

Annex - XIV-H

D.O. No.

Dated:

Namasthe,

As you may be aware, the Ministry of Parliamentary Affairs, Government of India has been holding All India Whips' Conference since 1952. Minister of Parliamentary Affairs/ Legislative Affairs, Chief Whips of major political parties, ruling as well as opposition in the Parliament and the State Legislatures attend this Conference. Seventeen such Conferences have been held so far. The All India Whips' Conference will be held at on The Government is co-hosting the Conference.

Keeping in view of the importance of the Conference, you may like to depute the Principal Secretary or Secretary looking after the Department related to Parliamentary Affairs/Legislative Affairs from your state, who will be welcomed as an observer to the Conference. In case the Principal Secretary/Secretary is unable to attend the Conference, an officer not below the rank of Additional Secretary/Joint Secretary looking after the Parliamentary/ Legislative Department may be asked to attend. The name and address (including telephone, fax & cell-phone numbers and e-mail ID) of the proposed participants along with his Travel Plan may please be forwarded to the Nodal Officer/Liaison Officer for the All India Whips Conference at an early date, in order to make arrangement for boarding, lodging and local transport at Udaipur while, the TA & DA for the delegate so deputed will have to borne by the concerned State Government/ UT Government. The details of the Nodal officer/Liaison Officer dealing with the Conference are as under:-

Nodal Officer		Liaison Officer	
	Tele/Fax Nos.		Tele/Fax Nos
Smt./Shri Joint Secretary M/o Parliamentary Affairs, Room No. 87, Parliament House, New Delhi- 110001. e-mail: jsmpa@ nic.in	011-23034734 (O) 011- 23792067(Fax) Mobile No.....	Smt./Shri Deputy Secretary, M/o Parliamentary Affairs, Parliament House, New Delhi- 110001. e-mail:	011-23034761 011-23035651, 011- 23018220(axF), Mobile No.....

I shall be thankful for an early reply.

With regards,

Yours sincerely,

()
 Secretary to the Government of India

To

Chief Secretaries of all the States/UTs having Legislature.

ANNEX XV-A



**SCHEME OF
YOUTH PARLIAMENT COMPETITION FOR
RECOGNISED
EDUCATIONAL INSTITUTION IN THE
NATIONAL CAPITAL TERRITORY
OF DELHI**

RULES AND REGULATIONS

**GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS
(YOUTH PARLIAMENT SECTION)
NEW DELHI**

2013

SCHEME OF YOUTH PARLIAMENT COMPETITION FOR SCHOOLS UNDER THE DIRECTORATE OF EDUCATION, GOVERNMENT OF NCT OF DELHI AND NEW DELHI MUNICIPAL COUNCIL.

1. **Object:-** The competition is organized each academic year by the Ministry of Parliamentary Affairs (hereinafter referred to as the Ministry) in collaboration with the, Directorate of Education, Government of NCT of Delhi and the New Delhi Municipal Council with a view to strengthen the roots of democracy, inculcate healthy habits of discipline, tolerance of views of others and to enable the student community to familiarize themselves with the working of Parliament and Parliamentary institutions.
2. **Eligibility for entry into the Competition:** Schools under the Directorate of Education, Government of NCT of Delhi and the New Delhi Municipal Council shall be eligible to participate in the Competition. The number and type of Schools to be selected for participation in each year's Competition shall be decided by the Directorate of Education, Government of NCT of Delhi and the New Delhi Municipal Council in consultation with the Ministry.
3. **Period during which the competition of Youth Parliament will be held:** The Competition of Youth Parliament will be held every year. The detailed programme shall be drawn up by the Ministry and circulated to the institutions taking part in the competition well before its commencement.
4. **Number of participants in the Youth Parliament:** Each Team may consist of about 50-55 students with appropriate roles assigned.
5. **Duration of the Youth Parliament Sitting:** The duration of a Youth Parliament Sitting may be 55 minutes. Of this, about 12 to 15 minutes are to be devoted to Questions.

The remaining period may be appropriately allotted for showing various other parliamentary items, ensuring proper balance in terms of content and time spent on each item.

6. Subjects for discussion at the Youth Parliament: There is no particular stipulation on the subjects/topics that may be chosen for the various items to be shown in the Youth Parliament Sitting. It would, however, be desirable that subjects such as public welfare, social justice, communal harmony, economic development, student community, human rights, etc. are selected.
7. Language: The participants may speak in Hindi /English as per their preference.
8. Venue of the Youth Parliament: Each institution shall hold their Youth Parliament sitting in their own premises. If for some unavoidable reasons the sitting cannot be held in their own premises it may be held at some other appropriate venue. In the case of the latter the Ministry should be informed of the venue well in advance of the actual date of the sitting.
9. Orientation Course: Before the commencement of each year's Competition the Ministry will conduct an Orientation Course for the benefit of the teachers-in-charge of the schools selected for participation in the competition for that year.
10. Prizes : The following prizes will be awarded for the competition :-
 - (i) "Pandit Motilal Nehru Running Parliamentary Shield" and an additional Trophy for the School standing first in the competition. If any school wins the shield for three consecutive years it will be retained permanently by that school.

- (ii) One Trophy for the Educational District, performance of which turns out to be the best on the basis of marks obtained by the schools under that District.
 - (iii) Trophies to 25% of the participating schools, in the order of merit (excluding the school standing first), for meritorious performance in the competition.
 - (iv) One Trophy for the school which stands first among the new entrants in the competition.
 - (v) Individual merit prizes in the shape of medals/ cups/ books to selected students from each team (Maximum eight Prizes in each team).
 - (vi) Team prize to each member of the team which stands first in the Competition and presents a Youth Parliament sitting at the Prize Distribution Function.
 - (vii) Certificates : One certificate each will be awarded to : The teacher-in-charge (only one teacher-in-charge) of each school which participated in the competition Each student selected for individual merit prizes mentioned at para 10(v) &(vi)
 - (viii) Committee of Judges : Committee of Judges for evaluation of performance of each school shall be constituted by the Ministry consisting of ordinarily:
 - (i) an MP/Ex-MP/MLA;
 - (ii) an Officer of the Ministry ; and
 - (iii) an Officer of the Directorate of Education, Govt. of NCT of Delhi/New Delhi Municipal Council
11. Consideration for drawing up the merit list: The committee of Judges shall keep in view the following points while assessing the performance of the institutions:-

	Mark
(i) Discipline & Decorum	10
(ii) Observance of Parliamentary Procedure	20
(iii) Selection of subjects for Procedure questions & Supplementaries & quality of answer thereto	20
(iv) Selection of subjects for Debates	10
(v) Delivery/quality of speeches delivered standard of Debates.	30
(vi) General Assessment of the performance as a whole.	10
Total	100

12. Repeat performance: The institution standing first may be required to give a repeat performance in a Prize Distribution Function to be held at a venue to be decided by the Ministry. Guests and the public may be invited to this performance. The programme for this performance will be drawn up by the Ministry and intimated to the institution well in advance.
13. Distribution of Trophies/Prizes: The Ministry shall fix a date, time and venue for the occasion. The Prizes shall be distributed by a high dignitary. Invitations to the participating institutions and such of the other institutions, etc., as are considered necessary will be sent by the Ministry.
14. Financial Assistance : The Ministry will reimburse expenditure up to a maximum amount of Rs. 10,000/- (Rs. ten thousand only) to each school for holding Youth Parliament Competition on the following items:-
 - (i) Sound system

- (ii) Essential decorations, furniture and banners for preparing the stage
- (iii) Printing of booklets in connection with the items of business, etc., and
- (iv) Serving light refreshments

The schools may prefer their claims, along with the original vouchers, to the Directorate of Education, Govt. of NCT of Delhi/NDMC which, after conclusion of each year's Competition, will submit to the Ministry a utilization Certificate as at Annex, duly signed by an Officer not below the rank of Deputy Director (in the case of the Directorate of Education, Govt. of NCT of Delhi)/ Deputy Education Officer (in the case of NDMC), for reimbursement.

Annex**Utilisation certificate in respect of reimbursement to schools on expenditure incurred by them in the conduct of ‘Youth Parliament Sitting’ in connection with the _____ Youth Parliament competition held during _____**

1.	Financial year in which the Youth Parliament Competition was held	
2.	Names of schools which participated in the Youth Parliament competition for which the amount is being claimed	
3.	Amount of reimbursement claimed by the schools and admissible amount proposed for reimbursement (both school –wise and consolidated)	

1. The Youth Parliament competition was conducted in the schools indicated at S.No.2 above.
2. The re-imbursement of expenditure claimed by the schools relate to the items specified in the Ministry of Parliamentary Affairs O.M.No.22 (12)/2006-R&C dated 25.08.2006.

The re-imbursement will be credited to the account of the concerned schools within one month of the receipt of the payment from the Ministry of Parliamentary Affairs and the Ministry will be informed of the same thereafter.

NAME

DESIGNATION

(To be signed by an officer not below the rank of Deputy Director, Directorate of Education, Govt. of NCT of Delhi / Deputy Education Officer, Education Department, New Delhi Municipal Council).

ANNEX XV-B**CHECK LIST FOR ORGANISING YOUTH PARLIAMENT COMPETITION IN RECOGNISED EDUCATIONAL INSTITUTIONS IN THE NATIONAL CAPITAL TERRITORY OF DELHI**

A Youth Parliament Competition is held annually by the Ministry of Parliamentary Affairs by the Ministry of Parliamentary Affairs in coordination with the Directorate of Education, Govt. of NCT of Delhi in the recognized educational institutions in Delhi.

Meeting

First of all a meeting with the officers of the Directorate of Education, Govt. of NCT of Delhi and NDMC is held to finalise the modalities of holding the competition. The following decisions are taken in the meeting:

- i. Date and venue of the orientation course for the benefit of the teachers-in-charge of Youth Parliament activity in the participating Schools.
- ii. Chalking out of programme for evaluation of the Youth Parliament Competition; and
- iii. Fixing date of the Prize Distribution Function.

After holding the meeting the minutes thereon are circulated to all concerned. After receiving the name of the participating schools from the Directorate of Education, literature on Youth Parliament is sent to all participating schools.

Orientation Course

To acquaint teachers-in-charge of the Youth Parliament in the participating schools with the concept and background of the scheme, the Ministry of Parliamentary Affairs, in cooperation with the Directorate of Education and NDMC organizes an Orientation Course

Action to be taken for conducting the Orientation Course is as under:

- (i) Preparation of note for drawal of advance to meet the estimated expenditure in connection with organization of the Orientation Course for teachers-in-charge of the participating vidyalayas
- (ii) Approval of Secretary / IFD for the estimated expenditure.
- (iii) Intimating the date and venue of the Orientation Courses to the participating vidyalayas.
- (iv) Send letters to the Principals of participating schools requesting names of teachers-in-charge of Youth Parliament activity.
- (v) Preparation of programme of the Orientation Course
- (vi) Arrangements for refreshments etc.
- (vii) Preparation of banners
- (viii) Holding the Orientation Course as scheduled.
- (ix) Distribution of certificates to the teachers-in-charge attending the Orientation Course
- (x) Submission of report on the Orientation Course.

The following items are distributed at the venue:

- a. Material on Youth Parliament;
- b. CD on Youth Parliament;
- c. Bags, pens and writing pads; and
- d. Attendance sheet (address and signature of participants)

Competition

After organizing the Orientation Course, the competition is organized as per the time schedule. Detailed programme of the Youth Parliament Competition is drawn up by the Ministry of Parliamentary Affairs and circulated to the schools participating in the competition well before its commencement. According to the programme performances of participating schools are evaluated.

Committee of Judges for evaluation of Competition

A committee of Judges is constituted by the Ministry of Parliamentary Affairs consisting of ordinarily a Member of Parliamentary / an ex- Member of Parliament/ an MLA, an officer of the Ministry of Parliamentary Affairs and an officer of the Directorate of Education, Government of National Capital Territory of Delhi

MPs/ex-MPs who are associated with the team of judges are paid DA as per details given below:

Legislators	Amount of DA
1. M.P	Rs 2000/-
2. Ex-MP	Rs 1200/-

Results of the Competition

After completing the competition, results, on the basis of the performances of the participating vidyalayas, of the whole competition are declared by this Ministry on its official website and circulated to all concerned.

Prize Distribution Function

After completion of the whole competition, a Prize Distribution Function is organized to distribute the prizes, certificates and trophies to the participants at a suitable place.

Following actions are taken to organize the Prize Distribution Function :-

1. Approval of advance from competent authority.
2. Drawal of advance and upkeep of its accounts
3. Arrangements for booking of venue
4. Letter to Deputy of Commissioner of Police requesting NOC for holding function
5. Preparing , checking & stamping of certificates.
6. Intimation to Principals of participating Schools, Directorate of Education, NDMC etc. regarding time & date of the function.
7. Finalisation of programme of the function
8. Ensuring presence of prize winners three hours before the function.
9. Arrangements for Prizes – Shields, Trophies and Mementoes- presentation of prize packets for individual prize winners. Catering for VIPs – All work connected therewith including finalisation of menu, placing of order an invitees.
10. Arrangements of furniture and refreshment for the invitees
11. Preparation of placards, sign boards and banners etc.
12. Contacting the Principal of the school declared first in order of merit to keep the teacher and students ready for repeat performance
13. Preparation of draft speeches for
 - (i) The Minister who will inaugurate the function
 - (ii) Inaugural speech by Secretary
 - (iii) Vote of Thanks

14. Contacting the Principal of the school declared first in order of merit to keep the teacher and students ready for repeat performance.
15. All necessary arrangements in the hall and at the dias for holding function
16. Arrangements at the dias of the tables, chairs, carpets, mikes and make-up of the children.
17. Allotment of duties to the members of staff on the day of the function
18. Arrangements for announcer / compere
19. Arrangements for photographer
20. Letters to MPs / Ex-MPs / MLAs who acted as judges for inviting them for the function
21. Preparation of Press Note
22. Letter to LSTV/ RSTV for recording proceedings of the function.
23. Preparation of folders for the Minister / Secretary/ officers of Ministry and Directorate of Education / NDMC containing the following papers :
 - (i) Copy of the programme
 - (ii) List of Business
 - (iii) Question List
 - (iv) Copies of Speeches
 - (v) Result
 - (vi) Press Note, and
 - (vii) Scheme

ANNEX XV-C



**NATIONAL YOUTH PARLIAMENT
COMPETITION SCHEME
FOR
KENDRIYA VIDYALAYAS
RULES AND REGULATIONS**

**Ministry of Parliamentary Affairs
Government of India
2015**

NATIONAL YOUTH PARLIAMENT COMPETITION SCHEME FOR KENDRIYA VIDYALAYAS

1. Objective of the Youth Parliament Scheme

With a view to strengthening the roots of democracy, inculcate healthy habits of discipline, tolerance of the views of others and to enable the student community to know something about the working of Parliament, the Ministry of Parliamentary

Affairs have decided in consultation with the Kendriya Vidyalaya Sangathan to introduce a scheme of National Youth Parliament Competition in the Kendriya Vidyalayas throughout the country and to hold 'Youth Parliament Competition' annually among the Kendriya Vidyalayas.

2. Eligibility for entry into the competition

The scheme would be applicable to all the Kendriya Vidyalayas in the Country. The selection of participating Vidyalayas will be done by the Kendriya Vidyalaya Sangathan and intimated to Ministry of Parliamentary Affairs. The number of schools for participation during each year will be decided in consultation with the Ministry of Parliamentary Affairs.

3. Period during which the competition will be held

The Competition will be held every year during a period considered to be convenient to the Sangathan and the Ministry of Parliamentary Affairs.

4. Duration of Youth Parliament sitting

The duration of the sitting of the 'Youth Parliament' should not exceed one hour. Out of this 10-12 minutes may be devoted to Question and the remaining time be utilized for some other items including discussion on Bills, Motions or Resolutions etc.

5. Subjects for discussion at the Youth Parliament

It would be desirable that the matters raised in the Youth Parliament may relate to the subjects of welfare activities, defence of the country, social justice, social reforms, economic development, communal harmony, health, student's discipline etc. No direct or indirect remarks may be made in the speeches so as to cast aspersion on the political parties or leaders/ persons etc.

6. Language

The participants may speak in Hindi or English as per their preference.

7. Venue

Each Institution shall ordinarily hold the Youth Parliament sitting in its own remises.

8. Outline of the Scheme

The Competition will be held in two phases – first at Regional level and then at Zonal level.

The Competition at regional level will be held among such Vidyalayas of the respective regions as are sponsored for the Competition by the Kendriya Vidyalaya Sangathan from that region. This would be conducted under the supervision of Kendriya Vidyalaya Sangathan authorities. The Competition at Zonal level will be held among the Kendriya Vidyalayas which stand first in their respective regions in the regional level competitions. The zonal level competitions will be held at different venues over a period of 2 days.

Based on the evaluation conducted by a team of judges consisting of an MP/

Ex-MP, Officers of the Kendriya Vidyalaya Sangathan

and Ministry of Parliamentary Affairs at the Zonal level, a merit list to declare zonal and national winners would be drawn by the preview committee.

For the purpose of the competition, regions will be the same as constituted by Kendriya Vidyalaya Sangathan from time to time. There will be 5 Zones comprising of regions as indicated below:-

Zone		North	South	East	West	Central
Regions	1.	Delhi	Chennai	Kolkata	Mumbai	Lucknow
	2.	Chandigarh	Hyderabad	Guwahati	Ahmedabad	Patna
	3.	Dehradun	Bangalore	Silchar	Jaipur	Bhopal
	4.	Gurgaon	Ernakulam	Tinsukia	Agra	Varanasi
	5.	Jammu	Jabalpur	Bhubaneswar	Ranchi	Raipur

9. Orientation Course

To acquaint teachers-in charge and principals of organising 'Youth Parliament' in the participating Vidyalayas with the concept and background of the scheme, the Ministry of Parliamentary Affairs in co-operation with the Kendriya Vidyalaya Sangathan shall organize Orientation Course (s). The date(s) and place (s) of the Orientation Course(s) would be decided in consultation with the Kendriya Vidyalaya Sangathan.

10. Committee of Judges

The competitions at Regional and Zonal levels will be evaluated by three member committee of judges.

- (a) The committee of judges for evaluation of performance of the competing Vidyalayas at the regional level shall be constituted by the Assistant Commissioner, KVS of the respective regions and shall consist of:-

- (i). M.P. / Ex-MP/MLA/MLC/Ex-MLA/Ex-MLC
 - (ii). An Officer of the Kendriya Vidyalaya Sangathan of the respective region.
 - (iii) Principal of a non-participating Vidyalayas of the region or some local prominent educationist.
- (b) The Committee of judges for evaluation of competition at Zonal/ National level shall be constituted by the Ministry of Parliamentary Affairs and shall consist of:-
- (i) Member of Parliament/Ex-Member of Parliament;
 - (ii) An Officer of the Ministry of Parliamentary Affairs ; and
 - (iii) An Officer of the Kendriya Vidyalayas Sangathan (Hqrs.)

11. T.A./D.A.

Members/Ex-Members of Parliament who are associated as judge with the evaluation of the Competitions at Zonal/National Level shall be paid DA for the day by the Ministry of Parliamentary Affairs. Members of Parliament at the same rate as applicable to them under the Salary, Allowances and Pension of Members of Parliament Act, 1954 as amended from time to time and Ex- Members of Parliament at 50% of the rate applicable to Members of Parliament or at the rate fixed by the Ministry of Parliamentary Affairs whichever is higher.

Other Officers concerned with the activity will draw their T.A./D.A. from their own organizations as per their entitlement.

12. Consideration for drawing up the Merit List

The Committee of judges shall keep in view the following points while assessing the performance of institutions:-

		Marks
(i)	Discipline and Decorum	10
(ii)	Observance of Parliamentary Procedures	20
(iii)	Selection of subject for questions & supplementaries & quality of answers thereto.	20
(iv)	Selection of subjects for Debates	10
(v)	Quality of speeches delivered, standard of Debates	30
(vi)	General assessment of the performance as a whole	10
	Total	100

13. Shield/Trophies

Following Prizes will be awarded :-

(A) Running Shield

‘Nehru Running Shield’ will be awarded to the Vidyalaya declared first at the National Level. If a particular Vidyalaya wins the shield for three consecutive years, it will be retained permanently by that Vidyalaya.

(B) Trophies

- a. One **Zonal Winner Trophy** each will be awarded to the Vidyalayas which stand first at the Zonal Level in the respective Zone (except for the Zone to which the Vidyalaya standing first at the National Level belongs)
- b. One Trophy each will be awarded to the Vidyalayas which stand first in the respective regions (except for the region to which the Vidyalayas as standing

first at the Zonal Level belong) at the regional level competition.

These Trophies will be retained by the winning Vidyalayas.

(C) Prizes and Certificates

- (i) Students who are members of the teams of the participating Vidyalayas will be awarded individual prizes and certificates as under:-

At the Regional Level of the competition, besides a certificate to the teacher-in-charge, a maximum of 6 (six) students from among the members of the team of each participating Vidyalaya may be selected for award of individual prizes and certificates, as under:-

A	First Prize	-	One
B	Second Prize	-	One
C	Third Prize	-	One
D	Special Prize	-	Three

- (ii) At the National/Zonal Level of the Competition, a maximum of 8(Eight) students from among the members of the team of each participating Vidyalaya will be selected for award of individual prizes and certificates ranked First to Fourth.
- (iii) A Prize and Certificate will be issued to the teacher-in-charge of the Team of each Vidyalaya participating in the competition.
- (iv) A Prize will be issued to the Principal of each Vidyalaya participating in the competition
- (v) A certificate will be issued to the venue Principal for

successful organisation of the Orientation Course

- (vi) A certificate will also be issued to the Vidyalayas standing first at the National/Zonal and Regional levels.
- (vii) A Prize and certificate will also be awarded to each student participating in the Prize Distribution function.

(D) Distribution of Regional Level Individual Prizes and Certificates

- (i) Prizes: The prizes awarded to the students for their performances in the regional level competitions will be procured by the respective regional offices of the Kendriya Vidyalaya Sangathan and distributed at the time of the evaluation of the regional level performances itself. The Ministry of Parliamentary Affairs will reimburse the Sangathan the expenditure incurred in this regard,. The monetary limits of expenditure to be incurred on the purchase of these individual prizes and procedure of reimbursement will be as per stipulations issued from time to time by the Ministry in consultation with the Kendriya Vidyalaya Sangathan (Headquarters).
- (ii) Certificates: The individual certificates for the students and the teachers-in-charge in respect of the regional level competitions will be issued by the Ministry of Parliamentary Affairs through the regional offices of the Sangathan , For this purpose, immediately after the evaluation of the regional level performances, the respective regional office will forward, directly to the Ministry of Parliamentary Affairs, a list indicating the prize winners as well as the name of the teacher-in-charge of each of the participating Vidyalayas. The Ministry will prepare the certificates and forward

them directly to the regional offices for appropriate distribution to the students and teachers-in-charge of the participating Vidyalayas.

(D) Distribution of National/Zonal level prizes/ certificates to students and National/Zonal/ Regional Shield/Trophies to Vidyalayas and repeat performance by the National First Prize Winning Vidyalaya.

Kendriya Vidyalaya adjudged best in the competition will give a Repeat performance of their sitting of Youth Parliament before a select audience in a Prize Distribution Function to be organized by the Ministry of Parliamentary Affairs in New Delhi. The Running Shield/Trophies to the Vidyalayas standing first at National/Zonal/Regional Level, will be awarded by the Ministry of Parliamentary Affairs to such Vidyalayas in the function besides, prize winning students of vidyalayas standing first at National/Zonal level will also be awarded medals/certificates in the function. Ministry of Parliamentary Affairs will fix a date and venue for the function. The prizes shall be distributed by a high dignitary. Invitations to VIPs and others for attending the function will be issued by the Ministry of Parliamentary Affairs which shall bear the entire expenditure on this function such as:-

Expenditure on:

- i. Rent of the Hall/Shamiana;
- ii. Lighting and Seating arrangements;
- iii. Printing of invitation cards;

- iv. Postage and Stationery ;
- v. Refreshment; and
- vi. Other Contingencies

Assistance by Kendriya Vidyalayas Sangathan

Kendriya Vidyalayas Sangathan will give necessary assistance like:-

- (i) Helping to find suitable auditorium etc. for holding the Orientation Course and arranging for board and lodging of participants and Officers;
- (ii) All possible assistance for organizing the function; and
- (iii) Arranging Board/Lodging/Transport etc. for Members of Parliament/Ex-Members of Parliament/Officers who visit for adjudging the performances.

ANNEX XV-D**CHECKLIST FOR ORGANISING NATIONAL YOUTH PARLIAMENT COMPETITION FOR KENDRIYA VIDYALAYAS**

This scheme is applicable to all the Kendriya Vidyalayas in the country. The Kendriya Vidyalaya Sangathan selects the participating vidyalayas and intimates the selection to the Ministry. The number of schools for participation during the year is decided in consultation with Ministry of Parliamentary Affairs.

Meeting

A meeting with the officers of the Kendriya Vidyalaya Sangathan is convened by this Ministry to finalise the modalities of holding the competition. The following decisions are taken in the meeting:

- (i) Date and venue of the orientation courses for the benefit of the teachers-in-charge of Youth Parliament activity in the participating vidyalayas.
- (ii) Finalisation of last date for sending results of the regional level competition to this Ministry.
- (iii) Chalking out of programme for evaluation of the National level Competition; and
- (iv) Fixing date of the Prize Distribution Function.

After holding the meeting the minutes thereon are circulated to all concerned. After receiving the name of the participating Vidyalayas from KVS, the Directorate of Education, literature on Youth Parliament is sent to all participating Vidyalayas.

Orientation Course

To acquaint teachers-in-charge of the Youth Parliament in

the participating schools with the concept and background of the scheme, the Ministry of Parliamentary Affairs, in cooperation with the Kendriya Vidyalaya Sangathan organizes an Orientation Course.

Action to be taken for conducting the Orientation Course is as under:

- (i) Preparation of note for drawal of advance to meet the estimated expenditure in connection with organization of the Orientation Courses
- (ii) Approval of competent authority for the estimated expenditure.
- (iii) Deputing officers / officials of the Ministry for conducting Orientation Courses
- (iv) Intimating the date and venue of the Orientation Courses to the participating vidyalayas and seeking the names of teachers-in-charge who would attend the course.
- (v) Preparation of programme of the Orientation Course.
- (vi) Distribution of certificates to the teachers-in-charge attending the Orientation Course

The following items are distributed at the venue:

1. Material on Youth Parliament;
2. CD on Youth Parliament;
3. Bags, pens and writing pads; and
4. Attendance sheet (address and signature of participants)
5. Receipts of payment of honorarium for lectures.

Competition

After organizing the Orientation Course, the competition is

organized as per the time schedule. The Competition is held at two levels – first at the regional level and then at the Zonal / National level.

The competitions at the regional level are held among such Vidyalayas of the respective regions as are sponsored for the competition by the Kendriya Vidyalaya Sangathan from that region. This would be conducted under the supervision of Kendriya Vidyalaya Sangathan authorities. The Competition at Zonal / National level is held among Kendriya vidyalayas which are declared first in their respective regions.

Committee of Judges for evaluation of Competition

For Regional Level Competition:

The Committee of Judges for evaluation of performance of the competing vidyalayas at the regional level is constituted by the Assistant Commissioner, KVS of the respective regions and consists of :

1. An MP/ex-MP/MLA/MLC/ex-MLA/ex-MLC;
2. An officer of the Kendriya Vidyalaya Sangathan of the respective regions; and
3. The Principal of a non-participating vidyalaya of the region or some local prominent Educationist.

For Zonal / National Level Competition

The Committee of Judges for evaluation of competition at Zonal / National level is constituted by the Ministry of Parliamentary Affairs and consists of :

1. An MP/ex-MP;
2. An officer of the Ministry of Parliamentary Affairs; and
3. An officer of the Kendriya Vidyalaya Sangathan

MPs/ex-MPs who are associated with the team of judges are paid DA as per details given below:

Legislators Amount of DA

M.P Rs 2000/-

Ex-MP Rs 1200/-

For the purpose of the competition, regions remain the same as constituted by KVS from time to time. Generally, there are 5 zones each comprising of 5 regions as indicated below

Zone		North	South	East	West	Central
Regions	1.	Delhi	Chennai	Kolkata	Mumbai	Lucknow
	2.	Chandigarh	Hyderabad	Guwahati	Ahmedabad	Patna
	3.	Dehradun	Bangalore	Silchar	Jaipur	Bhopal
	4.	Gurgaon	Ernakulam	Tinsukia	Agra	Varanasi
	5.	Jammu	Jabalpur	Bhubaneshwar	Ranchi	Raipur

Results of the Competition

After completing the competition, results of the whole competition are declared by this Ministry on its official website. In respect of the result of the competition the following action are taken:

1. The Assistant Commissioners of the respective regions of Kendriya Vidyalayas (regional offices) forward the regional level results to this Ministry.
2. After receiving the regional level results from the respective regions, this Ministry chalks out the performance for evaluation of the zonal / national level competition.
3. Results worked out on the basis of the performances of the participating vidyalayas and circulated to all concerned

Prize Distribution Function

1. Approval of advance from competent authority.
2. Drawal of advance and upkeep of its accounts
3. Arrangement for booking of venue
4. Letter to Deputy of Commissioner of Police requesting NOC for holding function
5. Preparing , checking & stamping of certificates
6. Intimation to Principals of participating Schools, Officers of Kendriya Vidyalaya Sangathan etc. regarding time & date of the function.
7. Finalisation of programme of the function
8. Ensuring presence of prize winners three hours before the function.
9. Arrangement of Prizes—Shields, Trophies and Mementoes—all work connected herewith.
10. Catering for VIPs—All work connected therewith including finalisation of menu, placing of order and invitees
11. Arrangements of furniture and refreshment for the invitees
12. Preparation of placards, sign boards and banners etc.
13. Preparation of draft speeches for
 - (i) The Minister who will inaugurate the function
 - (ii) Inaugural speech by Secretary
 - (iii) Vote of Thanks
14. Contacting the Principal of the school declared first in order of merit to keep the teacher and students ready for repeat performance.

15. All necessary arrangements in the hall and at the dias for holding function
16. Arrangements at the dias of the tables, chairs, carpets, mikes and make-up of the children.
17. Allotment of duties to the members of staff on the day of the function
18. Arrangements for announcer / compere
19. Arrangements for photographer
20. Arrangements for bouquets for VIPs
21. Letters to MPs / Ex-MPs who acted as judges for inviting them for the function
22. Preparation of Press Note
23. Letter to LSTV / RSTV for recording proceedings of function
24. Preparation of folders for the Minister / Secretary/ officers of Ministry and Directorate of Education containing the following papers :
 - (i) Copy of the programme
 - (ii) List of Business
 - (iii) Question List
 - (iv) Copies of Speeches
 - (v) Result
 - (vi) Press Note, and
 - (vii) Scheme

ANNEX XV-E



**NATIONAL YOUTH PARLIAMENT
COMPETITION SCHEME**

**FOR
JAWAHAR NAVODAYA VIDYALAYAS
RULES AND REGULATIONS
MINISTRY OF PARLIAMENTARY AFFAIRS
GOVERNMENT OF INDIA
2015**

NATIONAL YOUTH PARLIAMENT COMPETITION SCHEME FOR JAWAHAR NAVODAYA VIDYALAYAS

1. Objective of the Youth Parliament Competition Scheme

With a view to strengthening the roots of democracy, inculcate healthy habits of discipline, tolerance of the views of others and to enable the student community to know something about the working of Parliament, the Ministry of Parliamentary Affairs have decided in consultation with the Navodaya Vidyalaya Samiti to introduce a scheme of National Youth Parliament competition in Jawahar Navodaya Vidyalayas throughout the country and to hold annually competition of 'Youth Parliament' among the Jawahar Navodaya Vidyalayas.

2. Eligibility for entry into the Competition

The scheme would be applicable to all the Jawahar Navodaya Vidyalayas in the country. The selection of participating Vidyalayas will be done by the Navodaya Vidyalaya Samiti and intimate to the Ministry of Parliamentary Affairs. The number of vidyalayas for participation during each year will be decided in consultation with the Ministry of Parliamentary Affairs.

3. Period during which the competition will be held

The Competition will be held every year during a period considered to be convenient to the Navodaya Vidyalaya Samiti and the Ministry of Parliamentary Affairs.

4. Duration of Youth Parliament sitting

The duration of the sitting of the 'Youth Parliament' should not exceed 55 minutes. Out of this 10-12 minutes may be devoted to Questions and the remaining time be utilized for discussion on Bills, Motions or Resolutions etc.

5. Subjects for discussion at the Youth Parliament

It would be desirable that the matters raised in the Youth Parliament may relate to the subject as of welfare activities, defence of the country, social justice, social reforms, economic development, communal harmony, health, student's discipline, information technology etc. No direct or indirect remarks may be made in the speeches so as to cast as persons on the political parties or leaders/ persons etc. It is suggested that particular stress may be given on the concept of human rights and at least one item of business on this subject may invariably be included.

6. Language

The participants may speak in English/Hindi.

7. Venue

Each Jawahar Navodaya Vidyalaya shall ordinarily hold the Youth Parliament sitting in its own premises.

8. Outline of the Scheme

The Competitions will be held in two phases - first at Regional level and then at National level.

The Competitions at regional level will be held among such Vidyalayas of the respective regions as are sponsored for the Competition by the Navodaya Vidyalaya Samiti from that region. This would be conducted under the supervision of Navodaya Vidyalaya Samiti authorities. The Competition at National level will be held among the Jawahar Navodaya Vidyalayas which stand first in their respective regions in the regional level competitions.

Based on the evaluation conducted by a team of judges consisting of an MP/Ex-MP, Officer of the Navodaya Vidyalaya Samiti (Hqrs.) and Ministry of Parliamentary

Affairs at the National level, a merit list to declare national winners would be drawn.

9. Orientation Course

To acquaint teachers-in-charge for organizing ‘Youth Parliament Sitting’ in the participating Vidyalayas with the concept and background of the scheme, the Ministry of Parliamentary Affairs in co-operation with the Navodaya Vidyalayas Samiti shall organize two orientation courses at two venues during the period convenient to Jawahar Navodaya Vidyalayas.

10. Committee of Judges

The Competition at Regional and National level will be evaluated by a panel of judges comprising three members.

The panel of judges for evaluation of performance of the competing Vidyalayas at the **Regional Level** shall be constituted by the Assistant Commissioner, Navodaya Vidyalaya Samiti of the respective region and shall consist of :-

1. MP/Ex-MP/MLA/MLC/Ex-MLA/Ex-MLC.
2. An officer of the Navodaya Vidyalaya Samiti of the respective region.
3. Principal of non-participating Vidyalaya of the region or some local prominent educationist.

The Committee of judges for evaluation of competition at **National Level** shall be constituted by the Ministry of Parliamentary Affairs and shall consist of:-

1. Member of Parliament/Ex-Member of Parliament;
2. An Officer of the Ministry of Parliamentary Affairs;
and

3. An Officer of the Navodaya Vidyalaya Samiti (Hqrs.)

11. T.A./D.A.

Members/Ex-Members of Parliament associated with the evaluation of these competitions as one of the judges shall be paid DA for the day. The expenditure in this regard shall be borne by the Ministry of Parliamentary Affairs in accordance with the rules and regulations applicable to them. Other Officers concerned with the activity will draw their T.A./D.A. from their own organizations as per their entitlement.

12. Consideration for drawing up the Merit List.

The panel of judges shall keep in view the following points while assessing the performance of vidyalayas :-

	Marks
(i) Discipline and Decorum	10
(ii) Observance of Parliamentary Procedure	20
(iii) Selection of subject for questions and supplementaries and quality of answers thereto	20
(iv) Selection of subjects for Debates	10
(v) Quality of speeches delivered, standard of Debates	30
(vi) General Assessment of the performance as a whole	10
TOTAL :	100

13. Prizes

Following Prizes will be awarded :-

(a) Running Parliamentary Shield

‘Pt. Jawahar Lal Nehru Running Parliamentary Shield’ will be awarded to the Jawahar Navodaya Vidyalaya declared first at the National Level Competition. If a particular Vidyalaya wins the shield for three consecutive years, it will be retained permanently by that Vidyalaya.

(b) Trophies

- (i) The Vidyalaya declared first in the competition will also be awarded another merit trophy; and
- (ii) One Trophy each will be awarded to the Vidyalayas which stand first in their respective regions at the regional level competition.

These trophies will be retained by the winning Vidyalayas.

(c) Prizes/Certificates

Prizes and Certificates will be awarded to students of each of the participating Vidyalayas selected by the evaluating panel for their meritorious performance. At the Regional Level, a maximum of six students would be selected by the evaluating panel for the certificates. At the National Level, a maximum of eight students would be selected by the evaluating panel for the Prizes and Certificates.

14. Certificates

- (i) A certificate shall be issued by the Ministry of Parliamentary Affairs to each Vidyalaya for standing first in the Competition at National Level/for standing first at Regional Level/for participation in the competition, depending upon the position of each

participating Vidyalaya in the Competition.

- (ii) A certificate shall also be issued to teacher-in-charge of organizing 'Youth Parliament Sitting' in their Vidyalayas participating in the competition and to each of the prize winning students at Regional Level Competition.
- (iii) Besides, the prize winning students will also be awarded certificates indicating their level of participation and position in the Competitions.

15. Repeat performance and Distribution of Prizes

The Jawahar Navodaya Vidyalaya, adjudged best in the competition will give a Repeat Performance of their sitting of Youth Parliament before a selected audience in a Prize Distribution Function to be organized by the Ministry of Parliamentary Affairs in New Delhi. The Running Parliamentary Shield/Trophies to the Vidyalayas standing first at National/Regional Level Competition will be awarded by the Ministry of Parliamentary Affairs to such Vidyalayas in the function. Besides, prize-winning students of Vidyalaya standing first at National Level will also be awarded mementos/certificates in this function.

The Ministry of Parliamentary Affairs will fix a date and venue for the function. The prizes shall be distributed by a high dignitary. Invitations to VIPs and others for attending this function will be issued by the Ministry of Parliamentary Affairs which shall bear the entire expenditure of this function, such as :-

- a. Rent of the Auditorium/Tent Items;
- b. Lighting and Seating arrangements;
- c. Printing of invitation cards;
- d. Postage and Stationery;

- e. Refreshment; and
- f. Other Contingencies

This Ministry will make necessary arrangements of boarding and lodging for all the participating winning students, teachers and escorts of Jawahar Navodaya Vidyalayas at the time of Prize Distribution Function at Delhi.

16. Assistance by Navodaya Vidyalaya Samiti

Navodaya Vidyalaya Samiti will give necessary assistance like:-

- (i) Helping to find suitable auditorium etc. for holding the two orientation courses at two different venues and arranging for board and lodging of participants;
- (ii) All possible assistance for organising the function; and
- (iii) Arranging Board/Lodging/Transport etc. for MPs/Ex-MPs/Officers who visit for adjudging performance and giving guidance to the participants.
- (iv) Helping to find suitable auditorium etc. for holding the National Level Evaluation at three different venues and arranging for board and lodging of participants.

17. Financial Assistance to Navodaya Vidyalaya Samiti by Ministry of Parliamentary Affairs.

The Ministry of Parliamentary Affairs will extend the following financial assistance to the Navodaya Vidyalaya Samiti for conducting the National Youth Parliament Competition in the Jawahar Navodaya Vidyalaya:-

- (i) Reimbursement of expenses upto a sum of **Rs. 25,000/-** to each Jawahar Navodaya Vidyalaya

participating in the competition to meet expenditure towards organizing the Competition subject to production of receipts of expenses incurred.

- (ii) Reimbursement of 3 Tier AC train fare to all students, teachers in-charge and Principals of Jawahar Navodaya Vidyalayas who will attend the Prize Distribution Function in Delhi i.e. Total 130 persons [comprising 60 students, teachers and Principal of the National Winner Team + 56 students (8 students from each remaining 7 Jawahar Navodaya Vidyalayas) + 14 (one teacher in-charge and one Principal from each regional winner team).
- (iii) Re-imbursement of a total amount of **Rs. 80,000/-** to the Jawahar Navodaya Vidyalayas for hosting National Level Evaluation of 8 Vidyalayas at three different venues. The details are as under :-
 - (a) Rs. 30,000/- to host Jawahar Navodaya Vidyalayas for organizing National Level Evaluation of three Vidyalayas.
 - (b) Rs. 30,000/- to host Jawahar Navodaya Vidyalayas for organizing National Level Evaluation of three Vidyalayas.
 - (c) Rs. 20,000/- to host Jawahar Navodaya Vidyalayas for organizing National Level Evaluation of two Vidyalayas.

The participating Vidyalayas will submit a statement of expenditure incurred along with relevant vouchers and route the same through the Navodaya Vidyalaya Samiti (Headquarters) who would submit a consolidated statement of expenditure at the conclusion of the Competition to the Ministry of Parliamentary Affairs.

ANNEX XV-F**CHECK LIST FOR ORGANISING NATIONAL YOUTH PARLIAMENT COMPETITION FOR JAWAHAR NAVODAYA VIDYALAYAS**

This scheme is applicable to all the Navodaya Vidyalayas in the country. The Navodaya Vidyalaya Samiti selects the participating vidyalayas and intimates the selection to the Ministry. The number of vidyalayas for participation during the year is decided in consultation with the Ministry of Parliamentary Affairs.

Meeting

A meeting with the officers of the Navodaya Vidyalaya Samiti is convened by this Ministry to finalise the modalities of organizing the :

- (i) Dates and venues of the Orientation courses for the benefit of the teachers-in-charge of Youth Parliament activity in the participating vidyalayas.
- (ii) Finalisation of last date for sending results of the regional level competition to this Ministry.
- (iii) Chalking out of programme for evaluation of the National level Competition; and
- (iv) Fixing date of the Prize Distribution Function.

After holding the meeting the minutes thereon are circulated to all concerned. After receiving the name of the participating Vidyalayas from NVS, literature on Youth Parliament is sent to all participating Vidyalayas.

Orientation Course

To acquaint teachers-in-charge of the Youth Parliament in the participating vidyalayas with the concept and background of the

scheme, the Ministry of Parliamentary Affairs, in cooperation with the Navodaya Vidyalaya Samiti organizes Orientation Courses.

Action to be taken for conducting the Orientation Course is as under:

- (i) Preparation of note for drawal of advance to meet the estimated expenditure of the courses.
- (ii) Approval of competent authority for the estimated expenditure.
- (iii) Deputing officers / officials of the Ministry for conducting Orientation Courses
- (iv) Intimating the date and venue of the Orientation Courses to the participating vidyalayas and seeking the names of teachers-in-charge who would attend the courses.
- (v) Preparation of programme of the Orientation Courses.
- (vi) Distribution of certificates to the teachers-in-charge attending the Orientation Courses.

The following items are distributed at the venue:

1. Material on Youth Parliament;
2. CD on Youth Parliament;
3. Bags, pens and writing pads; and
4. Attendance sheet (address and signature of participants)
5. Receipts of payment of honorarium for lectures.

Competition

After organizing the Orientation Course, the competition is organized as per the time schedule. The Competition is held at two levels – first at the regional level and then at the national level.

The competitions at the regional level are held among such Vidyalayas of the respective regions as are sponsored for the competition by the Navodaya Vidyalaya Samiti from that region. This would be conducted under the supervision of Navodaya Vidyalaya Samiti authorities. The Competition at National level is held among the vidyalayas which are adjudged first in their respective regions.

Committee of Judges for evaluation of Competition

For Regional Level Competition:

The Committee of Judges for evaluation of performance of the competing vidyalayas at the regional level is constituted by the Assistant Commissioner, NVS of the respective regions and consists of :

1. An MP/ex-MP/MLA/MLC/ex-MLA/ex-MLC;
2. An officer of the Navodaya Vidyalaya Samiti of the respective region; and
3. The Principal of a non-participating vidyalaya of the region or some local prominent Educationist.

For National Level Competition

The Committee of Judges for evaluation of competition at National level is constituted by the Ministry of Parliamentary Affairs and consists of :

1. An MP/ex-MP;
2. An officer of the Ministry of Parliamentary Affairs; and
3. An officer of the Navodaya Vidyalaya Samiti (Hqrs.)

MPs/ex-MPs who are associated with the team of judges are paid DA as per details given below:

Legislators	Amount of DA
M.P	Rs 2000/-
Ex-MP	Rs 1200/-

Results of the Competition

After completing the competition, results of the whole competition are declared by this Ministry on its official website. The following actions are then taken :

1. The Assistant Commissioners of the respective regions of Navodaya Vidyalaya Samiti (regional offices) forward the regional level results to this Ministry.
2. After receiving the regional level result from the respective regions this Ministry chalks out the programme for evaluation of the national level competition.
3. Results worked out on the basis of the performances of the participating vidyalayas are circulated to all concerned

Prize Distribution Function

After completion of the whole competition, a Prize Distribution Function is organized to distribute prizes, certificates and trophies to the participants at a suitable place

The following actions are taken to organize the Prize Distribution Function :

1. Approval of advance from competent authority.
2. Drawal of advance and upkeep of its accounts
3. Arrangements for booking of venue
4. Letter to Deputy of Commissioner of Police requesting NOC for holding function
5. Preparing , checking & stamping of certificates

6. Purchasing of bouquets for VIPs.
7. Intimation to Principals of participating Vidyalayas, officers of Navodaya Vidyalaya Samiti etc. regarding time & date of the function.
8. Finalisation of programme of the function
9. Ensuring presence of prize winners three hours before the function.
10. Arrangement of Prizes—Shields, Trophies and Mementoes—all work connected therewith.
11. Catering for VIPs—All work connected therewith including finalisation of menu, placing of order and invitees.
12. Arrangements of furniture and refreshment for the invitees
13. Preparation of placards, sign boards and banners etc.
14. Preparation of draft speeches for
 - (i) The Minister who will inaugurate the function
 - (ii) Inaugural speech by Secretary
 - (iii) Vote of Thanks
15. Contacting the Principal of the Vidyalaya declared first in order of merit to keep the teacher and students ready for repeat performance.
16. Arrangements for boarding & lodging of the Prize Winning Students, Teachers, escorts & Principals of group winners & all work connected herewith
17. All necessary arrangements in the hall and at the dias for holding function
18. Arrangements at the dias of the tables, chairs, carpets,

mikes and make-up of the children.

19. Allotment of duties to the members of staff on the day of the function
20. Arrangements for announcer / compere
21. Arrangements for photographer
22. Arrangements for bouquets for VIPs
23. Letters to MPs / Ex-MPs who acted as judges for inviting them for the function
24. Preparation of Press Note
25. Preparation of banners
26. Preparation of folders for the Minister / Secretary/ officers of Ministry and Directorate of Education containing the following papers :
 - (i) Copy of the programme
 - (ii) List of Business
 - (iii) Question List
 - (iv) Copies of Speeches
 - (v) Result
 - (vi) Press Note, and
 - (vii) Scheme.

Annexure -G

**NATIONAL YOUTH
PARLIAMENT
COMPETITION
SCHEME
FOR
UNIVERSITIES/COLLEGES**

**MINISTRY OF PARLIAMENTARY AFFAIRS
GOVERNMENT OF INDIA 2016**

SCHEME OF NATIONAL YOUTH PARLIAMENT COMPETITION FOR UNIVERSITIES/COLLEGES

1. Objectives of the Youth Parliament Scheme

With a view to strengthening the roots of democracy, inculcate healthy habits of discipline, tolerance of the views of others and to enable the student community to understand the working of our Parliamentary institutions, the Ministry of Parliamentary Affairs has introduced the Scheme of National Youth Parliament Competition for Universities/Colleges throughout the country. These competitions are conducted on an annual basis in each academic year.

2. Eligibility for entry in the Competition

All the Universities/Colleges *recognized by UGC/ Government of India/State Government* who sponsor their nominees for attending the Orientation Course conducted by the Ministry of Parliamentary Affairs prior to the start of the Competition would be eligible for participation. **The Ministry of Parliamentary**

Affairs may add any additional institution for participation in the competition.

3. Format and period of the Competition

The Competition would normally be held in two stages depending on the number of participating institutions – the first stage at the group level where the institutions will be divided into various groups and secondly at the National Level between the winners of the various groups.

The calendar of events for every year is as under :-

1. *Orientation Course by January/February*
2. *Group Level i.e. 1st Level Evaluation by September*

3. *National Level Evaluation by December*

4. *Prize Distribution Function by March*

The schedule of the Group and National Level Competitions will be finalized by the Ministry of Parliamentary Affairs and the entire competition will be conducted within the same academic year. Each participating institution will prepare a single team of **50-55** students who will participate as a team representing the institution. (For the purpose of organizing the Group Level Competition the Ministry of Parliamentary Affairs may nominate a co-ordinator from amongst the participating institutions to conduct and co-ordinate the competition in respect of that group and submit a report thereon to the Ministry. *The participants interested to be the*

Group Coordinator can express his/her willingness in the proforma at Annexure 'C' before Orientation Course. He would be reimbursed cheapest airfare for evaluating the performance of educational institutions in his/her Group.

The Coordinator of the Youth Parliament activity will also mentioned three probable dates for organizing Group and National Level Competition in the ANNEXURE 'D' & 'E' respectively.

4. **Duration of the Youth Parliament sitting**

The duration of the sitting of the "Youth Parliament" should not exceed 55 minutes. Out of this, nearly 20 minutes may be devoted to Questions and the remaining time be utilized for discussion on Bills, Motions, Resolutions etc. as indicated in the literature on the subject which would be made available during the Orientation Course conducted by the Ministry of Parliamentary Affairs prior to the commencement of each Competition.

5. Subjects for discussion in the ‘Youth Parliament session’

The matters raised in the “Youth Parliament session” may relate to subject of welfare activities, *defence*, *social reforms*, economic development, communal harmony, public health, education, *internal security*, *use of modern technology* etc. Special emphasis may lay on issues relating to human rights, **health and education**. A list of suggested topics on which items may be presented is at Annexure-A.

No direct or indirect remarks may be made in the speeches which may cast aspersion on political parties or leaders/ persons etc. and controversial topics based on actual events of recent occurrence should be avoided. It would be desirable to take up issues, based on hypothetical events for expounding upon the basic principles proposed to be debated. A list of “Do’s” and “Don’ts” elucidating the various points to be kept in mind during the conduct of the “Youth Parliament Session” is given at Annexure-B.

6. Language

The participants may speak in English/Hindi.

7. Venue

Each institution shall ordinarily hold their “Youth Parliament Session” in its own premises with the help of available facilities. Needless expenditure should be avoided.

8. Evaluation of the Competition at the National Level

At the National Level Competition the performances of each team would be evaluated by a panel of judges consisting of:

- (i) Member of Parliament/Ex-Member of Parliament;
- (ii) An Officer of the Ministry of Parliamentary Affairs; and
- (iii) An academicians of repute from a non-participating institution preferably in consultation with Ministry of Parliamentary Affairs/Group Coordinator.

Based on this evaluation a merit list will be drawn to select the “National Winner”. Individual performances will also be evaluated and prizes awarded to the selected team members on the basis of their meritorious performance.

The institutions participating at the National level would be selected on the basis of group-level competitions among the various institutions.

[The group-level competitions would be evaluated by a team consisting of:-

- i) An Member of Parliament / Ex-Member of Parliament;
- ii) A Group coordinator to be appointed by Ministry of Parliamentary Affairs from among the institutions not participating in that group for evaluating the performance of the short sittings of Youth Parliament of all institutions in that Group. The Group Coordinator appointed by the Ministry of Parliamentary Affairs should ensure that the Member of Parliament/ Ex-Member of Parliament arranged by the institution has the knowledge of both Hindi & English language.
- iii) An academicians of repute from a non-participating educational institution *to be decided preferably in consultation with Group Coordinator.*

9. Shields, Trophies, Prizes etc.

At the National Level the following would be awarded:

a. Running Shield

A running shield will be awarded to the institution declared as first at the National level competition. If a particular institution wins the shield for three consecutive years, the shield will be retained permanently by that institution.

b. Trophies

- i) The institution declared as first in the National level competition will be awarded another trophy.
- ii) One trophy each will be awarded to the other institutions participating in the National level by virtue of their having secured first position in their respective groups in the first stage (group-level) of the competition.

[The trophies at (i) and (ii) above will be retained by the respective institutions].

c. Prizes and Certificates

- i) Prizes and Certificates will be awarded to the students selected by the evaluating panel for their meritorious performances at the National level competition.
- ii) Certificates will be awarded to the coordinator of the team.

(In addition, each student who is member of the team of the institution which has stood first at the National level will be awarded a certificate and a prize).

Prizes and certificates will be awarded to students of each of the participating institutions selected by the evaluating

panel for their meritorious performance. At the Group Level a maximum of six students would be selected by the evaluating panel for the prizes and certificates. At the National Level a maximum of eight students would be selected by the evaluating panel for the prizes and certificates.

- d. At the Group Level of the competition, besides a certificate to the co-ordinator, a maximum of 6 (Six) students from among the members of the team of each participating educational institution may be selected for award of individual prizes and certificates by this Ministry as under:-

- i) First prize - One
- ii) Second prize - One
- iii) Third prize - One
- iv) Special prize - Three

10. **Prize Distribution Function**

The Prize Distribution Function will be organized by the Ministry of Parliamentary Affairs at a suitable date and venue after the competition is completed. At the function, the running shield, trophies to the institutions and prizes and certificates to the students at the National level will be awarded. The institution which stands first at the National level will be required to give a repeat performance of their „Youth Parliament Session“ before a selected audience at the Prize Distribution Function. The duration of this „Youth Parliament Session“ should not exceed 55 minutes.

The Ministry of Parliamentary Affairs will fix a date and venue for the function *as mentioned in Para 3 of the scheme under the sub-heading calendar of events*. The

prizes shall be distributed by a high dignitary. Invitations to VIPs and others for attending this function will be issued by the Ministry of Parliamentary Affairs which shall bear the entire expenditure on this function, such as:-

Expenditure on :-

- (a) Rent of the Hall/Shamiana;
- (b) Lighting and seating arrangements;
- (c) Printing of Invitation cards;
- (d) Postage and stationery;
- (e) Refreshments; and
- (f) Other contingencies

The Prize Distribution Function would be attended by the Prize Winning students and the respective teacher-in-charge of the institutions which participated at the National level. The Ministry of Parliamentary Affairs will reimburse TA to the students restricted to 3AC railway fare. Escort teachers accompanying the students would be reimbursed TA restricted to the rail fare to his/her entitled class. The TA reimbursement for both the escorts and the students would be restricted from their usual place of residence to Delhi and back.

This Ministry will make necessary arrangements of boarding and lodging for all the participating winning students, teachers and escorts of Universities/Colleges at the time of Prize Distribution Function at Delhi.

11. Financial Assistance

- i) The Ministry of Parliamentary Affairs would reimburse expenses incurred by each Institution for organizing the Youth Parliament Session up to

Rs. 25,000/- (Rupees twenty five thousand) for the first stage (Group-Level) competitions. Those institutions which qualify and participate in the second stage (National Level) of the competitions would be reimbursed an additional amount up to **Rs. 25,000/- (Rupees twenty five thousand)**. The reimbursement of expenditure in either case will be made on receipt of **statements of expenditure and the relevant vouchers**. The DA @ Rs. 2000/- & Rs. 1200/- is admissible to Member of Parliament & Ex-Member of Parliament respectively to be borne by University/college itself at Group Level Competition where as the DA to Member of Parliament or Ex-Member of Parliament at National Level would be paid by this Ministry.

- ii) The Ministry of Parliamentary Affairs would also reimburse actual TA/DA as per their entitlement or cheapest air fare in the economy class (shortest route) whichever is lower for expenses incurred in connection with journeys undertaken by the coordinators/ Group coordinators duly countersigned by Registrar of University/Educational Institutions. The air fare as mentioned above is admissible for attending Orientation Course from Institution to venue & back and also for completing group level competition in scheduled time as evaluation team member. The Coordinators/ Group coordinators may submit their claims in the standard formats of TA/ DA claim prescribed in their individual institutions and forward the same duly countersigned by Vice-Chancellor/Registrar/ Principal/Director of College/ Institution sponsored by the University to the Ministry for reimbursement.

ANNEXURE-A**CERTAIN SUGGESTED SUBJECTS FOR DISCUSSION IN 'YOUTH PARLIAMENT COMPETITION' FOR UNIVERSITIES/COLLEGES IN ADDITION TO THOSE MENTIONED IN THE RULES AND REGULATIONS OF THE ADOPTED SCHEME BASED ON THE SUGGESTIONS RECEIVED AND THE SUBJECTS DEBATED IN VARIOUS YOUTH PARLIAMENT SESSIONS AND DURING ORIENTATION COURSES.**

1. Should Parliament have unfettered powers of legislation.
2. Implementation of the Members of Parliament Local Area Development Scheme-how the allocations should be made/execution of works be monitored.
3. Human Rights with focus on right of life enshrined in Articles 21 and 22 of the Constitution.
4. Reservation for women in legislative bodies and in services.
5. Need to prescribe some minimum education and experience in public service for legislators.
6. National integration with focus on growth of ethnicity.
7. Matters regarding population control and policy with focus on legislation to provide incentives/disincentives.
8. Electoral Reforms with focus on corruption.
9. Right of legislators to decide their own perks. How else to decide?
10. Ways to provide a competent and stable Government in the event of a hung Parliament.
11. Privileges and Code of Conduct for the legislators.

12. Ways to check corruption and inefficiency in Public Sector.
13. Caretaker Government – Status and Functioning
14. Presidential Form of Government.
15. Proportional representation/list system.
16. People's rights to good governance.
17. Representation of Sports-persons, Beauty Queens and Cine-stars in legislative bodies.

ANNEXURE-B**DO'S AND DON'T FOR THE PARTICIPANTS IN THE YOUTH PARLIAMENT COMPETITIONS**

1. The institutions and students participating in the Youth Parliament Competitions should bear in mind that this scheme is a unique one. It is aimed to make these Youth Parliaments as the nurseries of future parliamentarians. If rightly implemented and its organizers are imbued with a sense of duty and dedication, it is likely to pay rich dividends in the shape of all round improvement in our national character and outlook. This aspect should always be kept in view while the institutions volunteer themselves for participation in these competitions.
2. It should not be forgotten that democracy offers political methods by which every citizen has the opportunity of participating through discussion and debates in an attempt to reach a voluntary agreement as to what should be done for the good of the community as a whole. It precludes the method of arriving at a decision on social policy in the streets as these are the ways of monocracy and not of democracy. Thus the scheme of Youth Parliament would help to start a movement amongst students to channelize their energy into healthy and constructive activities so that they may become useful citizens of tomorrow.
3. The subject to be selected for discussions in these Youth Parliaments should be as far as possible non-controversial. They should largely deal with the problems confronting the educational institutions and their day to day problems. The subject should relate to welfare activities, development of the country, social justice and social reforms, economic development, communal harmony, discipline, health of the students, Human Rights etc.

4. Two most important parts of the list of business of a “Youth Parliament” are the “Questions” and the “Debate” or “Discussion”. During Question Hour, the judges are likely to be impressed by quality of questions asked and the quality of replies given by the Ministers. During the Debate or Discussions, they particularly look for the standard of Debate and the quality of expression.
5. The participants should scrupulously avoid mention of the existing political parties and political personalities in the country. They should give imaginary or fictitious names to their parties and personalities. They should not give any impression that they have any leanings or bias for or against any political party or philosophy.
6. It would be in the interest of the participating institutions if they were to have their own “Permanent Youth Parliaments” which should serve as the “debating societies” for promoting debating talents in their students. Thus, at the time of selecting the names of participants they can draw upon the talent from these “Parliaments”.
7. The participants should show utmost respect to the Chair. They should abide by the decisions of the Chair and should have faith in his impartiality and judgement.
8. Every member while coming to the House for its sitting should bow to the Chair and similarly while leaving the Chamber bow to the Chair.
9. The members should not say or do anything on the floor of the House that is not warranted by rules of procedures or by the ruling or precedence or by the accepted and established customs and conventions of the House.
10. There should be no discussion on sensitive policy matters affecting the relations of our country with foreign friendly Governments or which will prove embarrassing for the country and its present day Government.

11. A member should never cross the floor while the House is sitting i.e. he should never pass between the Chair and any member who is speaking. Violation of this rule is regarded as a breach of Parliamentary etiquette.
12. Members should not sit with their backs to the Chair. When a member wants to speak he should raise hands to attract the attention of the Chair. No member should speak unless he or she has “Caught” the eye of the Speaker and has been permitted by the Chair by name or by a sign, to speak.
13. Every member should resume his seat as the Speaker rises to speak or calls out “order-order” and also when any other member is in possession of the floor. Two or more members should not keep standing at the same time.
14. No member should rise or leave the House when the Speaker is addressing the House. “The Speaker is always to be heard in silence”.
15. No member should read out a written speech. However, a member may feel free to consult his notes whenever he losses track of his prepared speech or text.
16. Personal references by way of imputations or questions against the bonafides of any member should not be resorted to. A member must not address individual members of the House. He should always address the Chair and make all remarks to other members through the Chair.
17. Members should not distribute within the precincts of the House or inside the legislature questionnaires or pamphlets not connected with the business of the House.
18. The member during participation in the discussion can use either English or Hindi. However, if a member wants to speak in any other language, he is supposed to do so with

the permission of the Speaker, but before speaking he is supposed to furnish in advance a copy of the translation of his speech.

19. In short all participants in these Youth Parliaments should so conduct themselves as to inspire respect for Parliament and Parliamentary Institutions.

ANNEXURE-C

WILLINGNESS CERTIFICATE

I _____
_____ do hereby express my willingness to be the
Group Coordinator, if appointed by Ministry of Parliamentary
Affairs on terms & conditions mentioned in the Scheme.

Dated :

Signature _____

Name _____

Institution _____

ANNEXURE-D**Date (s) of Group Level Evaluation by September**

The following dates are probable dates of 1st Level Evaluation of the competition in respect of the Group of which I have been appointed as the Coordinator :-

1. _____

2. _____

3. _____

Dated :

Signature _____

Name _____

Institution _____

ANNEXURE-E**Date (s) of National Level Evaluation by December**

The following dates are probable dates of 2nd level evaluation of the competition in case this institution emerges as Group Level Winner. The dates are subject to convenience of Group Level Coordinator :-

1. _____

2. _____

3. _____

Dated :

Signature _____

Name _____

Institution _____

ANNEX XV-H**CHECK LIST FOR ORGANISING NATIONAL YOUTH PARLIAMENT COMPETITION IN UNIVERSITIES / COLLEGES****Orientation Course**

Prior to holding a competition, an Orientation Course is conducted by this Ministry to acquaint coordinators organizing the ‘ Youth Parliament’ in the participating institutions with the concept and background of the scheme.

The following actions are taken for organizing the Orientation Course:

1. Issuing of letters to all the universities to sponsor their nominees called coordinators for the Orientation Course.
2. Giving advertisements also in national dailies throughout the country for the above purpose.
3. Scrutinizing the details of the applications received and preparing the list of eligible nominees / coordinators
4. Selecting suitable place for holding the Orientation Course after due consultation with the concerned authorities
5. Making necessary arrangements for transport, boarding and lodging of the participants at the venue of the Orientation course.
6. Preparation of note for drawal of advance to meet estimated expenditure
7. Approval of Secretary / IFD for the estimated expenditure.
8. Deputing officers / officials of the Ministry for conducting Orientation Course
9. Intimating date and venue of the Orientation Course to the participants

10. Preparing of programme of the Orientation Course
11. Distribution of certificates to the coordinators attending the orientation course
12. Providing TA to coordinators

The following items are distributed at the venue:

- (i) Material on Youth Parliament;
- (ii) CD on Youth Parliament;
- (iii) Bags, pens and writing pads; and
- (iv) Banners
- (v) Attendance sheet (address and signature of participants)
- (vi) Receipts of payment of honorarium for lectures.

Competition

After holding the Orientation Course, the competition is organized. The Competition is held at two levels – first at the group level and then at the national level.

The competition at group level is held among the institutions in each group. This is conducted under the supervision of Group Coordinators. The competition at national level is held among the institutions which stand first in their respective groups.

Following actions are taken to organize the competitions:

1. Dividing Institutions into various groups for conducting group level competitions
2. Nominating a group coordinator for each group for evaluating / coordinating group level competitions.
3. Issuing of letters to all the participating institutions for conducting the group level competitions as per the schedule

4. Scrutinising the group level results received from different group coordinators to select the group winning institutions for participation at the national level.
5. Contacting institutions to fix up the dates and times of national level competitions
6. Evaluating the national level competition.
7. Declaring results of the whole competition
8. Sending results to all the participating institutions.

Committee of Judges for evaluation of Competition

For Group Level Competition:

1. An Member of Parliament/Ex- Member of Parliament;
2. A Group coordinator to be appointed by Ministry of Parliamentary Affairs from among the institutions not participating in that group for evaluating the performance of the short sittings of Youth Parliament of all institutions in that Group. The Group Co-ordinator appointed by the Ministry of Parliamentary Affairs should ensure that the Member of Parliament/Ex-Member of Parliament arranged by the institution has the knowledge of both Hindi & English language.
3. An academician of repute from a non-participating educational institution to be decided preferably in consultation with Group Coordinator.

For National Level Competition

Member of Parliament/Ex-Member of Parliament;

1. An Officer of the Ministry of Parliamentary Affairs; and
2. An academician of repute from a non-participating institution preferably

MPs/ex-MPs who are associated with the team of judges are paid DA as per details given below

Legislators	Amount of DA
M.P	Rs 2000/-
Ex-MP	Rs 1200/-

Prize Distribution Function

After completion of the whole competition, a Prize Distribution Function is organized to distribute the prizes, certificates and trophies to the participants at a suitable place.

1. Approval of advance from competent authority.
2. Drawal of advance and upkeep of its accounts
3. Arrangements for booking of venue
4. Letter to Deputy of Commissioner of Police requesting NOC for holding function
5. Preparing , checking & stamping of certificates
6. Purchasing of bouquets for VIPs.
7. Intimation to Coordinators of Group level first Universities / Colleges regarding time & date of the function.
8. Finalisation of programme of the function
9. Ensuring presence of prize winners three hours before the function.
10. Arrangement of Prizes– Shields, Trophies and Mementoes- all work connected therewith.

Catering for VIPs–All work connected therewith including finalisation of menu, placing of order an invitees.

11. Arrangements of furniture and refreshment for the invitees
12. Preparation of placards, sign boards and banners etc.
13. Preparation of draft speeches for
 - (i) The Minister who will inaugurate the function
 - (ii) Inaugural speech by Secretary
 - (iii) Vote of Thanks
14. Contacting the coordinators of the institution declared first in order of merit to keep the teacher and students ready for repeat performance.
15. Arrangements for boarding & lodging of Coordinators, escort teachers & prize winning students.
16. All necessary arrangements in the hall and at the dias for holding function
17. Arrangements at the dias of the tables, chairs, carpets, mikes and make-up of the children.
18. Allotment of duties to the members of staff on the day of the function
19. Arrangements for announcer / compere
20. Arrangements for photographer
21. Arrangements for bouquets for VIPs
22. Letters to MPs / Ex-MPs who acted as judges for inviting them for the function
23. Preparation of Press Note
24. Preparation of banners

25. Letter to LSTV / RSTV for recording proceedings of function
26. Preparation of folders for the Minister / Secretary/ officers of Ministry and Directorate of Education containing the following papers :
 - (i) Copy of the programme
 - (ii) List of Business
 - (iii) Question List
 - (iv) Copies of Speeches
 - (v) Result
 - (vi) Press Note, and
 - (vii) Scheme.
27. Arrangements for local sightseeing

ANNEX XVI-AF.No Leg.II

Government of India
Ministry of Parliamentary Affairs

90, Parliament House, New Delhi.

Dated:

Subject: Orientation Course in Parliamentary Procedure and Practices for Under Secretaries/Section Officers/ Parliament Assistants/Assistants in various Ministries /Departments.

The undersigned is directed to state that this Ministry proposes to conduct the next Orientation Course in Parliamentary Procedure and Practices for Under Secretaries/Section Officers/Parliament Assistants/Assistants (not necessarily working in Parliament

Unit)invariousMinistries/Departmentsfrom.....

(Dates) (Time) in Parliament House, New Delhi.

The objective of the training course is to acquaint the officers with the latest developments in Parliamentary Procedures and Practices and also to afford them an opportunity to come up with their difficulties in handling parliamentary work. The lectures on the various subjects (list enclosed) will be delivered by the officers of this Ministry dealing with the relevant subjects.

The Ministry of Home Affairs etc. are requested kindly to nominate Under Secretaries/Section Officers/Parliament Assistants/Assistants (not necessarily working in Parliament Units), for participation in the above course, indicating inter alia their designation, office address, telephone number etc. by at the latest.

No allowances of any kind will be paid by the Ministry of Parliamentary Affairs to the officer deputed for the proposed course.

For any enquiry, the undersigned or Shri Section

Officer (Telephone No.23034773) may be contacted.

()
UNDER SECRETARY TO THE GOVT. OF INDIA
Tele. No.

To

All Ministries/Departments of the Govt, of India
(Establishment Sections), New Delhi.

End: as above.

Copy to the Parliament Sections of Ministries/Departments.

Subjects to be Discussed during the Orientation Course

1. Legislative Business in Parliament
2. Parliament Questions
3. Matters raised under Rule 377/by way of Special Mentions and during Zero Hour
4. Powers, privileges, amenities and immunities of Members of Parliament
5. Government Assurances
6. Non-Legislative Business
(Statements by Ministers in Parliament, Laying of Papers)
7. Parliamentary Committees
8. Subordinate Legislation
9. Private Members' Bills and Resolutions
10. Functioning of Consultative Committees, Nomination of Members of Parliament on Committees/Boards
11. Evolution of Parliamentary System and Constitutional provisions relating thereto

ANNEX XVI-B(I)**MINISTRY OF PARLIAMENTARY AFFAIRS
LEGISLATIVE-II SECTION**

No.

Date:

Subject: Orientation Course for Section Officers/ Parliament Assistants/ Assistants in Parliamentary Procedure and Practices.

Venue:

Dates: from to

Time: ;

Day 1**Subject of discussion**

(Time)

from	to	Inauguration by Secretary/Joint Secretary, Ministry of Parliamentary Affairs, Group Photograph.
from	to	“Government Legislative and Non-Legislative Business”: *
from	to	Visit to Chambers of Lok Sabha, Rajya Sabha and Central Hall.
from	to	Lunch
from	to	“Statements by Ministers in Parliament and laying of papers”: *
from	to	Interaction among participants Tea/ Coffee.
from	to	“Evolution of Parliamentary System and constitutional provisions relating thereto”: *

* Name and designation of the officer concerned.

Day 2	Subject of discussion	
(Time)		
from	to	“Matters raised under Rule 377/ Special Mentions/Zero Hour”:*
from	to	Tea/Coffee
from	to	“Parliament Questions”:
from	to	Lunch
from	to	“Financial Business, Private Members’ Bills and Resolutions”:*
from	to	Interaction among participants/ Tea/ Coffee “Subordinate Legislation”:*
Day 3	Subject of discussion	
(Time)		
from	to	“Parliamentary Committees”: *
from	to	Tea/Coffee
from	to	“Consultative Committees”: *
from	to	Lunch
from	to	“Power, privileges, amenities and immunities of Members of Parliament”: *
from	to	“Implementation of Assurances”
from	to	Objective type Test
from	onwards	Question-answer session, Valedictory, award of certificates.

()

UNDER SECRETARY

Tele.No.

All officers concerned as per programme above/PPS to Secretary

Copy for information to all the officers of the level of Under Secretary and above with the request that they may kindly make it convenient to attend the concluding session of the course.

* Name and designation of the officer concerned

ANNEX XVI-B (II)**MINISTRY OF PARLIAMENTARY AFFAIRS
LEGISLATIVE-II SECTION**

F.No.

Date:

Programme**ORIENTATION COURSE IN PARLIAMENTARY
PROCEDURE AND PRACTICES FOR OFFICERS OF
STATE GOVERNMENTS/ LEGISLATURES.**

Duration: to

Day 2
(Time)**Subject of discussion**

- | | | |
|------------|----------|--|
| from | to | 1. Introduction/meeting with Secretary, Ministry of Parliamentary Affairs |
| from | to | 2. "Origin, growth and function in functioning of Central Ministry of Parliamentary Affairs" : * |
| from | to | 3. "Meeting with Leaders of Opposition Parties/Groups in Parliament and welfare of Members of Parliament": * |
| from | to | 4. Visit to Lok Sabha, Rajya Sabha Chambers, Central Hall, Parliament House, Parliament Library |

Day 2

- | | | |
|------------|----------|---|
| from | to | 1. "Parliament Questions, Statements by Ministers. Laying of Papers": * |
| from | to | 2. "Government Assurances": |
| from | to | 3. Visit to Assurances' Sections |

Day 3

(Time)

- | | | |
|------------|----------|---|
| from | to | 1. "All India Whips' Conference, |
| from | to | 2. Youth Paliament Competitions": * |
| | | "Matters raised under Rule 377/
Special Mentions/Zero Hour": * |
| from | to | 3. Visit to Leg.I and II Sections |

Day 4

(Time)

- | | | |
|------------|----------|---|
| from | to | 1. "Parliamentary Committees with
Special reference to Committee on
Subordinate Legislation": * |
| from | to | 2. "Consultative Committees,
nomination of Members of
Parliament on Government Bodies
etc.": * |
| from | to | 3. Visit to YP and ME Sections |

Day 5

(Time)

- | | | |
|------------|----------|---|
| from | to | 1. "Financial and Non-Legislative
Business": * |
| from | to | 2. "Legislative Business": |
| from | onwards | 3. Question-answers session,
Valedictory, award of Certificates. |

()

Under Secretary to the Govt. of India
Phone:

All officers concerned as per programme above/PPS to Secretary.

Copy for information to all the officers of the level of Under Secretary and above with the request that they may kindly make it convenient to attend the concluding session of the course.

* Name and designation of the officer concerned

ANNEX XVI-C**GOVERNMENT OF INDIA****MINISTRY OF PARLIAMENTARY AFFAIRS****COURSE IN PARLIAMENTARY PROCEDURES AND PRACTICES**

This is to certify that participated in the Orientation Course in Parliamentary Procedure and Practices conducted by the Ministry of Parliamentary Affairs from to

New Delhi

Date

Secretary

ANNEX XVI-D

Ministry of Parliamentary Affairs
(Legislative-II Section)

**ORIENTATION COURSE IN PARLIAMENTARY
PROCEDURE AND PRACTICES FROM**

APPRECIATION SHEET

What in your view should be the duration of the Course ?

State whether you are satisfied with the lectures?

How would you rate the Course conducted ?

Excellent

Very good

Good

Satisfactory

(Strike off whichever is not applicable)

Any suggestions for improvement ?

Signature
Name in Capital Letters
Ministry/Department
Telephone No.

New Delhi.
Dated:

ANNEX XVI-E**ORIENTATION COURSE IN PARLIAMENTARY
PROCEDURE AND PRACTICES****OBJECTIVE TEST**

1. The period of Notice of a Motion for leave to introduce a Private Member's Bill:
 - a) 7 days
 - b) 15 days
 - c) one month
2. One copy of the document proposed to be laid on the Table of the House by a Ministry must be authenticated by the concerned Minister:
 - a) True
 - b) False
3. When the Lok Sabha is not in session, all Notifications issued during the inter-session period should be laid within 7 days of the commencement of the next session:
 - a) True
 - b) False
4. When a Minister finds that incorrect information has been given to the House in reply to a Question or during a discussion, he may make a statement or lay it on the Table of the House:
 - a) True
 - b) False
5. Whenever a Bill seeking to replace an Ordinance is introduced, a statement should be laid explaining the

circumstances which had necessitated immediate legislation by Ordinance:

- a) True
 - b) False
6. Who can Chair the meetings of the Consultative Committees?
- a) Minister-in-charge
 - b) Minister of Parliamentary Affairs
 - c) Minister of State of the concerned Ministry
7. What is the number of meetings of the Consultative Committee, a Ministry is required to hold ?
- a) Six times in a year
 - b) Thrice in a year
 - c) One each during session and inter-session period.
8. How many meetings of a Consultative Committee can be held outside Delhi in a calender year ?
- a) Two meetings
 - b) One meeting
 - c) No meeting
9. What is the time schedule for circulation of papers such as Agenda / Minutes / Action Taken Report in connection with the meetings ?
- a) 10 days before the meeting
 - b) One week before the meeting
 - c) No time limit

10. What is the normal ratio of Members of the Lok Sabha and Rajya Sabha for nomination on any Government Body ?
 - a) 3:1
 - b) 2:1
 - c) 1:1
11. What constitutes an assurance?
 - a) Information is not available
 - b) Information has been called, for
 - c) The matter is being looked into
 - d) The matter is subjudice
 - e) An undertaking or indication to give further information, report back reg. action taken, outcome of examination, consideration, investigation, etc.
12. What should be done when the required information is not forthcoming from States /Union territories for a long time:
 - a) Wait until complete information is available
 - b) Send part Implementation Report (I.R.) giving available information
 - c) Give available information and mention the factual position in respect of defaulting States/Union territories in the Implementation Report.
13. i. Whose approval is necessary to the I.R.; and
 - a. Secretary
 - b. Minister
 - c. Minister of State concerned

- ii. do you have to indicate it anywhere:
 - ii. a. No
 - b. Inthel.R.
 - c. In the forwarding letter
- 14. In what circumstances can you make a request for dropping of an assurance :
 - a) Never
 - b) When voluminous information is to be collected and the efforts involved are not commensurate with the result to be achieved.
 - c) When policy decision is to be taken and there is lot of uncertainty/circumstances are changing.
 - d) When the matter cannot be dealt with within some prescribed time-frame.
 - e) When the Ministry feel that the reply was complete and should not be treated as assurance for specified reasons.
- 15. An I.R. should contain :
 - a) All the available information on the subject.
 - b) Only in accordance to the promise made with reference to the Question/subject matter.
 - c) Least possible.
- 16. A copy of the reply sent to the Member of Parliament must also be endorsed to the concerned Parliament Secretariat and the Ministry of Parliamentary Affairs: (Matter under Rule 377/Special Mention)
 - a) True
 - b) False

17. If matter addressed to a Ministry is transferred to another Ministry but not yet accepted by the latter, it will continue to pend against the former:
 - a) True
 - b) False
18. Matters under Rule 377 in Lok Sabha which are awaiting replies to the concerned Members of Parliament lapse on the dissolution of the Lok Sabha:
 - a) True
 - b) False
19. Special Mentions raised in Rajya Sabha, which are pending in the Ministry, will lapse if the Members who had raised these, have expired/retired:
 - a) True
 - b) False
20. Prior recommendation of the President is required for introduction of certain Bills in Parliament. Name the article under which such a recommendation is necessary.
21. A Money Bill shall not be introduced in the Council of States. State the relevant article of Constitution in this regard.
22. The quorum to constitute a meeting of either House of Parliament has been specified in the Constitution. Tick (0) the relevant article:
 - i) Article 98
 - ii) Article 94
 - iii) Article 101
 - iv) Article 100

23. Under the Constitution, no amount can be withdrawn from the Consolidated Fund of India without the enactment of such a law by Parliament. Tick (O) the relevant article:
- i) Article 112
 - ii) Article 113
 - iii) Article 114
 - iv) Article 115
24. Every Proclamation issued by the President in terms of article 356 of the Constitution shall, except where it is a proclamation revoking a previous Proclamation, cease to operate at the expiry of a specified time unless before the expiration of that period it has been approved by resolutions of both Houses of Parliament where the Lok Sabha has not been dissolved. Specify the period laid down in the Constitution.

ANNEX XVI-F

D.O.No Leg.II

JOINT SECRETARY

Dated:

Dear

As you are aware, Ministry of Parliamentary Affairs has been conducting Orientation Courses in Parliamentary Procedure and Practices for officers of Ministries/Departments with the approval of Department of Personnel and Training since 1985.

Orientation Course in Parliamentary Procedure and Practices for Under Secretaries/Section Officers/Parliament Assistants/ Assistants of various Ministries/Departments was conducted by the Ministry in Parliament House, New Delhi from to officials from various Ministries/Departments attended the course. Asked about their views on the usefulness of the course, all the participants expressed complete satisfaction with the course.

As per the periodicity being followed for these courses, the next course will be held during the inter-session period following the session .

With kind regards,

Yours sincerely,

()

Shri

Joint Secretary (Trg.)

Department of Personnel and Training,

Old JNU Campus,

New Mehrouli Road,

New Delhi.

ANNEX XVI-G**MINISTRY OF PARLIAMENTARY AFFAIRS**

SECRETARY

8, PARLIAMENT HOUSE,
NEW DELHI-110001

Dated:

D.O.No.

The X All India Whips' Conference held in New Delhi in November, 1988 had *inter alia* recommended that the Ministry of Parliamentary Affairs should draw a regular scheme of Training in the functioning of this Ministry for the benefit of personnel from the States/Union territories [Annex XVI-G(i)]. This recommendation was reiterated by the XI All India Whips' Conference held in Bangalore in January, 1994.

In pursuance of the above recommendations, eleven training courses for officers of various States have been organized. It has been decided to conduct the next training course in Parliamentary Procedure and Practices for the officers of the States Governments/ Union territory Administrations of approximately one week duration during in Parliament House, New Delhi. The exact date and duration of the course will be intimated in due course.

A list of subjects on which the training will be imparted to the officers is enclosed at [Annex XVI-G(ii)]. The lectures on various subjects and practical training in regard to day-to-day working of the Ministry will be imparted by the officers of this Ministry.

The expenses on TA/DA of officers deputed for the course will be borne by this Ministry. However, they will have to make their own board and lodging arrangements in Delhi, preferably in their respective State Bhavans.

As part of this training course the trainee officers will also be taken to the two Houses of Parliament to enable them to witness the proceedings of the Lok Sabha/Rajya Sabha live.

In case you have any topic/subject concerning the working of Parliament for inclusion in the programme, you may feel free to send your suggestion by

I request you to nominate two officers of the level of Under Secretary/Deputy Secretary from your State preferably from the Department of Parliamentary Affairs/Legislative Affairs, if any, for the proposed training course latest by, along with the bio-data of the officers, their residential/official addresses, telephone numbers etc. in the proforma enclosed at [Annex XVI-G(iii)]. You may please fax the information to this Ministry at Fax No.

With kind regards,

Yours sincerely,

()

Copy to: Resident Commissioners concerned

ANNEX XVI-G(I)**RECOMMENDATIONS OF TENTH ALL INDIA WHIPS' CONFERENCE**

“The Central Ministry of Parliamentary Affairs should draw a regular scheme of training in the functioning of that Ministry for the benefit of personnel from the States/Union territories. Advantage should be taken by the States/Union territories by deputing their selected personnel to such framing programmes to facilitate the setting up of an independent Department of Parliamentary Affairs to acquire understanding of the working of the Ministry at the Centre.”

RECOMMENDATION OF ELEVENTH ALL INDIA WHIPS' CONFERENCE

Periodic Training Programmes in Legislature's Procedures for Officers dealing with Parliamentary Work

“Having been informed that the training programmes for officers of State Governments/Union territories Administrations in Parliamentary Procedure and Practices could not be conducted owing to reasons of economy, the conference is of the view that the Central Ministry of Parliamentary Affairs should seek necessary relaxation from the Ministry of Finance/Department of Personnel and Training to hold at least two training programmes per year considering the fact that such training programmes are of great help in exchange of knowledge and information about the procedures and practices prevalent at the Centre and in the various States/ Union territories and will lead to standardization of procedures and better performances of officials.

The trainers for such programmes may be drawn to the extent possible from sitting or ex-Members of Parliament, Members of Legislative Assemblies etc.”

ANNEX XVI-G(II)**LIST OF SUBJECTS TO BE TAKEN UP DURING THE TRAINING COURSE**

1. Legislative Business.
2. Parliament Questions, Statements made by Ministers, Laying of Papers.
3. Matters raised under Rule 377/Special Mentions/Zero Hour.
4. Assurances.
5. Powers, Privileges and Immunities of Members of Parliament.
6. Financial and Non-Legislative Business.
7. Parliamentary Committees with Special reference to Committee on Subordinate Legislation.
8. Functioning of Consultative Committees - Nomination of Members of Parliament on Committees/Boards.
9. All India Whips' Conference, Youth Parliament Competitions, Welfare of Members of Parliament.
10. Origin, Growth and Functioning of Central Ministry of Parliamentary Affairs.
11. Evolution of Parliamentary Form of Government in India.

ANNEX XVI-G(III)

PROFORMA

Name:

Designation:

Present Scale of Pay :

Present Pay:

Entitlement for travel on official tour : (Officer(s) nominated for the course will be paid T. A. by this Ministry as per their entitlement only)

Date of Birth:

Educational Qualification:

Office Address and Telephone No.:

Residential Address and Telephone No.:

Signature:

Counter Signature of the appropriate Administrative/
Sponsoring Authority

The officers nominated for the Orientation Course may be advised to familiarise themselves with the practice and procedures of their own State Legislature in regard to subjects mentioned in the enclosed list which are likely to be taken up for discussion during the proposed Orientation Course, to make it more interactive, interesting and informative. They may also be advised to bring with them, a statement showing briefly, the salary, allowances, facilities, pension, etc. admissible to the Members, Leaders of the Opposition, Chief Whips and Leaders of other recognized parties/ groups etc. of the Legislative Assembly/Council/former Members, for use in this Ministry.

ANNEX XVI-H**CHECK LIST**

1. Whether required number of copies of training material and certificates are available or, if sent for printing, whether printed copies have been received.
2. Whether approval of Internal Finance Division has been received.
3. Whether the stationery asked for from Accounts and Purchase Section has been received.
4. Whether confirmation of booking of committee room has been received.
5. Whether letters sent to Caretaker/Reception Officer/ Deputy Director, Parliament House Security (for arrangement/entry passes/show round)/Railway Catering Unit, Parliament House have been received by them and necessary arrangements are confirmed.
6. Whether the photographer will be reaching at appointed time.
7. Whether Attendance Sheets/Feedback Forms are ready.
8. Whether copies of the Objective Type Test paper are ready (for training programme for central Ministries).
9. Whether folders, containing the following are ready for participants and have been sent to the Secretary, Joint Secretary and other officers concerned:
 - (i) Programme,
 - (ii) List of Participants, and
 - (iii) List of publications/material etc. being supplied to the participants.

ANNEX XVII-A**CHECKLIST****FOR GOVERNMENT SPONSORED GOODWILL DELEGATIONS TO BE SENT ABROAD**

1. Invitation received from the foreign countries (through Ministry of External Affairs) is got approved by the Minister of Parliamentary Affairs.
2. Period/Duration of the visit is finalised.
3. Composition of Delegation is to be decided by the Minister of Parliamentary Affairs in consultation with the Leaders/ Chief Whips of concerned political parties.
4. Political clearance for the delegation is obtained from the Ministry of External Affairs.
5. Approval of Screening Committee/Finance Ministry and the Prime Minister are obtained for the concerned delegates.
6. Issue of financial sanction in respect of the expenditure to be incurred on the delegation. (Local Transport, Gifts, Brief Cases, Refreshments at Briefing Meeting/ Ceremonial Lounges etc. to be taken into account. It does not include expenditure on bar, laundry etc.)
7. Itinerary of the delegation is finalised (Cooperation may be obtained from ITDC/Air India).
8. Meetings of the delegation with foreign dignitaries in the countries of visit have been fixed up and included in the programme of the delegation.
9. Letters to members of the delegation are sent by way of preliminary information seeking their willingness to join the delegation.
10. Collection of Passports/photographs of the members of

the delegation and other information, such as their dietary habits, blood group etc.

11. To obtain Visa Note from the Ministry of External Affairs. (To complete necessary formalities for obtaining visa and visa fee from the respective Embassy.)
12. To collect Speeches and Talking points for Minister (Leader of delegation) from the Ministry of External Affairs.
13. To collect Country Note/Facts Sheet from MEA regarding the countries to be visited.
14. To prepare bio-data of the Leader of delegation and other delegates and send them to our Missions abroad.
15. Reservation/blocking of seats in Airlines on all routes including layover etc. (Ticketing/ Supply of diet-list/ passport numbers etc. to travel agent.)
16. Inform Members of the Delegation about the weather, clothing and other do's and don'ts (liquor, tobacco, laundry, long distance calls, Pay TV etc.)
17. Distribution of Country Note, Facts Sheets, detailed programme along with telephone numbers of Hotels and Missions abroad to the Members of the delegation.
18. To issue Press release, if any.
19. To purchase the Gifts for being presented in the countries of visit. (MEA/Missions concerned may be consulted about the kind and number of gifts).
20. To arrange Airport passes for the staff on duty from the office of Directorate General of Civil Aviation Security.
21. To issue letters to Airport Director, Customs, Immigration and Airport Police for extending necessary courtesy.

- (Arrangements to be made for ceremonial lounges, VIP Parking, refreshment etc.)
22. Arrangements of transport for picking up of Members and tea/snacks at Airport Restaurant.
 23. Briefing meeting of Minister (Leader of the Delegation) with Delegates. (Officers of MEA to brief; arrange ITDC agent for foreign exchange; Luggage Tags for delegation; Immunisation for Yellow Fever, if required.)
 24. Secretary to the Delegation has to take the items of stationeries i.e. letter-heads, papers, stapler, cello tape, James clips/nylon rope; scissors etc;
 25. DA to Members/Staff to be paid before departure.
 26. Tips at Hotels/Airport etc.
 27. Missions to be alerted about Departure Tax in certain countries.
 28. Our Missions to be advised about the number of vehicles/coaches to be brought to the airport and taking the delegates/luggage. (Missions to be advised whether the luggage and delegates should be taken to Hotels in separate vehicles or together.)
 29. To arrange for photographers through our Missions abroad.
 30. Depute staff to see off (floral sending) and receive the delegation at airport;
 31. Prepare and send report to (i) PMO and (ii) MEA about the visit of Delegation on return.
 32. Payment of Bills received from Airlines, our Missions abroad etc.

ANNEX XVII-B**CHECK LIST****FOR RECEIVING A FOREIGN DELEGATION IN INDIA**

1. Approval of the proposal by HMPA (period/duration/ Number of Delegates/ Leader/preferences of meeting dignitaries/ places of visit).
2. Sending invitation to the country concerned through Ministry of External Affairs.
3. To draw Draft Itinerary, keeping in view their preferences etc.
4. To send confirmation of hosting through MEA (Indicate prohibition on liquor, laundry, tobacco and long distance calls.)
5. To prepare approximate budget and obtain approval of expenditure/services.
6. To draw advance Cash for meeting contingencies.
7. To prepare list of delegates/programme.
8. To collect bio-data of delegates, Country Note, Fact Sheet, Talking Points with assistance from MEA.
9. To make arrangements for Hotel and Transport (through government agencies).
10. To request the Joint Secretary (Security), Ministry of Home Affairs for making security arrangements round the clock, Pilot Vehicles. Pilot vehicles provided should be of better and speedier in quality.
11. To arrange Transport (Staff Car/Taxi) for Staff on Duty (prior approval of competent authority to be obtained).

12. Preparation of list of address/telephone numbers of important persons/offices concerned.
13. To obtain confirmation for calling on meetings with HMPA, MOSs (Parliamentary Affairs), Speaker (LS), Chairman (RS), Minister of External Affairs etc. as desired by the delegation. *Limited number of delegates should call on dignitaries in case of big delegation.*
14. Arrange Lunch/Dinner by HMPA/MOSs etc. (Prepare list of Invitees/Booking of Hotels/Banquet Hall, ascertain Menu, printing of Invitation Cards, issue of Invitation Cards).
15. To request the other dignitaries on whom the delegation would be calling, to host the lunch/dinner to the delegation. Ministry of External Affairs should be consulted in case of any change initiated by the visiting side in appointment with dignitaries.
16. To arrange flight tickets (domestic)/Railway Tickets wherever necessary.
17. To request the Airport Director/Customs/Immigration/Airport Security/ Ceremonial Lounge for extending necessary courtesies and Airport Restaurant for necessary refreshments.
18. To arrange Airport Passes for Staff on duty through the Bureau of Civil Aviation Security.
19. Arrange Entry Passes for Parliament House/Other Government Buildings (if necessary - Distinguished Visitor's Gallery passes, Car Passes, through Joint Secretary (Security), Lok Sabha Secretariat.
20. Letter to Rajghat Samadhi Samiti for making arrangement to offer floral tribute by the Delegation to the Father of the Nation.

21. Letter to Archaeological Survey of India for making arrangement for visit of the delegation to historical monuments.
22. Letters to Chief Secretaries of concerned States, which the delegation would be visiting, for extending appropriate courtesies.
23. Letters to concerned District Magistrates of the cities to be visited for making necessary arrangements.
24. Arrangement for hiring Battery Coaches for visit to Taj Mahal at Agra and also for engaging host Guide for site seeing of places of historical importance.
25. To send the Bio-data of Minister/Ministers of State for Parliamentary Affairs, Government of India to the concerned Embassy.
26. (a) Preparation of sufficient number of sets of papers/material for distribution to delegates (e.g. list of delegates, programme, telephone list, bio-data of dignitaries to be called on, bio-data of delegates, Talking Points, Fact Sheet, Country Note etc.).
(b) To provide Bags, pens, Note Pads, programme, Tourism material (if any) to the delegates.
27. To purchase gifts/mementoes (to be presented by HMPA/MOSs at the meeting or at Dinner/Lunch). *The items of gifts to be presented should be decided sufficiently in advance.*
28. To propose Dinner Speech for HMPA/MOSs with assistance from the MEA.
29. To purchase bouquets (for welcome), Rose Petals (for paying Homage at Rajghat)/and bouquet roses (for Send Off).

30. To prepare Car/Coach Banners.
31. Arrangement of National flags of India and of visiting countries along with suitable stands.
32. Deployment of officers/staff of Ministry for work relating to delegation.
33. To arrange for a photographer.
34. Reception of delegation at Airport (Contact Airport Manager/Immigration Officer/Airline Staff/Customs and Carry bouquets/airport passes).
35. Press Note to Press Information Bureau/Web-site.
36. Farewell to Delegates at Airport (meet Airport Manager/ Immigration Officer/Customs Officer/Airport Police, Booking of Luggage/ Tags for Handbags with Security Check stamp, ask Airport Restaurant for Tea/Coffee/ Snacks).
37. Adjustment of advance drawn.
38. Processing of bills received.
39. Letters of thanks to all concerned.
40. Prepare report about the visit of delegation and update the office records.

ANNEX XVIII - A**SECRET**

Copy No.
Most Immediate
By Special Messenger

No.F.70(*)/20__-Leg.I
Government of India
Ministry of Parliamentary Affairs

8, Parliament House,
New Delhi.
Dated:

Subject: Meeting of the Cabinet Committee on Parliamentary Affairs-reg.

A meeting of the Cabinet Committee on Parliamentary Affairs is scheduled to be held at.....a.m./p.m. on.....
(day),.....the (date) in Room No.....Parliament House,
New Delhi to consider the following items:-

Note No ... /20... :**Agenda of the Cabinet Note.****Note No. /20...:****Agenda of the Cabinet Note**

Copies, each of Notes No. /20.... and /20.... will be circulated in the meeting

You are requested to kindly make it convenient to attend the meeting.

()
Joint Secretary to the Government of India
Tele. No.

To

- i. All the Members of CCPA
- ii. Copy forwarded to the special invitees with a request to attend the meeting.

()
Joint Secretary to the Government of India

SECRET

Copy forwarded with a request to make it convenient to attend the meeting:-

..... Secretary, Legislative
Department, Ministry of Law & Justice.

()
Joint Secretary to the Government of India

Copy forwarded for information to Cabinet Secretariat
(..... , Joint Secretary)

()
Joint Secretary to the Government of India

SECRET

ANNEX XVIII - B

SECRET

No. 70(*)/20.....-Leg.I
Ministry of Parliamentary Affairs
(Sansadiya Karya Mantralaya)

Minutes of the meeting of the Cabinet Committee on Parliamentary Affairs held on, the, 20....., immediately after the adjournment of Both the Houses sine-die in Room No. 15, Parliament House, New Delhi.

Present

(Names of the members of the Committee along with their portfolios to be mentioned here)

(Names of the Ministers who have been nominated to the Committee as Special Invitees to be mentioned here along with their portfolios)

In Attendance

(Names of officer from Legislative Department who attend the meeting to be mentioned here along with their designation)

Secretariat

Shri, Secretary, Ministry of Parliamentary Affairs; and

Shri, Joint Secretary, Ministry of Parliamentary Affairs.

Draft Minutes are submitted for approval.

()
 Secretary to the Government of India.
 Date

Minister of Parliamentary Affairs; Coal; and Mines.

Minister of Defence (Chairman of the Committee).

Minutes of the meeting of the Cabinet Committee on Parliamentary Affairs held on the immediately after the adjournment of Both the Houses *sine-die*, in Room No. 15, Parliament House, New Delhi.

Note No. /201.....

Item No. 1

The Committee considered Note No. /201..... dated from the Ministry of Parliamentary Affairs (Sansadiya Karya Mantralaya) and approved the proposal contained in para thereof.

Note No. /201.....

Item No. 2

The Committee considered Note No. /201..... dated from the Ministry of Parliamentary Affairs (Sansadiya Karya Mantralaya) and approved the proposal contained in para thereof.

SECRET

ANNEX XVIII-C**LIST OF PARLIAMENTARY SECRETARIES**

- | | | |
|-----|---|----------------------------------|
| 1. | Shri Satish Chandra | w.e.f. 11.6.1951 |
| 2. | Shri S.N. Mishra | w.e.f. 11.6.1951 |
| 3. | Shri K.D. Malavayer | w.e.f. 5.6.1952 |
| 4. | Shri M.V. Krishnappa | w.e.f. 12.7.1952 |
| 5. | Shri Sadath Ali Khan | w.e.f. 17.11.1953 |
| 6. | Shri Mono Mohan Dass | w.e.f. 18.12.1953 |
| 7. | Shri G. Rajgopalan | w.e.f. 18.12.1953 |
| 8. | Dr. K. L. Shrimali | w.e.f. 18.12.1953 |
| 9. | Shri Kakshmi N. Menon | w.e.f. 11.8.1952 |
| 10. | Shri Jogendra Nath Hazarika | w.e.f. 11.8.1952 |
| 11. | Shri Shah Nawaz Khan | w.e.f. 11.8.1952 |
| 12. | Shri B.R. Bhagat | w.e.f. 11.8.1952 |
| 13. | Shri Sadath Ali Khan | w.e.f. 18.7.1961 to
31.3.1962 |
| 14. | Shri Jogendra Nath Hazarika | w.e.f. 18.7.1961 to
31.3.1962 |
| 15. | Shri Fateh Singh Rao Pratap
Singhrao Gaekwad | w.e.f. 18.7.1961 to
31.3.1962 |
| 16. | Shri Anand Chandra Joshi | w.e.f. 18.7.1961 to
31.3.1962 |
| 17. | Shri Gajendra Prasad Sinha | w.e.f. 18.7.1961 to
31.3.1962 |
| 18. | Shri Shyam Dhar Mishra | w.e.f. 18.7.1961 to
31.3.1962 |
| 19. | Shri Anna Saheb Shinde | w.e.f. 12.5.1962 |

20.	Shri D. Erring	w.e.f 12.5.1962
21.	ShriS.C.Jamir	w.e.f 12.5.1962
22.	ShriS. Ahmad Mehdi	w.e.f 12.5.1962
23.	Shri Dadder Thimmaiah	w.e.f 12.5.1962
24.	Shri M. R. Krishna	w.e.f 12.5.1962
25.	Shri Lalit Sen	w.e.f 6.9.1964
26.	Shri Annasahib Shinde	w.e.f. 15.1.1966
27.	Shri Lalit Sen	w.e.f. 15.1.1966
28.	ShriS.C.Jamir	w.e.f. 15.1.1966
29.	Shri Arun Singh	w.e.f. 12.11.1984 to 24.9.1985
30.	Shri Oscar Fernandes	w.e.f. 12.11.1984 to 24.9.1985
31.	Shri Ahmed Patel	w.e.f. 12.11.1984 to 24.9.1985
32.	Shri Nakul Naik	w.e.f. 24.11.1990 to 21.6.1991

N.B. From 1967 to 11.11.1984, no Parliamentary Secretary was appointed)

ANNEX XVIII-D

F.No. 26(1)/95- Welfare
MINISTRY OF PARLIAMENTARY AFFAIRS
GOVERNMENT OF INDIA

Subject : Dinner arrangement for Members of Parliament and Staff etc. when Lok Sabha/Rajya Sabha sits late.

Minutes of the meeting held on the above subject at 12.00 noon on Monday, 18th September, 1995 in Room No. 87, Parliament House, New Delhi.

Shri D.R. Tiwari, Joint Secretary, Ministry of Parliamentary Affairs, presided over the meeting.

The following officers from the various organizations were presents:-

Organisations	Name of the Officers
Lok Sabha Secretariat Rajya Sabha Secretariat CPWD	Shri D.R. Kalra, U.S. Shri S.K. Ganguly, U.S. Shri N.K. Sinha, E.E. Shri A.K. Jain, E.E.(Elec.) Shri O.P. Bansal, E.E. (E) Shri L. Dung, A.E.E.(Civil) Shri S.K. Yadav, A.E. (Civil) Shri A.P.S. Shishodia, JE(E)
Watch and Ward D.T.C.	Shri M.M. Sharma, D.D.(G) Shri A.K. Sharma, Dy. Gen. Manager
C.G.HS.(First Aid Post) Tea Board	Dr. (Smt.) B.S. Bais Shri Mahinder Singh, Regional Manager
Coffee Board	Shri B.R. Natesh, Liaison Officer
M.T.N.L. D.M.S.	Shri T.R. Sharma, SDO Shri Ram Swaroop, Manager Miss R. Kapur, Assistant Manager

N. Railway Catering	Mrs. T.R. Boaz, Dy. Commercial Manager Shri Vivek Angra, Senior Commercial Manager Shri Unny C. Mohan, Circle Inspector (Catering)
Parliamentary Affairs	Shri I.D. Sharma, D.S. Shri Vijay Khanna, U.S. Shri Dharam Pal, S.O.

Joint Secretary, Ministry of Parliamentary Affairs, invited suggestions after explaining the difficulties in making proper arrangements for the dinner in the event of House sitting late. In the light of discussion following decisions were taken:

1. Food packets will be served to the staff and officers up to the rank of Under Secretary.
2. Food packets for staff will be delivered to designated officers of particular Department who shall make arrangement to collect and distribute them among officers and staff.
3. Proper Security arrangements would be made by Watch and Ward staff/officer at the Central Hall/Room No. 70 and at the venue of the distribution of food packets.
4. Only members of the Press and officers of the rank of Deputy Secretary and above will be allowed to take their meals with Members of Parliament.

With a view to make proper arrangements, it was decided that all Department heads concerned with late sitting of the Houses would send the actual number of persons required to be served dinner, snacks within a week.

They will also intimate the names of the officers who would be responsible for making arrangements for collection of the coupons/food packets for distribution among their staff.

The meeting ended with a vote of thanks to the Chair.

ANNEX XVIII-E**CHECK LIST REGARDING ARRANGEMENTS FOR
DINNER/ REFRESHMENT AND TRANSPORTATION
WHEN THE HOUSE(S) SITS LATE**

1. Obtain orders for dinner arrangement from the office of HMPA followed by confirmation in writing. Ascertain whether both Houses have to sit late or only one of them.
2. Alert Northern Railway Catering, Parliament House, telephonically. Discuss the menu with the Office of HMPA and Senior Commercial Officer, Northern Railway Catering.
3. Decide the number of invitees i.e. MPs, press personnel and officers of the rank of Under Secretary and above and other staff on duty in consultation with the office of Minister of Parliamentary Affairs, Lok Sabha/Rajya Sabha Secretariats and the senior officers of the Ministry.
4. Prepare draft order to be sent to Northern Railway Catering indicating number of invitees i.e. MPs press personnel of officers of the rank of Under Secretary and above and other staff on duty.
5. Prepare draft letter to be sent to Delhi Transport Corporation (DTC) for arrangement of buses on special hires, if the House is anticipated to sit beyond 2200 hours. Normally, 4 buses are hired to ply in different directions.
6. Obtain administrative approval of the competent authority to the estimated expenditure on 4 and 5 above.
7. Place order with the Northern Railway Catering, Parliament House.
8. Place order with Delhi Transport Corporation (DTC) for transport with endorsement to ATI, DTC in Parliament House.

9. Write to Watch and Ward for security deployment at venues of dinner for control and coordination.
10. Confirm the time of serving dinner from Railway Catering. Intimate HMPA's office for announcement in the House through the Chair.
11. Prepare numbered coupons to be provided to the staff on duty.
12. Distribute coupons to various agencies against written requisition.
13. Supervise dinner arrangement/distribution at two venues (i.e. one for MPs and senior officers, and the other for staff members). Ensure due courtesy of Members of Parliament.
14. If the House(s) adjourn(s) before serving of dinner, cancellation order may be immediately given to the Railway Catering- first informally followed by formal cancellation order as soon as possible. Charges of perishable items etc. are, however, to be paid by the Ministry as per Railway Catering Rules.
15. Seek ex- post- facto approval of the expenditure from IFD.
16. Enter data in the relevant register maintained for the purpose in the Section.
17. Process the bills received from Northern Railway Catering, Delhi Transport Corporation and forward to Account & Purchase Section for payment.

परिशिष्ट 19क

केंद्रीय सरकार के
मंत्रालयों/विभागों/संबद्ध व अधीनस्थ कार्यालयों/सार्वजनिक क्षेत्र
के उपक्रमों/स्वायत्तनिकायों आदि में राज भाषा हिंदी के प्रगामी
प्रयोग से संबंधित तिमाही प्रगति रिपोर्ट

.....को समाप्त तिमाही

1. राजभाषा अधिनियम 1963 की धारा 3(3) के अंतर्गत जारी
कागजात' की स्थिति

(क) जारी कागजात की कुल संख्या _____

(ख) इनमें से केवल अंग्रेजी में जारी किए गए कागजात _____

* इनमें सामान्य आदेश, ज्ञापन, संकल्प, अधिसूचनाएं, नियम,
करार, संविदा, टेंडरनोटिस, संसदीयप्रश्न, आदि शामिल हैं।

2. हिंदी में प्राप्त पत्रों की स्थिति (राजभाषा नियम – 5)

(क) अनुभागों/डेस्कों में कार्यालय पद्धति मैनुअल के अध्याय 4,
पैरा 12(1) के अनुसार निर्धारित डायरी रजिस्टर/ई-ऑफिस
के अनुसार हिंदी में प्राप्त कुल पत्र _____

(ख) इनमें से कितनों के उत्तर अंग्रेजी में दिए गए _____

(ग) इनमें से कितनों के उत्तर हिंदी में दिए गए _____

(घ) इनमें से कितनों के उत्तर अपेक्षित नहीं थे _____

3. अंग्रेजी में प्राप्त पत्रों के उत्तर हिंदी में दिए जाने की स्थिति

	अंग्रेजी में प्राप्त पत्रों की संख्या	इनमें से कितनों के उत्तर हिंदी में दिए गए	इनमें से कितनों के उत्तर अंग्रेजी में दिए गए	इनमें से कितनों के उत्तर अपेक्षित नहीं थे
	1	2	3	4
'क' क्षेत्र से				
'ख' क्षेत्र से				

4. अनुभाग द्वारा भेजे गये मूल पत्रों का ब्योरा :-

हिंदी में	द्वि भाषीमें	केवल अंग्रेजीमें	भेजे गए पत्रों की कुल संख्या	हिंदी / द्वि भाषी में भेजे गए पत्रों का प्रतिशत
1	2	3	4	5
'क' क्षेत्र को				
'ख' क्षेत्र को				
'ग' क्षेत्र को				

5. फाइलों पर हिंदी में कार्य

(क) तिमाही के दौरान लिखी गई कुल टिप्पणियों की संख्या -----

(ख) हिंदी में लिखी गई टिप्पणियों की संख्या -----

(ग) अंग्रेजी में लिखी गई टिप्पणियों की संख्या -----

6. शीर्षस्थ (मंत्रालय/विभाग में संयुक्त सचिव स्तर तथा अन्य कार्यालयों आदि में प्रशासनिक प्रमुख/कार्यालय मुख स्तर की अध्यक्षता में आयोजित बैठकें) प्रशासनिक बैठकें :

(क) तिमाही के दौरान हुई शीर्षस्थ प्रशासनिक बैठकों की संख्या _____

(ख) ऐसी कितनी बैठकों में वार्तालाप/कार्रवाईयां पूरी तरह हिंदी में की गईं _____

अनुभाग का नाम :.....

सत्यापित किया जाता है कि इस प्रोफार्मा में वास्तविक आंकड़े दिए गए हैं जो कि डायरी रजिस्टर, प्रेषण रजिस्टर आदि पर आधारित हैं।

हस्ताक्षर

अनुभाग अधिकारी

तारीख

परिशिष्ट 19ख

हिंदी अनुभाग

हिंदी में मूल टिप्पण और आलेखन के प्रयोग को बढ़ावा देने के लिए नकद पुरस्कार योजना

(1) योजना का क्षेत्र और पात्रता

- (क) संसदीय कार्य मंत्रालय के वे सभी अधिकारी और कर्मचारी इस योजना में भाग ले सकते हैं जो सरकारी काम पूर्णतः या कुछ हद तक मूल रूप से हिंदी में करते हैं।
- (ख) आशुलिपिक/टाईपिस्ट, जो सरकारी काम काज में हिंदी के प्रयोग को बढ़ावा देने संबंधी किसी अन्य योजना के अंतर्गत आते हैं, इस योजना में भाग लेने के पात्र नहीं होंगे।
- (ग) सहायक निदेशक और हिंदी अनुवादक जो सामान्यतः अपना काम हिंदी में करते हैं वे इस योजना में भाग लेने के पात्र नहीं होंगे।
- (घ) केवल वही अधिकारी/कर्मचारी इस पुरस्कार योजना में भाग लेने के पात्र होंगे जो वर्ष में कम से कम 20 हजार शब्द हिंदी में लिखें। इसमें हिंदी में मूल टिप्पण, प्रारूप तथा रजिस्ट्रों में इन्दराज, सूची तैयार करना, लेखा का काम आदि शामिल होंगे।

(2) योजना की अवधि

यह योजना 1 अप्रैल, 2019 से 31 मार्च, 2020 तक की अवधि के लिए होगी। इस अवधि के दौरान किए गए काम के आधार पर पुरस्कारों का निर्धारण होगा।

(3) पुरस्कार

उपरोक्त अवधि के दौरान भाग लेने वाले अधिकारी/कर्मचारी द्वारा हिंदी में किए गए कार्य के आधार पर निम्नलिखित पुरस्कार प्रदान किए जाएंगे:-

पहला पुरस्कार (2 पुरस्कार) : प्रत्येक रु.5000 /—

दूसरा पुरस्कार (3 पुरस्कार) : प्रत्येक रु.3000 /—

तीसरा पुरस्कार (5 पुरस्कार) : प्रत्येक रु.2000 /—

(4) पुरस्कार देने के लिए मापदण्ड

(क) मूल्यांकन करने के लिए कुल 100 अंक रखे जाएंगे। इसमें से 70 अंक हिंदी में किए गए काम की मात्रा के लिए रखे जाएंगे और 30 अंक विचारों की स्पष्टता के लिए होंगे।

(ख) जो व्यक्ति एक वर्ष में 20 हजार शब्द हिंदी में लिखेगा वह पुरस्कार के लिए प्रतियोगिता में भाग लेने का पात्र होगा। मूल्यांकन समिति द्वारा दिए गए अंकों के आधार पर पुरस्कार दिए जाएंगे।

(ग) जिन प्रतियोगियों की मातृभाषा तमिल, तेलुगू, कन्नड़, मलयालम, बंगाली, उड़िया या असमिया है उन्हें 20 प्रतिशत तक अतिरिक्त अंकों के लाभ का निर्धारण मूल्यांकन समिति द्वारा किया जाएगा। ऐसा करते समय समिति उन अधिकारियों/कर्मचारियों के काम के स्तर को भी ध्यान में रखेगी जो अन्यथा उससे क्रम में ऊपर है।

(घ) प्रतियोगी संलग्न प्रपत्र में अपने द्वारा हिंदी में लिखे गए शब्दों का लेखा-जोखा रखेंगे। प्रत्येक सप्ताह के लेख-जोखे पर अगले उच्च अधिकारी द्वारा सत्यापन करने के बाद प्रतिहस्ताक्षर किए जाएंगे। यदि अनुभाग अधिकारी स्वयं लेखा-जोखा रखता है तो कर्मचारी को लेखा-जोखा रखना आवश्यक नहीं होगा।

- (ड) एक वर्ष के अंत में प्रत्येक प्रतियोगी हिंदी में किए गए अपने काम का लेखा-जोखा प्रतिहस्ताक्षर करने वाले अधिकारी के माध्यम से सहायक निदेशक को प्रस्तुत करेगा। यदि प्रतिहस्ताक्षर करने वाला अधिकारी या विभाग प्रमुख स्वयं निगरानी रखता है और लेखा-जोखा रखता है तो इसका ब्यौरा वह अधिकारी सहायक निदेशक को भेजेगा।
- (5) पुरस्कार जीतने का उल्लेख सर्विस बुक में भी किया जाएगा। प्रतियोगिता में भाग लेने वाले कर्मचारी 1.4.2019 से 31.3.2020 तक फाईलों आदि पर किए मूल टिप्पण और आलेखन का रिकार्ड संलग्न प्रोफार्मा में रखेंगे, ताकि प्रतियोगिता के अंत में उसे जांच के लिए मूल्यांकन समिति को प्रस्तुत किया जा सके।

(6) मूल्यांकन समिति

प्रतियोगियों के कार्य का मूल्यांकन एक समिति करेगी जिसका गठन यथा समय किया जाएगा।

विभाग के सभी अनुभाग अधिकारी, प्रोफार्मा/फाईल पर प्रति हस्ताक्षर करते समय इस बात को सुनिश्चित करें कि प्रतियोगी द्वारा अपने टिप्पण और आलेखन में अनावश्यक रूप में शब्दों का उपयोग करके यदि शब्दों की संख्या बढ़ाने की कोशिश की गई हो वहां वे अगर आवश्यक समझें तो शब्दों की गणना में उपयुक्त कमी कर दें। प्रतियोगियों द्वारा फाईल आदि पर की गई टिप्पणियों तथा आलेख (पत्रों की आफिस कॉपी आदि) को नष्ट न किया जाए ताकि आवश्यकता पड़ने पर उसकी जांच की जा सके।

प्रपत्र

श्री / श्रीमती / कुमारी..... की
 को समाप्त हाने वाले सप्ताह में
 हिंदी के मूल काम की साप्ताहिक विवरणी

क्र. स.	तिथि	कुल फाइलों, रजिस्ट्रों आदि की संख्या जिनमें हिंदी में काम किया गया	हिंदी में लिखे गए टिप्पणी और आलेखन के षब्दों की संख्या	हिंदी में किए गए और काम		उच्च अधिकारी के हस्ताक्षर (सप्ताह में एक बार)
				संक्षिप्त ब्यौरा	शब्दों की संख्या	
1	2	3	4	5	6	7

परिशिष्ट 19ग

**संसदीय कार्य मंत्रालय
(हिंदी अनुभाग)**

विषय:— हिंदी के प्रगामी प्रयोग के लिए संसदीय कार्य मंत्रालय का वर्ष 2019–2020 के लिए वार्षिक कार्यक्रम।

1. हिंदी में मूल पत्राचार (ई-मेल सहित)

(राजभाषा विभाग द्वारा जारी कार्यक्रम के लिए निर्धारित लक्ष्य की क्रम संख्या 1)

(क) 'क' क्षेत्र से 'क' क्षेत्र को लक्ष्य: 100%

(ख) 'क' क्षेत्र से 'ख' क्षेत्र का लक्ष्य: 100%

(ग) 'क' क्षेत्र से 'ग' क्षेत्र को लक्ष्य: 65%

(घ) 'क' क्षेत्र से 'क' व 'ख' क्षेत्र के लक्ष्य: 100%
राज्य/संघ राज्य क्षेत्र के कार्यालय/व्यक्ति

(कार्रवाई: सभी अनुभाग)

2. हिंदी में प्राप्त पत्रों का उत्तर हिंदी में दिया जाना(लक्ष्य:100%)

(राजभाषा विभाग द्वारा जारी कार्यक्रम के लिए निर्धारित लक्ष्य की क्रम संख्या 2)

हिंदी में प्राप्त पत्रों, हिंदी के आवेदन या हिंदी में हस्ताक्षर वाले आवेदन के उत्तर अनिवार्य रूप से हिंदी में दिए जाएं।

जिस अधिकारी के हस्ताक्षर से कोई पत्रादि जारी होता है स्वयं उसकी यह जिम्मेदारी है कि यदि पत्रादि हिंदी में प्राप्त हुआ है तो उसका उत्तर हिंदी में दिया जाए।

(कार्रवाई: सभी अधिकारी/अनुभाग)

3. हिंदी में टिप्पण (लक्ष्य: 75%)

(राजभाषा विभाग द्वारा जारी कार्यक्रम के लिए निर्धारित लक्ष्य की क्रम संख्या 3)

मंत्रालय में कार्यरत सभी अधिकारी/कर्मचारी वर्ष के दौरान उनके द्वारा लिखी जाने वाली कुल टिप्पणियों में से 75: टिप्पणियां हिंदी में लिखेंगे।

(कार्रवाई: सभी अधिकारी/अनुभाग)

4. हिंदी माध्यम से प्रशिक्षण कार्यक्रम (लक्ष्य: 70%)

(राजभाषा विभाग द्वारा जारी कार्यक्रम के लिए निर्धारित लक्ष्य की क्रम संख्या 4)

मंत्रालय के अनुभागों द्वारा दिए जाने वाले सभी प्रकार के प्रशिक्षण कार्यक्रमों में अधिकारी 70% प्रशिक्षण हिंदी माध्यम में देंगे।

(कार्रवाई: सभी अधिकारी/अनुभाग)

5. हिंदी टंकण करने वाले कर्मचारी एवं आशुलिपिक की भर्ती (लक्ष्य: 80%)

(राजभाषा विभाग द्वारा जारी कार्यक्रम के लिए निर्धारित लक्ष्य की क्रम संख्या 5)

जब तक निर्धारित लक्ष्य प्राप्त नहीं कर लिए जाते हैं, तब तक केवल हिंदी टंकक व हिंदी आशुलिपिक ही भर्ती किए जाएं।

(कार्रवाई: प्रशासन अनुभाग)

6. हिंदी में डिक्टेशन/की बोर्ड पर सीधे टंकण (स्वयं अथवा सहायक द्वारा) (लक्ष्य: 65%)

(राजभाषा विभाग द्वारा जारी कार्यक्रम के लिए निर्धारित लक्ष्य की क्रम संख्या 6)

मंत्रालय के अवर सचिव एवं उनसे उच्च स्तर के अधिकारियों से अनुरोध है कि वे हिंदी में अधिक से अधिक डिक्टेशन दें और स्वयं की बोर्ड पर सीधे टंकण करें तो अधिकाधिक हिंदी में करें।

(कार्रवाई: अवर सचिव तथा उनसे उच्च अधिकारी)

7. हिंदी प्रशिक्षण (भाषा, टंकण, आशुलिपि) (लक्ष्य: 100%)

(राजभाषा विभाग द्वारा जारी कार्यक्रम के लिए निर्धारित लक्ष्य की क्रम संख्या 7)

मंत्रालय में कार्यरत सभी अधिकारियों/कर्मचारियों को हिंदी में प्रशिक्षित होना चाहिए। प्रशिक्षण के लिए शेष कर्मचारियों को प्रशिक्षण के लिए नामित किया जाए और वे पूरी तत्परता से प्रशिक्षण को पूरा करें।

(कार्रवाई: हिंदी अनुभाग)

8. द्विभाषी प्रशिक्षण सामग्री तैयार करना (लक्ष्य: 100%)

(राजभाषा विभाग द्वारा जारी कार्यक्रम के लिए निर्धारित लक्ष्य की क्रम संख्या 8)

सभी प्रकार की प्रशिक्षण सामग्री द्विभाषी उपलब्ध कराई जाए।

(कार्रवाई: विधायी/युवा संसद अनुभाग)

9. जर्नल और मानक संदर्भ पुस्तकों को छोड़कर पुस्तकालय के कुल अनुदान में से डिजीटल वस्तुओं अर्थात् हिंदी ई-पुस्तक, सी.डी./डी.वी.डी, पैनड्राइव तथा अंग्रेजी और क्षेत्रीय भाषाओं से हिंदी में अनुवाद पर व्यय की गई राशि सहित हिंदी पुस्तकों की खरीद पर किया गया व्यय (लक्ष्य: 50%)

(राजभाषा विभाग द्वारा जारी कार्यक्रम के लिए निर्धारित लक्ष्य की क्रम संख्या 9)

लेखा और क्रय अनुभाग यह सुनिश्चित करें कि डिजीटल वस्तुओं अर्थात हिंदी ई-पुस्तक, सी डी / डी.वी.डी., पैन ड्राइव तथा अंग्रेजी और क्षेत्रीय भाषाओं से हिंदी में अनुवाद पर व्यय की गई राशि सहित हिंदी पुस्तकों की खरीद पर व्यय की जाने वाली राशि सहित पुस्तकों की खरीद पर खर्च की जाने वाली कुल राशि का कम से कम 50% हिन्दी पुस्तकों की खरीद पर खर्च किया जाए। सभी अनुभाग हिंदी पुस्तकों के संबंध में अपनी मांग लेखा एवं क्रय अनुभाग को भेजें।

(कार्रवाई: सभी अनुभाग)

10. कंप्यूटर सहित सभी प्रकार के इलेक्ट्रॉनिक उपकरणों की द्विभाषी रूप में खरीद (लक्ष्य: 100%)

(राजभाषा विभाग द्वारा जारी कार्यक्रम के लिए निर्धारित लक्ष्य की क्रम संख्या 10)

लेखा और क्रय अनुभाग यह सुनिश्चित करें कि यांत्रिक सुविधाएं जैसे कि कम्प्यूटर तथा इलैक्ट्रॉनिक उपकरण आदि खरीदते समय राजभाषा विभाग द्वारा इनके शतप्रतिशत द्विभाषी खरीदने के बारे में जारी आदेश का पूर्णतः पालन हो।

(कार्रवाई: लेखा एवं क्रय अनुभाग)

11. वेबसाइट (लक्ष्य: 100% द्विभाषी)

(राजभाषा विभाग द्वारा जारी कार्यक्रम के लिए निर्धारित लक्ष्य की क्रम संख्या 11)

मंत्रालय की वेबसाइट पर समस्त सामग्री द्विभाषी रूप में है, फिर भी मंत्रालय के सभी अनुभाग यह सुनिश्चित करें कि वेबसाइट में उनके अनुभाग से संबंधित जो कोई भी नई जानकारी भरी जाए वह द्विभाषी (हिंदी और अंग्रेजी) में हो। जिन अनुभागों ने अभी तक केवल अंग्रेजी में जानकारी भरी है वह उसका हिंदी रूपांतर भी शीघ्र ही वेबसाइट पर डलवाएं।

(कार्रवाई: सभी अनुभाग)

12. नागरिक चार्टर तथा जन सूचना बोर्डों आदि का प्रदर्शन (लक्ष्य: 100% द्विभाषी)

(राजभाषा विभाग द्वारा जारी कार्यक्रम के लिए निर्धारित लक्ष्य की क्रम संख्या 12)

नागरिक चार्टर से संबंधित सभी कार्य द्विभाषी रूप में किया जाए।

(कार्रवाई: अनुसंधान प्रकोष्ठ)

जन सूचना बोर्डों आदि का प्रदर्शन संबंधी सभी कार्य द्विभाषी किया जाए।

(कार्रवाई: प्रशासन अनुभाग)

13. मंत्रालय के अनुभागों का निरीक्षण (लक्ष्य: 25% न्यूनतम)

[राजभाषा विभाग द्वारा जारी कार्यक्रम के लिए निर्धारित लक्ष्य की क्रम संख्या 13(ii)]

वर्ष में 3 अनुभागों का निरीक्षण किया जाएगा।

(कार्रवाई: हिंदी अनुभाग)

14. राजभाषा संबंधी बैठकें

(क) हिंदी सलाहकार समिति की बैठकें

लक्ष्य: वर्ष में 2 बैठकें (न्यूनतम)

[राजभाषा विभाग द्वारा जारी कार्यक्रम के लिए निर्धारित लक्ष्य की क्रम संख्या 14(क)]

हिंदी सलाहकार समिति की वर्ष में दो बैठकें आयोजित की जाएं।

(कार्रवाई: हिंदी अनुभाग)

(ख) राजभाषा कार्यान्वयन समिति की बैठकें**लक्ष्य: वर्ष में 4 बैठकें (प्रति तिमाही एक बैठक)**

[राजभाषा विभाग द्वारा जारी कार्यक्रम के लिए निर्धारित लक्ष्य की क्रम संख्या 14(ग)]

राजभाषा कार्यान्वयन समिति की वर्ष में चार बैठकें अर्थात् प्रत्येक तिमाही में एक बैठक आयोजित की जाएं जिसमें हिंदी के कार्यान्वयन में हुई प्रगति पर नियमित रूप से विस्तृत चर्चा की जाए।

(कार्रवाई: हिंदी अनुभाग)

15. कोड, मैनुअल, फार्म, प्रक्रिया साहित्य का हिंदी अनुवाद**(लक्ष्य: 100%)**

(राजभाषा विभाग द्वारा जारी कार्यक्रम के लिए निर्धारित लक्ष्य की क्रम संख्या 15)

सभी अनुभाग यह सुनिश्चित करें कि अनुभाग में प्रयोग होने वाला सभी प्रकार का प्रक्रिया साहित्य जैसे नियम, कोड, मैनुअल, प्रपत्र आदि का हिंदी अनुवाद करवा लिया गया है।

(कार्रवाई: सभी अनुभाग)

राजभाषा नीति संबंधी प्रमुख निदेश

1. राजभाषा अधिनियम, 1963 की धारा 3(3) के अंतर्गत संकल्प, सामान्य आदेश, नियम, अधिसूचनाएं, प्रशासनिक तथा अन्य रिपोर्टें, प्रेस विज्ञप्तियां, संसद के किसी सदन या दोनों सदनों के समक्ष रखी जाने वाली प्रशासनिक तथा अन्य रिपोर्टें, सरकारी कागजात, संविदाएं, करार, अनुज्ञप्तियां, अनुज्ञापत्र, टेंडर नोटिस तथा टेंडर प्रपत्र आदि द्विभाषी रूप में ही जारी की जाएं। किसी प्रकार के उल्लंघन के लिए हस्ताक्षर करने वाले अधिकारी को जिम्मेदार ठहराया जाएगा।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 1)

(कार्रवाई: सभी अधिकारी एवं अनुभाग)

2. 'क' तथा 'ख' क्षेत्रों में, सभी प्रकार का प्रशिक्षण, चाहे वह अल्पावधि का हो अथवा दीर्घावधि का, सामान्यतः हिंदी माध्यम से होना चाहिए। 'ग' क्षेत्र में प्रशिक्षण देने के लिए प्रशिक्षण सामग्री हिंदी और अंग्रेजी दोनों भाषाओं में उपलब्ध कराई जाए और प्रशिक्षणार्थी की मांग के अनुसार हिंदी या अंग्रेजी में उपलब्ध कराई जाए।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 4)

(कार्रवाई: विधायी/युवा संसद अनुभाग)

3. केन्द्र सरकार के कार्यालयों में जब तक हिंदी टंकक व हिंदी आशुलिपिक संबंधी निर्धारित लक्ष्य प्राप्त नहीं कर लिए जाते, तब तक उनमें केवल हिंदी टंकक व हिंदी आशुलिपिक ही भर्ती किए जाएं।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 5)

(कार्रवाई: प्रशासन अनुभाग)

प्रशासन अनुभाग इस बात का ध्यान रखे कि भविष्य में जब भी हिंदी टंकक व हिंदी आशुलिपिक की भर्ती की जाए तो हिंदी टंकण व हिंदी आशुलिपि जानने वाले टंकक व आशुलिपिकों की ही भर्ती की जाए।

4. अंतरराष्ट्रीय संधियों और करारों को अनिवार्य रूप से हिंदी और अंग्रेजी दोनों भाषाओं में तैयार कराया जाए। विदेशों में निष्पादित संधियों और करारों के प्रामाणिक अनुवाद तैयार कराके रिकार्ड के लिए फाइल में रखे जाएं।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 6)

(कार्रवाई: प्रोटोकॉल एवं कल्याण अनुभाग)

प्रोटोकॉल एवं कल्याण अनुभाग इस बात का ध्यान रखे कि अंतरराष्ट्रीय संधियों और करारों संबंधी कार्य अनिवार्य रूप से हिंदी और अंग्रेजी दोनों भाषाओं में तैयार कराया जाए।

5. विदेश स्थित भारतीय कार्यालयों सहित सभी मंत्रालयों/विभागों आदि की लेखन सामग्री, नाम पट्ट, सूचना-पट्ट, फार्म, प्रक्रिया संबंधी साहित्य, रबड़ की मोहरें, निमंत्रण पत्र आदि अनिवार्य रूप से हिंदी-अंग्रेजी में बनवाए जाएं।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 8)

(कार्रवाई: लेखा और क्रय अनुभाग)

विदेशों में मंत्रालय का कोई कार्यालय नहीं है तथापि मंत्रालय से संबंधित सामग्री के संबंध में इसका अनुपालन सुनिश्चित किया जाए।

6. भारत सरकार के मंत्रालयों, कार्यालयों, विभागों, बैंकों, उपक्रमों आदि द्वारा असांविधिक प्रक्रिया साहित्य जैसे नियम, कोड, मैनुअल, मानक फार्म आदि को अनुवाद कराने के लिए केन्द्रीय अनुवाद ब्यूरो को भेजा जाए।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 9)

(कार्रवाई: सभी अनुभाग)

7. अनुवाद कार्य तथा राजभाषा नीति के कार्यान्वयन से जुड़े सभी अधिकारियों/कर्मचारियों को केंद्रीय अनुवाद ब्यूरो में अनिवार्य अनुवाद प्रशिक्षण हेतु नामित किया जाए। ऐसे अधिकारियों/कर्मचारियों को भी अनुवाद के प्रशिक्षण पर नामित किया जा सकता है जिन्हें स्नातक स्तर पर हिंदी-अंग्रेजी दोनों भाषाओं का ज्ञान हो तथा जिनकी सेवाओं का उपयोग कार्यालय द्वारा इस कार्य के लिए किया जा सकता है।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 10)

(कार्रवाई: हिंदी अनुभाग)

8. मंत्रालयों/विभागों/कार्यालयों/उपक्रमों आदि के वरिष्ठ अधिकारियों का यह संवैधानिक दायित्व है कि वह अपने सरकारी कामकाज में अधिक से अधिक हिंदी का प्रयोग करें। इससे उनके अधीन कार्य कर रहे अधिकारियों/कर्मचारियों को प्रेरणा मिलेगी तथा राजभाषा नीति के अनुपालन को गति मिलेगी।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 11)

मंत्रालय के सभी कर्मचारियों को हिंदी में अधिकाधिक कार्य करना है तथा हिंदी में अधिक से अधिक कार्य करने हेतु अधिकारीगण भी प्रयत्नशील रहें।

(कार्रवाई: सभी अधिकारी/कर्मचारी)

9. सभी मंत्रालय/विभाग आदि हिंदी के प्रयोग को बढ़ावा देने के लिए चलाई गई विभिन्न प्रोत्साहन योजनाओं का अपने सम्बन्ध एवं अधीनस्थ कार्यालयों में भी व्यापक प्रचार-प्रसार करें ताकि अधिक से अधिक अधिकारी/कर्मचारी इन योजनाओं का लाभ उठा सकें और सरकारी कामकाज में अधिक से अधिक कार्य हिंदी में हो।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 12)

(कार्रवाई/ हिंदी अनुभाग)

10. तिमाही प्रगति रिपोर्ट आन लाइन सिस्टम द्वारा प्रत्येक तिमाही की समाप्ति के 30 दिन के भीतर राजभाषा विभाग को उपलब्ध करा दी जाए।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 13)

(कार्रवाई: सभी अनुभाग)

मंत्रालय के सभी अनुभाग अपनी तिमाही प्रगति रिपोर्ट तिमाही की समाप्ति के अगले माह की 15 तारीख तक अनिवार्य रूप से भिजवाएं ताकि इसे समेकित कर 30 तारीख तक राजभाषा विभाग को ऑनलाइन भेजा जा सके।

11. सरकार की राजभाषा नीति के प्रति अधिकारियों/कर्मचारियों को सुग्राही बनाने की दृष्टि से यह आवश्यक है कि सरकारी कामकाज में राजभाषा हिंदी के कार्यान्वयन में हुई प्रगति की समीक्षा को मात्र राजभाषा कार्यान्वयन समिति की बैठकों तक ही सीमित न रखा जाए। इस संबंध में मानीटरिंग को और अधिक प्रभावी और कारगर बनाने के लिए यह जरूरी है कि मंत्रालयों/विभागों/कार्यालयों के प्रशासनिक प्रधानों द्वारा ली जाने वाली प्रत्येक बैठक में इस पर नियमित रूप से विस्तृत चर्चा की जाए

और इसे कार्यसूची की एक स्थायी मद के रूप में शामिल किया जाए।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 14)

(कार्रवाई: सभी अधिकारी/अनुभाग)

मंत्रालय के सभी अधिकारी यह सुनिश्चित करें कि उनकी बैठकों में हिंदी में किए जा रहे कार्यों पर भी निश्चित रूप से चर्चा की जाए।

12. हिंदी में कार्य करने में आ रही कठिनाइयों को दूर करने के लिए आयोजित की जाने वाली कार्यशालाओं के संबंध में जारी किए गए नए दिशा-निर्देशों के अनुसार कार्यशाला की न्यूनतम अवधि 01 कार्य दिवस की होगी। कार्यशाला में न्यूनतम दो तिहाई समय कार्यशाला से संबंधित विषयों पर हिंदी में कार्य करने का अभ्यास करवाने में लगाया जाए। राजभाषा विभाग द्वारा कार्यशाला में प्रयोग हेतु 'कार्यशाला संदर्शिका' वेबसाइट पर उपलब्ध करवाई गई है।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 15)

(कार्रवाई: हिंदी अनुभाग)

13. राजभाषा विभाग द्वारा चलाए जा रहे विभिन्न प्रशिक्षण कार्यक्रमों में मंत्रालय/विभाग/कार्यालय आदि नियमित रूप से अपने कर्मचारियों को नामित करें और नामित कर्मचारियों को निदेश दें कि वे नियमित रूप से कक्षाओं में उपस्थित रहें, पूरी तत्परता से प्रशिक्षण प्राप्त करें तथा परीक्षाओं में बैठें। प्रशिक्षण को बीच में छोड़ने या परीक्षाओं में न बैठने वाले मामलों को कड़ाई से निपटा जाए।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 17)

(कार्रवाई: हिंदी अनुभाग)

14. अनुवादकों को सहायक साहित्य मानक शब्दकोश (अंग्रेजी—हिंदी व हिंदी—अंग्रेजी) तथा अन्य तकनीकी शब्दावलिआं आवश्यकतानुसार उपलब्ध कराई जाएं ताकि वे अनुवाद कार्य में इनका प्रयोग करें।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 18)

(कार्रवाई: हिंदी तथा लेखा और क्रय अनुभाग)

15. सभी मंत्रालय/विभाग/कार्यालय आदि हिंदी में प्रशिक्षण के लिए नामित अधिकारियों/कर्मचारियों के लाभ के लिए 'लीला—हिंदी प्रबोध, प्रवीण व प्राज्ञ' आदि सॉफ्टवेयर के उपयोग के लिए कंप्यूटर की सुविधा उपलब्ध करवाएं।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 19)

(कार्रवाई: सभी अनुभाग तथा हिंदी अनुभाग)

16. सभी मंत्रालय/विभाग/कार्यालय आदि अपने-अपने दायित्वों से संबंधित विषयों पर हिंदी में मौलिक पुस्तक—लेखन को प्रोत्साहित करने तथा अपने विषयों से संबंधित शब्द भंडार को समृद्ध करने के लिए आवश्यक कदम उठाएं।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 20)

(कार्रवाई: हिंदी अनुभाग)

17. सभी मंत्रालय/विभाग/कार्यालय आदि अपने केंद्रीय सेवाओं के प्रशिक्षण संस्थाओं में राजभाषा हिन्दी में प्रशिक्षण की व्यवस्था उसी स्तर पर करें जिस स्तर पर लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी में कराई जाती है और अपने विषयों से संबंधित साहित्य का सृजन करवाएं जिससे प्रशिक्षण के बाद अधिकारी अपने कामकाज सुविधापूर्वक राजभाषा हिन्दी में कर सकें।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 22)

(कार्रवाई: हिन्दी अनुभाग)

मंत्रालय में वर्ष में दो बार कर्मचारियों के लाभार्थ हिन्दी कार्यशालाएं चलाई जाएंगी।

18. सभी मंत्रालय/विभाग अपने संबद्ध/अधीनस्थ कार्यालयों के बारे में वर्ष 2018-19 के वार्षिक कार्यक्रम से संबंधित समेकित अनुपालन रिपोर्ट राजभाषा विभाग को 31 मई, 2019 तक भिजवाना सुनिश्चित करें।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 25)

(कार्रवाई: हिन्दी अनुभाग)

19. कम्प्यूटर पर हिन्दी प्रयोग के लिए केवल यूनिकोडिंग का प्रयोग किया जाए।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 26)

(कार्रवाई: सभी अनुभाग)

मंत्रालय के सभी कम्प्यूटरों पर यूनिकोड उपलब्ध है, अतः सभी कर्मचारियों को कम्प्यूटर पर हिन्दी में कार्य करते हुए यूनिकोडिंग का प्रयोग करना है।

20. मंत्रालय/विभागों के अंतर्गत आने वाले कार्यालयों/उपक्रमों/बैंकों आदि में राजभाषा का संवर्ग गठित होना चाहिए, जो कि कुल पदों के अनुरूप हो। उन सब के लिए वही वेतनमान मंजूर किए गए हैं जो कि केंद्रीय सचिवालय राजभाषा सेवा संवर्ग को प्रदान किए गए हैं।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 28)

(कार्रवाई: प्रशासन अनुभाग)

मंत्रालय के कोई कार्यालय/उपक्रम आदि नहीं हैं तथापि हिंदी कर्मियों को वही वेतनमान मंजूर किए गए हैं जो कि केंद्रीय सचिवालय राजभाषा सेवा संवर्ग को प्रदान किए गए हैं।

21. हिंदी कार्यशालाओं में हिंदी लेखन अभ्यास पर बल दिया जाए तथा यूनिकोड इनकोडिंग, ई-मेल, डिक्टेशन का उपयोग कराना भी सिखाया जाए।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 29)

(कार्रवाई: हिंदी अनुभाग)

22. कार्यालय-प्रमुखों को कामकाज में मूल रूप से हिंदी का प्रयोग करने की पहल करनी चाहिए।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 30)

(कार्रवाई: सचिव/संयुक्त सचिव)

23. राजभाषा विभाग द्वारा केंद्रीय हिंदी प्रशिक्षण संस्थान के माध्यम से हर वर्ष 5 दिवसीय 100 हिंदी कंप्यूटर प्रशिक्षण कार्यक्रमों का आयोजन करवाया जाता है। इन प्रशिक्षण कार्यक्रमों में अधिक से अधिक अधिकारियों/कर्मचारियों को नामित करें।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 35)

(कार्रवाई: हिंदी अनुभाग)

24. सभी मंत्रालय/विभाग हर तिमाही में हिंदी संगोष्ठी का आयोजन करें।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 37)

(कार्रवाई: हिंदी अनुभाग)

25. राजभाषा अधिनियम, 1963 की धारा 3(3)का अनुपालन सुनिश्चित करने हेतु राजभाषा अधिनियम, 1963 की धारा 3(3)के अंतर्गत आने वाले सभी कागजात द्विभाषी रूप में एक साथ जारी करें और जारी करते समय यह ध्यान रखा जाए कि हिंदी रूपांतर, अंग्रेजी से ऊपर रहे।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 39)

(कार्रवाई: सभी अनुभाग)

26. सरकारी कार्मिकों को हिंदी में कार्य करने के लिए आयोजित की जाने वाली कार्यशाला में प्रशिक्षण देने वाले अधिकारियों को मानदेय राशि दी जाती है। इसके अंतर्गत केंद्र/राज्य सरकार के सेवारत अधिकारियों/कर्मचारियों के लिए 75 मिनट के प्रति सत्र के लिए 500/- रुपए का पारिश्रमिक मानदेय होता है। किसी भी वक्ता को 1 वर्ष में पारिश्रमिक मानदेय के रूप में देय राशि 5000 रुपए से अधिक नहीं होगी। केंद्र/राज्य सरकार के सेवारत अधिकारियों/कर्मचारियों को छोड़कर अन्य अतिथि वक्ताओं को 75 मिनट के प्रति सत्र के लिए 1000/- रुपए का पारिश्रमिक मानदेय दिया जाता है। 5000/- रुपए प्रति वर्ष देय पारिश्रमिक/मानदेय की सीमा इस श्रेणी पर लागू नहीं होगी।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 41)

(कार्रवाई: हिंदी/प्रशासन अनुभाग)

27. राजभाषा विभाग के अंतर्गत कार्यरत प्रशिक्षण केंद्र देश भर में काम कर रहे हैं जो केंद्र सरकार के अधिकारियों व कर्मचारियों को विभिन्न प्रकार के प्रशिक्षण निःशुल्क देते हैं एवं राजभाषा पर विचार-विमर्श के लिए कार्यशाला का आयोजन करते हैं। राजभाषा विभाग के निर्देशों के अनुसार सभी कार्यालय/बैंक/उपक्रम इत्यादि अपने-अपने कार्यालयों में राजभाषा के प्रयोग को बढ़ावा देने के लिए कार्यशाला आयोजित करते हैं। राजभाषा विभाग की वेबसाइट पर अंग्रेजी के अतिरिक्त 14 भारतीय भाषाओं के माध्यम से हिंदी भाषा का प्रशिक्षण ऑनलाइन दिए जाने की सुविधा उपलब्ध है।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 42)

(कार्रवाई: हिंदी अनुभाग)

28. राजभाषा विभाग ने अपनी वेबसाइट पर विभिन्न संस्थाओं के लिंक दे रखे हैं जिनके माध्यम से इन संस्थाओं की शब्दावली देखी जा सकती है। इस संबंध में यदि कार्यालयों द्वारा कोई अपनी शब्दावली तैयार की गई है तो वह उसे विभाग से साझा करें ताकि बाकी कार्यालय भी लाभान्वित हो सकें।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 45)

मंत्रालय द्वारा शब्दावली तैयार की गई है जिसे मंत्रालय की वेबसाइट www.mpa.gov.in पर अपलोड किया गया है।

(कार्रवाई: हिंदी अनुभाग)

29. यह देखा गया है कि वेबसाइट पर या तो सूचना हिंदी में नहीं दी जाती या पूर्णतया हिंदी में उपलब्ध नहीं है। अपनी वेबसाइट संपूर्ण रूप से हिंदी में विकसित करवाएं।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 46)

30. संसदीय राजभाषा समिति की नौवें खंड की 117 सिफारिशों पर राष्ट्रपति के आदेश 31 मार्च, 2017 को जारी किए गए हैं। इसी प्रकार समिति की एक से आठ खंडों की पहले अस्वीकृत 71 सिफारिशों की पुनः समीक्षा की गई। समीक्षा के उपरान्त इन पर राष्ट्रपति के परिशोधित आदेश जारी किए गए। इन आदेशों को राजभाषा विभाग की वेबसाइट पर देखा जा सकता है। राजभाषा के प्रगामी प्रयोग के लिए इन आदेशों का विशेष महत्व है। इनका अनुपालन सभी मंत्रालय/विभागों/कार्यालयों को सुनिश्चित करना चाहिए।

(राजभाषा विभाग द्वारा जारी नीति संबंधी प्रमुख निर्देशों की मद संख्या 49)

(कार्रवाई: हिंदी अनुभाग)

वार्षिक कार्यक्रम के संबंध में सामान्य सूचना

1. सामान्य आदेश की परिभाषा

सामान्य आदेश में निम्नलिखित सम्मिलित हैं:—

- (क) ऐसे सभी आदेश, निर्णय या अनुदेश, परिपत्र जो विभागीय प्रयोग के लिए हों और स्थायी प्रकार के हों तथा
- (ख) ऐसे सभी आदेश, अनुदेश, पत्र, ज्ञापन, नोटिस, परिपत्र आदि जो सरकारी कर्मचारियों के समूह के संबंध में या उनके लिए हों।

2. हिंदी में प्रवीणता की परिभाषा

किसी कर्मचारी के बारे में यह समझा जाएगा कि उसने हिंदी में प्रवीणता प्राप्त कर ली है, यदि उसने:—

- (क) मैट्रिक परीक्षा या उसके समतुल्य या उससे ऊंची कोई परीक्षा हिंदी के माध्यम से उत्तीर्ण कर ली है, या
- (ख) स्नातक परीक्षा में अथवा स्नातक परीक्षा के बराबर या उससे ऊंची किसी परीक्षा में हिंदी को एक वैकल्पिक विषय के रूप में लिया था, या
- (ग) वह राजभाषा नियम में संलग्न प्रारूप में यह घोषणा करता है कि उसे हिंदी में प्रवीणता प्राप्त है।

3. पत्र व्यवहार के लिए देश में 'क', 'ख' तथा 'ग' क्षेत्रों का विवरण

क्षेत्र	क्षेत्र में शामिल राज्य/संघ राज्य क्षेत्र
क	बिहार, छत्तीसगढ़, हरियाणा, हिमाचल प्रदेश, झारखंड, मध्य प्रदेश, राजस्थान, उत्तर प्रदेश, उत्तराखंड राज्य और अंडमान तथा निकोबार द्वीप समूह, राष्ट्रीय राजधानी क्षेत्र दिल्ली, संघ राज्य क्षेत्र।
ख	गुजरात, महाराष्ट्र और पंजाब राज्य तथा चंडीगढ़, दमण और दीव तथा दादरा एवं नगर हवेली संघ राज्य क्षेत्र।
ग	'क' और 'ख' क्षेत्र में शामिल नहीं किए गए अन्य सभी राज्य या संघ राज्य क्षेत्र।

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सत्यमेव जयते

संसदीय कार्य मंत्रालय

भारत सरकार

Ministry of Parliamentary Affairs

Government of India