



सत्यमेव जयते

**AN
INTRODUCTORY
GUIDE**

**DEPARTMENTALLY
RELATED
STANDING COMMITTEES**

**LOK SABHA SECRETARIAT
NEW DELHI**

DEPARTMENTALLY RELATED STANDING COMMITTEES

AN INTRODUCTORY GUIDE



सत्यमेव जयते

LOK SABHA SECRETARIAT
NEW DELHI
August, 2024

CCB No. 71

Fifth Edition: August, 2024

©2024 BY LOK SABHA SECRETARIAT

Published under Rule 382 of the Rules of Procedure and Conduct of Business in Lok Sabha (Seventeenth Edition) and printed by the Lok Sabha Secretariat, New Delhi-110001.

PREFACE

This Introductory Guide is intended to serve as a handy Guide for ready reference to the constitution, functions and procedure of the Departmentally Related Standing Committees (DRSCs) serviced by the Lok Sabha Secretariat. It is meant primarily for the facility and guidance of the new Members of the DRSCs.

2. The information contained in the Introductory Guide is based on the Rules of Procedure and Conduct of Business in Lok Sabha, Directions issued by the Speaker and Internal Working Rules of the DRSCs. Relevant Rules, Directions and the Internal Working Rules have been reproduced in the Appendices.

NEW DELHI;
23 August, 2024

1 Bhadrapada, 1946 (*Saka*)

UTPAL KUMAR SINGH,
Secretary-General.

CONTENTS

	PAGE
I. ORIGIN, SCOPE AND FUNCTIONS OF DEPARTMENTALLY RELATED STANDING COMMITTEES	
— Origin	1
— Scope and Functions	6
II. CONSTITUTION AND TERM OF THE COMMITTEE	
— Constitution	9
— Minister not to be a Member of the Committee	9
— Appointment of Chairperson	9
— Term of Office	9
— Resignation from Committee	9
— Other Provisions.....	10
— Filling up of casual vacancies	10
— Discharge of Members absent from Sitzings of the Committee	10
— Declaration of personal, pecuniary or direct interest of a Member in a subject under examination	10
III. WORKING OF THE STANDING COMMITTEES	
— General	11
— Procedure relating to examination of Demands for Grants	11
— Procedure relating to consideration of Bills	12
— National Basic Long Term Policy Documents	12
— Annual Reports/Subjects	12
— Selection of subjects for examination	12
— Reports and Minutes	13
— Appointment of Sub-Committee/Study-Group	13
— Appointment of Convenors/Alternate Convenors	13

	PAGE
— Functions of Study Groups/Sub-Committees	13
— Calling of material/information from Ministries/Departments/ other Organisations and non-official Organisations	14
— Association of Technical Experts/Consultants etc.....	15
— Circulation of material to Members	15
— Information obtained in the Committee not to be disclosed to the media or to anyone	15
— Circulation of Top Secret/Secret documents	16
— Procedure for dealing with ‘Top Secret’/‘Secret’/ ‘Confidential’ documents	16
— List of Questions for written information	16
— Study Tours	16
— Duties of the Convenor(s)	17
— Practices/Conventions/Directions to be observed during Study Tours	17
— Tour Notes	18
IV. SITTINGS OF THE COMMITTEES	
— Programme of Sittings of the Committee/Sub-Committee/ Study Groups	19
— Venue of Sittings	19
— Timings of Sittings when the House is sitting	19
— Last minute cancellation of Sittings of Committees	20
— Quorum for Sittings	20
— Sittings of the Committee not open to media	20
— Withdrawal of strangers	20
— Decisions in Committee	20
— Casting of vote of Chairperson	21
— Permission to Members of State Legislatures etc. to witness the Sittings where evidence is being taken ...	21
V. EVIDENCE	
— Evidence of non-official witnesses/organisations	23

	PAGE
— Evidence of official witnesses—Secretary of the Ministry/ Department concerned to appear before the Committee	23
— Calling for memoranda and requesting State Government officials to tender evidence before the Committee	23
— Points for oral examination	24
— Procedure for examination of witnesses	24
— Difference of opinion in the Committee not to be aired in the presence of witnesses	24
— Matters of minor details not pursued during oral evidence ..	25
— Obtaining written information from Ministry/Department ...	25
— Details regarding personnel employed	25
— Approach of Members towards official witnesses	25
— Witness to observe proper decorum	25
— Calling of written information after evidence	26
VI. PROCEEDINGS AND MINUTES OF SITTINGS	
— Record of Proceedings	27
— Proceedings of the Committee not open to outsiders	27
— Correction of Proceedings by Members and witnesses	27
— Expunction from Proceedings	27
— Proceedings to be shown only to the Members of the Committee	27
— Proceedings not printed	28
— Proceedings regarding not to be taken out of Parliament House	28
— Drafting and circulation of Minutes	28
VII. REPORTS	
— Drafting, circulation and consideration of draft Report	29
— Factual verification of the Report	29
— Finalisation and presentation of Report	29

	PAGE
VIII. IMPLEMENTATION OF RECOMMENDATIONS OF THE COMMITTEE	
— Circulation of Report to Ministries etc. and calling of statements showing action taken on recommendations	31
— Action Taken Report	31
— Procedure to deal with the Report on Bill(s)	32
— Statement by Minister on Committee Reports	32
— Laying of Action Taken Statements	32
IX. GENERAL	
— Duties and powers of the Chairperson	33
— Expunction of unparliamentary words, phrases or expressions from documents presented to the Committee	33
— Unfinished work of the Committee	33
— Power of the Speaker to give directions	34
X. PRACTICES	
— Appointment of Committee by Government to examine a subject already under examination of the Committee	35
— Restriction on raising matters in House which are under consideration of the Committees	36
— Information not to be disclosed to anyone	36
— Information given to media by Chairperson	36
— Press Note	36
— Appearance of Members as witnesses	36
APPENDICES	
I. Extracts from the Rules of Procedure and Conduct of Business in Lok Sabha (Seventeenth Edition) relating to the DRSCs	37
II. Extracts of General Rules relating to Parliamentary Committees that govern the functioning of DRSCs <i>via</i> Rule 253-286	41
III. Extracts from the Directions by the Speaker, Lok Sabha (Tenth Edition) which are applicable to DRSCs also...	50

	PAGE
IV. Rules of Procedure (Internal Working) of the Departmentally Related Standing Committees (Lok Sabha)	59
ANNEXURES OF APPENDIX IV	
(i) Functions of the different Sub-Committees/ Study Groups	69
(ii) Points to be covered in the background material for Demands for Grants (To be furnished by the Department/Ministry)	70
(iii) Points to be covered in the preliminary material for Demands for Grants (To be furnished by the Department/Ministry)	71
(iv) Points to be covered in the preliminary material to be furnished (for other subjects) by the Ministry/ Department	73
(v) Points to be covered in the background material in connection with examination of Bills (To be furnished by the Department/Ministry)	75
V. Instructions regarding Tours of Parliamentary Committees	76
VI. Delegation of HS powers to Chairman for taking companions on tours	96
VII. Circulation of all documents/papers/reports including draft reports etc. to Members in electronic form/through e-Portal meant for Members	97

DEPARTMENTALLY RELATED STANDING COMMITTEES

I. ORIGIN, SCOPE AND FUNCTIONS OF DEPARTMENTALLY RELATED STANDING COMMITTEES

Origin

With the unprecedented growth of governmental activities over the years, Parliament had been finding itself short of time in exercising fully its pivotal role of ensuring executive and financial accountability. Enormous budgetary allocations of various Ministries were also being passed by Parliament without sufficient debate for want of time. For instance, in 1989 the Demands for Grants of only 3 Ministries/Departments were discussed and Demands in respect of as many as 34 Ministries/Departments were guillotined.

2. In 1978, the Conference of Presiding Officers of Legislative Bodies in India deliberated on above issue. The matter was also brought into sharp focus during the Third Regional Commonwealth Parliamentary Association Seminar held in New Delhi in January, 1984. The matter was further debated in the Presiding Officers Conference held in Calcutta in 1984. Thereafter, the Rules Committee of the Lok Sabha considered a proposal for having 9 *ad hoc* Committees for pre-voting scrutiny of the Demands for Grants. However, no final decision could be reached.

3. Even while the proposal to set up the Budget Committees awaited finalisation, another proposal of a far-reaching nature designed to strengthen the Committee system and to secure executive accountability in a far more effective way was placed before the Rules Committee in the Eighth Lok Sabha. The Rules Committee, at their sittings held on 30 March and 9 May, 1989 considered and approved the proposals to set up three subject Committees— one each on Agriculture, Science and Technology and Environment and Forests. Necessary recommendations to this effect were made by the Rules Committee in their Second and Fourth Reports laid on the Table of the House on 2 May and 25 July, 1989, respectively. The Rules relating to these Committees were finally approved by the House and the Committees were constituted for the first time with effect from 18 August, 1989.

4. These Subject Committees were, *inter alia*, to examine the activities of the concerned Ministries/Departments and to report as to what economies, improvements in organisation, efficiency or administrative reforms consistent with the policy approved by Parliament might be effected. Apart from other functions, these Committees were to examine the Annual Reports and Plan Projects/activities of the concerned Ministries.

5. After observing the functioning of the three Subject Committees for some time, in 1992, during the Tenth Lok Sabha, the matter relating to Departmentally Related Parliamentary Standing Committees was again considered by the General Purposes Committee and the Rules Committee and they felt that a full fledged system of Departmentally Related Standing Committees be created covering under their jurisdiction all the Ministries/Departments of the Government of India.

6. Subsequently, the whole matter was considered afresh during February and March, 1993 by the General Purposes Committee and the Rules Committee of both the Houses of Parliament together. As a result of these discussions, a broad consensus was arrived at that Standing Committees be set up to consider the Demands for Grants, Bills and National Basic Long Term Policy Documents presented to the Houses and referred to them by the Speaker/Chairman of the Rajya Sabha and the Annual Reports of the related Ministries/Departments.

7. The Reports of the Rules Committees of the Lok Sabha and the Rajya Sabha adopted by the two Houses on 29 March, 1993, paved the way for the setting up of the Departmentally Related Standing Committees covering under their jurisdiction all the Ministries/Departments of the Union Government. With the setting up of these Committees, the three Subject Committees, constituted in August, 1989, ceased to exist. On 31 March, 1993, at a function held in the Central Hall of Parliament House, the Vice-President and Chairman of the Rajya Sabha formally inaugurated the new Standing Committees. Delivering the inaugural address, the then Hon'ble Vice-President dealt at length on the merit of the System:—

"This system, apart from dealing with the basic or ordinary issues will tone up the functioning of Parliament. One of the important impact of this system has been the general toning up of debates and efficiency of functioning of Parliamentary system. The main purpose, of course, is to ensure the accountability of Government to Parliament through more detailed consideration of measures

in these Committees. The intention is not to weaken or criticize the administration but to strengthen it by investing it with more meaningful Parliamentary support."

8. Highlighting the role of Members and the Secretariat, the then Hon'ble Vice-President added:—

"The Committees are only a mechanism. We have to instill them with life. And for this, not only full and intelligent participation of Members is required, but, there should be powerful support by the Secretariat."

9. Speaking at the function, the then Prime Minister Shri P.V. Narasimha Rao said:—

"Committees have become a vital part of the institutional framework of Parliaments all over the world today. It offers an opportunity to the Members to have glimpse into the working of Governments and understand the practical problems and constraints. It also helps them to gain expertise and specialisation about the subjects dealt with by the Committees, which in turn is bound to result in elevating the standard of debate on the floor of the House."

10. Detailing the scope and objective of setting up of DRSCs, the then Speaker, Lok Sabha; Shri Shivraj V. Patil, stated as under :—

"With these Committees having come into existence, it would be possible for the Members to participate in greater details in the functioning of the Parliamentary system. They would be able to examine the Demands for Grants and Annual Reports of all the Ministries every year in greater details. That would help the Ministries and the Parliament to do better in their respective spheres of activities. These Committees shall help the people, the Parliament (and) the Executive to use the system in a most cost-effective, democratic and purposeful manner."

11. On the 29th of March, 1993, the Lok Sabha and Rajya Sabha adopted rules establishing seventeen Departmentally Related Standing Committees (DRSCs) covering all Government Ministries/Departments. Under the new system, 17 Standing Committees were constituted *w.e.f.* 8th April, 1993 covering all Central Government Ministries/Departments. Out of these 17 DRSCs, 11 were under Lok Sabha and 6 under Rajya Sabha. Thus, in the history of Indian democracy, a major initiative was taken in the direction of making the Parliament more effective in exercising control over and giving direction to the executive

functioning and thereby making the executive more accountable. After watching the working of the DRSC system for over a decade, the system was re-structured in July, 2004 raising the number of DRSCs from 17 to 24.

The jurisdiction of 24 Standing Committees has been mentioned in Fifth Schedule of Rules & Procedure and Conduct of Business in the Lok Sabha and the same is produced as under:–

FIFTH SCHEDULE¹

(See rule 331C)

Ministries/Departments under the Jurisdiction of the Standing Committees

Sl. No.	Name of Committee	Name of Ministries/Departments
1	2	3
Part – I		
1.	Committee on Commerce	Commerce and Industry
2.	Committee on Home Affairs	(1) Home Affairs (2) Development of North-Eastern Region
3.	Committee on Education, Women, Children, Youth and Sports ²	(1) Education ² (2) Youth Affairs and Sports (3) Women and Child Development
4.	Committee on Industry	(1) Heavy Industries ³ (2) Micro, Small and Medium Enterprises
5.	Committee on Science and Technology, Environment, Forests and Climate Change ⁴	(1) Science and Technology (2) Space (3) Earth Sciences (4) Atomic Energy (5) Environment, Forest and Climate Change ⁵
6.	Committee on Transport, Tourism and Culture	(1) Civil Aviation (2) Road Transport and Highways (3) Ports, Shipping and Waterways ³ (4) Culture (5) Tourism
7.	Committee on Health and Family Welfare	(1) Health and Family Welfare (2) Ayush ³
8.	Committee on Personnel, Public Grievances, Law and Justice	(1) Law and Justice (2) Personnel, Public Grievances and Pensions

Part II

9.	Committee on Agriculture, Animal Husbandry and Food Processing ³	(1) Agriculture and Farmers Welfare ⁶ (2) Fisheries, Animal Husbandry & Dairying ⁴ (3) Food Processing Industries (4) Cooperation ³
10.	Committee on Communications ³ and Information Technology	(1) Communications ⁷ (2) Electronics and Information Technology ⁷ (3) Information and Broadcasting
11.	Committee on Defence	Defence
12.	Committee on Energy	(1) New and Renewable Energy (2) Power
13.	Committee on External Affairs	External Affairs
14.	Committee on Finance	(1) Finance (2) Corporate Affairs (3) Planning (4) Statistics and Programme Implementation
15.	Committee on Consumer Affairs, Food and Public Distribution ⁸	Consumer Affairs, Food and Public Distribution
16.	Committee on Labour, Textiles and Skill Development ³	(1) Labour and Employment (2) Textiles (3) Skill Development & Entrepreneurship ⁵
17.	Committee on Petroleum and Natural Gas	Petroleum and Natural Gas
18.	Committee on Railways	Railways
19.	Committee on Housing and Urban Affairs ³	Housing and Urban Affairs ⁹
20.	Committee on Water Resources	Jal Shakti ⁴
21.	Committee on Chemicals and Fertilizers	Chemicals and Fertilizers
22.	Committee on Rural Development and Panchayati Raj ³	(1) Rural Development ⁴ (2) Panchayati Raj ⁴
23.	Committee on Coal, Mines ³ and Steel	(1) Coal (2) Mines (3) Steel

1	2	3
24. Committee on Social Justice and Empowerment	(1) Social Justice and Empowerment (2) Tribal Affairs (3) Minority Affairs	

1. Extant Schedule of 17 Committees substituted by revised Schedule of 24 Committees by L.S. Bn. (ii) dated 20.7.2004 (Para 253) and adapted *vide* Bn. (ii) dated 5.5.2006 (Para 2367), dated 10.4.2007 (Para 3493), 10.9.2008 (Para No. 6008) and 10.11.2009 (Para No. 675), 1.11.2011 (Para 3223).
2. Substituted *vide* L.S. Bn. (ii) dated 06.11.2020, para 1791.
3. Substituted *vide* L.S. Bn. (ii) dated 23.11.2021, para 3293.
4. Substituted *vide* L.S. Bn. (ii) dated 28.10.2019, para 668.
5. Substituted *vide* L.S. Bn. (ii) dated 5.5.2015, para 1827.
6. Substituted *vide* L.S. Bn. (ii) dated 04.04.2016, Para 3250.
7. Substituted *vide* L.S. Bn. (ii) dated 08.11.2016, Para 4238.
8. Substituted *vide* L.S. Bn. (ii) dated 07.03.2023, Para 6297.
9. Substituted *vide* L.S. Bn. (ii) dated 31.7.2018, Para 7187.

12. The Committees specified under Parts I and II above, work under the directions of the Chairman, Rajya Sabha and Speaker, Lok Sabha respectively.

Scope and Functions

13. The above Standing Committees are constituted every year under Rule 331D of the Rules of Procedure and Conduct of Business in Lok Sabha.

14. The functions* of each of the Standing Committees are as follows:–

- (a) To consider the Demands for Grants of the concerned Ministries/Departments and make a report on the same to the Houses. The report shall not suggest anything of the nature of cut motions;
- (b) to examine such Bills pertaining to the concerned Ministries/Departments as are referred to the Committee by the Chairman, Rajya Sabha or the Speaker, Lok Sabha as the case may be, and make reports thereon;
- (c) to consider annual reports of Ministries/Departments and make reports thereon; and
- (d) to consider National Basic Long Term Policy Documents presented to the House, if referred to the Committee by the

*Functions of the Standing Committees are reproduced in Appendix-I.

Chairman, Rajya Sabha or the Speaker, Lok Sabha as the case may be, and make reports thereon.

15. The Standing Committees do not consider the matters of day-to-day administration of the concerned Ministries/Departments. These Committees also do not generally consider the matters which are under consideration by other Parliamentary Committees. [Rules 331 E(2) and 331M]

15(A). The report of the Standing Committees shall have persuasive value and shall be treated as considered advice given by the Committees. [Rule 331N]

16. The Standing Committees shall not as far as possible consider the matters which are exclusively assigned to other Parliamentary Committees [Rule331Q]

DRSC-wise Reports presented during 17th Lok Sabha is mentioned below:—

Sl. No.	DRSC Committees	Original Reports	Action Taken Reports	Total Reports
1.	Agriculture, Animal Husbandry and Food Processing	38	32	70
2.	Communications and Information Technology	29	28	57
3.	Defence	24	23	47
4.	Energy	18	23	41
5.	External Affairs	17	13	30
6.	Finance	35	33	68
7.	Consumer Affairs, Food and Public Distribution	22	18	40
8.	Labour, Textiles and Skill Development	32	26	58
9.	Petroleum and Natural Gas	13	11	24
10.	Railways	08	09	17
11.	Housing and Urban Affairs	10	11	21
12.	Water Resources	14	14	28
13.	Chemicals and Fertilizers	27	25	52
14.	Rural Development and Panchayati Raj	19	18	37
15.	Coal, Mines and Steel	21	24	45
16.	Social Justice and Empowerment	27	27	54
	Total	354	335	689

The details of Reports presented by DRSCs of Lok Sabha since 10th Lok Sabha are as under:–

Lok Sabha	No. of Standing Committees	Total Reports
10th	11	234
11th	11	112
12th	11	117
13th	11	385
14th	16	627
15th	16	660
16th	16	722
17th	16	689

II. CONSTITUTION AND TERM OF THE COMMITTEE

Constitution

17. Till 13th Lok Sabha, each of these Standing Committees used to consist of 45 Members—30 nominated by the Speaker, Lok Sabha from amongst the Members of Lok Sabha and 15 Members nominated by the Chairman, Rajya Sabha from amongst the Members of Rajya Sabha. However, with restructuring of DRSCs in July, 2004, each DRSC now consists of 31 Members—21 from Lok Sabha and 10 from Rajya Sabha. The representation of different parties/groups in these Committees is in proportion to their strength in both the Houses of Parliament. [Rule 331D(1)]

Minister not to be a Member of the Committee

18. A Minister is not nominated as a Member of the Committee. If a Member, after his/her nomination to the Committee, is appointed a Minister, he/she ceases to be a Member of the Committee from the date of such appointment. [Rule 331D(2)]

Appointment of Chairperson

19. The Chairperson of each of the Standing Committees specified in Part I of the Fifth Schedule to the Rules of Procedure and Conduct of Business in Lok Sabha is appointed by the Chairman, Rajya Sabha and in respect of Committees specified in Part II by the Speaker, Lok Sabha from amongst the Members of the Committee. [Rule 331D(3)]

20. If the Chairperson is for any reason unable to act, the Speaker may appoint another Chairperson in his/her place. [Rule 258(2)]

21. If the Chairperson is absent from any sitting, the Committee chooses another Member to act as Chairperson for that sitting. [Rule 258(3)]

Term of Office

22. The term of office of the Members of the Committee does not exceed one year. [Rule 331D(4)]

Resignation from Committee

23. A Member may resign one's seat from a Committee by addressing the resignation letter to the Presiding Officer of the House to which he/she belongs. [Rule 257(1)]

Other Provisions

24. Except for the matter, for which special provisions have been made in the rules relating to the Standing Committees, the general rules applicable to other Parliamentary Committees in Rajya Sabha shall apply *mutatis mutandis* to Standing Committees specified in Part I of the Fifth Schedule and the general rules applicable to other Parliamentary Committees in Lok Sabha shall apply to Standing Committees as specified in Part II of the said Schedule. [Rule 331J]

Filling up of casual vacancies

25. A casual vacancy in the Committee is filled up as soon as possible after it occurs by nominating a new Member and any Member so nominated will hold office for the unexpired portion of the term for which the Member in whose place she/he is nominated would have normally held office. [Rule 254(3)]

Discharge of Members absent from sittings of the Committee

26. If a Member is absent from two or more consecutive sittings of a Committee without the permission of the Chairperson, a motion may be moved in the House for the discharge of such Member from the Committee:

Provided that where the Members of the Committee are nominated by the Speaker such Member may be discharged by the Speaker. [Rule 260]

Declaration of personal, pecuniary or direct interest of a Member in a subject under examination

27. If a Member of the Committee has a personal, pecuniary or direct interest in any matter, which is to be considered by the Committee, she/he has to state her/his interest therein to the Speaker through the Chairperson of the Committee. The Speaker, after considering the matter, gives his/her decision, which is final. [Direction 52-A & Rule 255]

III. WORKING OF THE STANDING COMMITTEES

[Subject to provisions of Rule 331C to 331N]

General

28. The Rule 331C to 331N of the Rules of Procedure and Conduct of Business in Lok Sabha Seventeenth Edition deal with Standing Committees (Appendix I)*. The functioning of the Standing Committees is governed by the general rules relating to Parliamentary Committees (viz. Rules 253 to 286) (Appendix II). These Rules are further supplemented by Directions issued by the Speaker under Rule 389 and other Procedures and Internal Rules evolved by the Committee under Rules 281 and 282. Extracts of certain directions pertinent to the Standing Committees are reproduced at Appendix III**.

29. The Standing Committees have also framed detailed Rules of Procedure for their internal working. These Rules supplement the provisions of the Rules of Procedure and Conduct of Business in Lok Sabha and have been approved by the Speaker in terms of Rule 282 of said Rules.

30. The Rules of Procedure of the Committee (Internal Working) are reproduced at Appendix IV.

Procedure relating to examination of Demands for Grants

31. The procedure to be followed by each Standing Committee during the consideration and preparation of report on the Demands for Grants is as follows:—

- (a) after the general discussion on the Budget in the House is over, the Houses shall be adjourned for a fixed period;
- (b) the Committees shall consider the Demands for Grants of the concerned Ministries during the aforesaid period;
- (c) the Committees shall make their report within the period and shall not ask for more time;
- (d) the Demands for Grants shall be considered by the House in the light of the reports of the Committees; and
- (e) there shall be a separate report on the Demands for Grants of each Ministry. [Rule 331G]

*&** please see the Rules of Procedure and Conduct of Business in Lok Sabha (17th Edition) and Directions by the Speaker, Lok Sabha (10th Edition).

Procedure relating to consideration of Bills

32. The procedure relating to examination and reporting on Bills by DRSCs is as follows:—

- (a) the Committee shall consider the general principles and clauses of the Bills referred to them and make report thereon;
- (b) the Committee shall consider only such Bills introduced in either of the Houses as are referred to them by the Chairman, Rajya Sabha or the Speaker, as the case may be; and
- (c) the Committee shall make report on the Bills in the given time.
[Rule 331H]

National Basic Long Term Policy Documents

33. DRSCs also examine long term policy documents of the Government as and when referred to them by the Chairman, Rajya Sabha or the Speaker, Lok Sabha as the case may be. The Standing Committees have so far scrutinized and presented their Reports to Parliament on some prominent National Long-Term Policies, including the following:—

- (i) Draft Agriculture Policy Resolution, 1992
- (ii) National Agriculture Policy
- (iii) New Telecom Policy, 1999
- (iv) National Drug Policy
- (v) National Housing Policy

The procedure for examination of Long Term Policies is similar to examination of subjects based on Annual Reports, as detailed in succeeding paragraphs.

Annual Reports/Subjects

34. The DRSCs besides examining and preparing reports on Demands for Grants, Bills and Policy Documents also take up for scrutiny, the Annual Reports/ Subjects based on Annual Reports pertaining to the respective Ministries/ Departments.

Selection of subjects for examination

35. Standing Committees at their first sitting held soon after their constitution, select subjects based on Annual Reports to the

concerned Ministries/ Departments during the year. For this purpose, a Memorandum is placed before the Standing Committee giving details of the subjects which have already been examined in the past by previous Committee and the subjects which can be selected by the Committee for examination during the year.

The details of status of subjects taken for examination by the previous Committee may also be indicated in the Memorandum. As per tradition, the Committee select the subjects which are under examination by the previous Committee and take up examination from the stage the earlier Committee had left.

Reports and Minutes

35(A). The conclusions of each of the Standing Committees on a subject examined are contained in its Report, which after its adoption by the respective Committee and factual verification by the Ministry concerned, is presented by the concerned Chairperson to the respective Houses. Minutes of the sittings of the Committee are laid on the Table of the House along with the relevant Reports.

The Reports of the Standing Committees are based on broad consensus amongst the Members. However, a Member of the Committee may give a note of dissent on the Report which shall be presented to the House along with the Report. [Rule 331 I]

Appointment of Sub-Committee/Study Group

36. The Committee may from time to time appoint one or more Sub-Committee(s)/Study Group(s) for carrying out detailed examination of subject(s) selected by them during the year.

37. The Committee may appoint a Sub-Committee to consider the action taken replies furnished by the Government on the recommendations contained in their earlier Reports and also to consider the draft Action Taken Report(s).

Appointment of Convenors/Alternate Convenors

38. Convenor(s)/Alternate Convenor(s) of Sub-Committee(s)/Study Group(s) shall be appointed by the Chairperson of the Committee from amongst the Members of the Sub-Committee/Study Group.

Functions of Study Groups/Sub-Committees

39. The function of the Sub-Committees/Study Groups may be broadly as set out in Annexure-I of Appendix IV to the Rules

of the Standing Committees (Internal Working) as reproduced below:—

- (1) To Study intensively the Background/Preliminary material furnished by the Ministry/Department, etc.
- (2) To prepare the questionnaire.
- (3) To undertake study tours and prepare study tour-notes thereof.
- (4) To take oral evidence of the representatives of the Ministry/ Department, etc. [this function is applicable only for Sub-Committee(s)].
- (5) To indicate the broad points on which draft reports may be prepared.
- (6) To discuss and approve the draft report before circulation to the whole Committee.

Sub-Committee(s) dealing with action taken by Government on earlier Report(s):—

- (1) To scrutinize replies received from the Government.
- (2) To indicate points on which draft Action Taken Reports may be prepared.
- (3) To discuss and approve the draft Action Taken Report before circulation to the whole Committee for their consideration and adoption.

Calling of material/information from Ministries/Departments/ other Organisations and non-official Organisations

40. The Committee is empowered to send for persons, papers and records. However, if any question arises whether the evidence of a person or the production of a document is relevant for the purposes of the Committee, the question is referred to the Speaker whose decision is final. Government may decline to produce a document on the ground that its disclosure would be prejudicial to the safety or interest of the State. [Rule 270]

41. According to well-established convention, secret documents required by the Committee are made available/e-mailed by the Ministry or Undertaking confidentially to the Chairperson in the first instance, unless it is certified by the Minister concerned that any such document

could not be made available on the ground that its disclosure would be prejudicial to the safety or interest of the State. The Chairperson gives due consideration to the wishes of the Ministry/Department/Undertaking before making any secret document available/e-mailed to the Members of the Committee. Any difference of opinion between the Ministry/Department/Statutory Organisation, etc. and the Chairperson in this regard is settled by discussion and as a last resort by reference to the Speaker.

42. While examination of various subjects by the Standing Committees, preliminary material will be sought from the concerned Ministry/Department on the lines set out in Annexures II to V of the Rules of Procedure (Internal Working) (Appendix IV) for the information of the Members of the Committee.

Association of Technical Experts/Consultants etc.

43. The Standing Committee may also, if necessary, avail of the expert opinion or the public opinion before preparing the report.

43(a). The Committee may avail of the expert opinion or the public opinion and call for memoranda on the subject from expert/non-official organizations/individuals, etc. who are knowledgeable in the field/subject under examination by the Committee. [Rule 331L]

Circulation of material to Members

44. Circulation of all Documents/Papers/Reports including Draft Reports of Parliamentary Committees is done through Member's e-Portal *w.e.f.* August, 2016.

44(a). Papers received from the Ministries/Departments/Organisations/non-official Organisations and prepared by the Committee Secretariat are circulated to Members in convenient volumes through Member's e-Portal.

Information obtained in the Committee not to be disclosed to the media or to anyone

45. The papers circulated through Member's e-Portal to the Members of Committee are to be treated as 'Confidential' and the contents thereof are not to be divulged to anyone nor any reference to be made to such information outside the Committee/Sub-Committee at any time before the Report on the subject has been presented to the House. Thereafter, reference may be made only to such information as is available in the documents or records laid on the Table. [Internal Rule 8]

Circulation of Top Secret/Secret documents

46. Where documents marked Top Secret/Secret are to be made available to Members, these are sent in sealed cover(s) with the request to acknowledge receipt thereof, to preserve the same carefully and to return the same to the Director/Deputy Secretary concerned through safe means when no longer required for the purpose of examination by the Committee.

Procedure for dealing with 'Top Secret'/'Secret'/'Confidential' documents

47. Whenever a paper or document marked 'Top Secret'/'Secret'/'Confidential' is circulated to the Members of the Committee, the contents of such paper or document shall not be divulged by any Member to any one including on the floor of the House, or otherwise, without the permission of the Speaker; and where such permission has been obtained, any restriction imposed by the Speaker in regard to the manner in which, or the extent to which the information contained in the document may be divulged, shall be strictly observed.

List of Questions for written information

48. The Members may after going through the papers, suggest questions or indicate points on which further information may be called.

49. The questions or points suggested by Members together with other relevant points concerning the subject under examination, culled out by the Secretariat, shall be consolidated in the form of a questionnaire.

50. The questionnaire, as approved by JS/Director in consultation with Chairperson or by his/her direction, is sent to the Ministry/Department for furnishing the requisite information. The replies received are made available to the Members.

Study Tours

51. The Committee/Sub-Committee or Study Group nominated by the Chairperson, may with prior permission of the Speaker undertake, if necessary, 'on-the-spot' study visit of various institutions and establishments connected with the subjects selected for examination. Where Chairperson accompanies the Study Group, he/she is responsible for the overall conduct of the tour of the Study Group. Where the Study Group does not consist of the Chairperson, the Chairperson appoints one of the Members of the Study Group as Convenor. With a view to

facilitate smooth functioning of the Study Group, an alternate Convenor is also nominated by the Chairperson so that in case the Chairperson or the Convenor is not in a position to proceed with the work undertaken by the Study Group, the alternate Convenor can attend to the job.

52. The Guidelines issued by the Speaker, Lok Sabha from time to time regarding tours of Parliamentary Committee shall be followed during the Study Tours undertaken by the Committee/Sub-Committee/ Study Group. The Guidelines issued by the Speaker regarding tours of Parliamentary Committees are given at Appendix-V for information and guidance.

Duties of the Convenor(s)

53. The Convenor/Alternate Convenor of a Study Group is responsible for the conduct of tour undertaken by the Study Group, the way of its working and also for furnishing the results of its studies to the Main Committee.

With this end in view, the Convenor may bear in mind the following points which would facilitate efficient discharge of his/her duties:—

- (i) The Convenor may fully acquaint himself/herself with the literature on the subject under examination;
- (ii) The Convenor may fix the time table and the programme about the places to be visited;
- (iii) The Convenor may guide the work of the Study especially with regard to noting down of points on important topics under necessary headings and sub-headings pertaining to the sphere allotted to the Study Group; and
- (iv) The Convenor is the spokesperson of the Study Group and if any information is required, he/she would arrange to get the same through the officer accompanying the Study Group.

Practices/Conventions/Directions to be observed during Study Tours

54. The following conventions are observed by the Committee/ Study Group during study tours:—

- (i) During study tours, no person who is not a Member of the Committee, except officials of Lok Sabha Secretariat, is allowed to accompany the Committee without the specific permission of the Chairperson/Speaker.

- (ii) Informal sittings may be held at the places of the visit, but at such sittings neither any decision is taken nor any evidence recorded in terms of Speaker's Direction 50(2).
- (iii) During visits to various offices, institutions etc. the services of stenographers belonging to such office or institutions are not utilised by the Committee/Study Group.
- (iv) Files are not asked for, from the organisations visited by the Members.
- (v) No information or interview is given by any Member to the Media regarding his tour impressions of any public undertaking, or a subject under examination.
- (vi) All discussions held during tour by the Committee/ Study Group with the representatives of the Departments/ Organisations, non-official organisations, labour unions, etc. are treated as confidential and no one having access to the discussions, directly or indirectly is permitted to communicate to the Media or any unauthorised person any information about matters taken up during the discussions.
- (vii) Staff members of the organisation seeking to approach Members regarding individual grievances are not encouraged. Representatives or registered labour associations which have already furnished written memoranda, may, however, be granted an appointment at the discretion of the Chairperson/ Convenor of Study Group.
- (viii) Since the tour is in the nature of a fact finding study, only the information which is strictly required is asked for by Members and argument, controversy, etc. is avoided. The Members going on tour are ambassadors on behalf of Parliament going in a spirit of enquiry. Therefore, wherever they go, cordial relations are to be maintained with everyone.

Tour Notes

55. Tour notes of the Committee/Sub-Committee/Study Group are prepared by the Secretariat and after approval by the Chairperson/ Convenor, the copy thereof is kept with the officer-in-charge posted with Chairperson for perusal of Members of the Committee/ Sub-Committee/Study Group.

IV. SITTINGS OF THE COMMITTEES

Programme of Sittings of the Committee/Sub-Committee/Study Groups

56. The sittings of the Committee shall be held on such days and at such hour as the Chairperson of the Committee may fix:

Provided that if the Chairperson of the Committee is not readily available, the Secretary-General may fix the date and time of a sitting. [Rule 264]

57. At the beginning of its term, the Committee finalises its general programme of work for the examination of subjects during the year. Thereafter, the Committee/Sub-Committee/Study Groups meet at such time and for such period as the Chairperson/Convenor may consider necessary to complete the programme conveniently.

58. When the date and time of a sitting of the Committee/Sub-Committee/ Study Group has been fixed by the Chairperson/Convenor, Notice thereof is circulated to the Members of the Committee/Sub-Committee/Study Group concerned through e-Portal and message given by SMS. In the notice of the sitting, which is issued in advance, the subject matter to be discussed, is also indicated. Normally important matters such as selection of new subjects by the Committee may not be taken up for consideration and decision unless prior notice in writing has been given to the Members of the Committee. Quorum is necessary in all sittings of the Committee.

Venue of Sittings

59. The Standing Committee shall not work in any other place except the precincts of Parliament House, unless otherwise specifically permitted by the Chairman, Rajya Sabha or the Speaker, as the case may be. [Rule 331K]

60. The Committee/Sub-Committee/Study Group may, however, while on study tour, hold informal sittings at the place of their visit but at such sittings no decisions are taken nor any evidence recorded. [Dir. 50(2)]

Timings of Sittings when the House is sitting

61. Unless the Speaker otherwise permits, no sitting of the Committee is held after the commencement of a sitting of the House and before 1500 hours on days when the House is sitting. [Direction 51]

Last minute cancellation of Sitzings of Committees

62. No sitting of a Committee shall be cancelled or preponed or postponed by the Chairperson of a Committee by reason only of immediate non-availability of the Chairperson, for the sitting or, for the absence from the sitting already fixed. [Direction 51A].

Quorum for Sitzings

63. The quorum to constitute a sitting of the Committee shall be, as near as may be, one-third of the total number of Members of the Committee. [Rule 259 (1)]

Explanation: In calculating the number of Members to constitute quorum equal to one-third of the total number of Members under Rule 259, any fraction obtained is to be ignored. Thus, in case of DRSCs having a total number of Members 31, the quorum under Rule 259 is 10 Members, regardless of vacancies in the Committee.

64. If at any time fixed for any sitting of the Committee, or if at any time during such sitting, there is no quorum, the Chairperson of the Committee may either suspend the sitting until there is a quorum or adjourn the sitting to some future day. [Rule 259(2)]

65. When the Committee has been adjourned in pursuance of Rule 259(2) on two successive dates fixed for sittings of the Committee, the Chairperson shall report the fact to the Speaker.

Sittings of the Committee not open to media

66. The sittings of the Committee are held in private and are not open to media. However, if Chairperson considers it necessary, he/she can brief the media about the subject matter of the discussion held by the Committee. The discussion on the subject will not be referred to before the Report on the subject is presented to Parliament. [Rule 11 Internal Working Rules of DRSCs]

Withdrawal of strangers

67. All persons other than Members of the Committee and officers of the Lok Sabha Secretariat shall withdraw whenever the Committee is deliberating. [Rule 268]

Decisions in Committee

68. All questions at any sitting of a Committee are determined by a majority of votes of the Members present and voting. [Rule 261]

Casting of vote of Chairperson

69. In the case of an equality of votes on any matter, the Chairperson or the person acting as such, have a second vote or casting vote*. [Rule 262]

70. The Reports of the Committee are based on broad consensus. A Member of a Committee may give note of dissent on the Report of the Committee. The note of dissent** shall be presented to the House along with the report. [Rule 331 I]

Permission to Members of State Legislatures etc. to witness the Sittings where evidence is being taken

71. A Member of Lok Sabha or a Member of Rajya Sabha who is not a Member of the Committee or a Member of State Legislature or an officer of State Legislature or any other person may with the permission of the Chairperson attend a sitting of a Committee, when evidence is being taken, but not when the Committee is deliberating. Such Member or officer does not, however, take part in any manner in the proceedings of the Committee, nor sit in the body of the Committee. [Rule 12 Internal Working Rules of DRSCs]

A Member who is not a Member of Committee should not be made a permanent Special Invitee in the case of DRSCs. However, a Committee which wants the expert assistance of a Member who is not a Member of the Committee, can always invite her/him, without making her/him a special invitee.

*At the Conference of Secretaries of Legislative Bodies, held at Jaipur in Oct,1957, a qn. was raised whether the provision regarding casting of a second vote by the Chairman of a Committee, when the Presiding Officers in the House had been denied the right to vote in the first instance, was in consonance with the provisions of arts. 100(1) and 189(1). The general consensus of opinion was that the provision of such a second or casting vote by Chairman of a Committee was not contrary to the constn. for whereas Speaker did not take part in the debates in the House as a Member, Chairman of a Committee not only actually guided the deliberations of the Committee but also played a leading role in formulating the conclusions reached by the Committee which were incorporated in the report. Since Chairman, unlike Speaker, was not debarred from participating in the discussion, he should not lose his normal vote. The casting vote might be exercised only where there was a tie. [Con. No. 41, Vol.II, pp. 22-23].

**Instances when note of dissent were given on the Reports of the Committee on Food, Consumer Affairs and Public Distribution.

- (i) The following Members of Parliament Lok Sabha/Rajya Sabha have given note of dissent on the Report of the Committee (2011-12) on the 'The Forward Contracts (Regulation) Amendment Bill, 2010' when the Report was considered for adoption in Fifth Sitting of the Committee held on 19.12.2011:—
 - (1) Shri Prabodh Panda, MP (15th Lok Sabha);
 - (2) Dr. Ram Chandra Dome, MP (15th Lok Sabha); and
 - (3) Dr. T.N. Seema, MP (RS) (from 03.04.2010 to 02.04.2016).
- (ii) Dr. T.N. Seema, MP (RS) (from 03.04.2010 to 02.04.2016) has also given note of dissent on the Report of the Committee (2012-13) on 'National Food Security Bill, 2011' when the Report was considered by the Committee for adoption in Seventeenth sitting of the Committee held on 11.01.2013 [F.N. 5/1/FC&PD/2013-14]

However, these are subject to Directions 35(2) & 68(3) of the Directions by the Speaker, Lok Sabha.

V. EVIDENCE

Evidence of non-official witnesses/organisations

72. The Committee may take oral evidence of selected experts, non-official organizations/individuals on subject under examination.

73. The selection of experts/non-official witnesses for evidence is generally made after taking into account the memoranda etc. submitted by them.

Evidence of official witnesses—Secretary of the Ministry/ Department concerned to appear before the Committee

74. Where a Ministry or Department or organisation is required to give evidence before the Committee on any matter, the Ministry or Department or Organisation is represented by the Secretary of the Ministry or Head of the Department/Organisation as the case may be:

Provided that the Chairperson of the Committee may, on a request being made to him/her permit any other Senior Officer to represent the Ministry or Department or organisation before the Committee. [Direction 59(1)]

75. As soon as date(s) for taking evidence of representatives of Ministry/ Department/Organisation is fixed, a letter intimating the date, time and place of the sitting of the Committee for taking evidence is sent to Secretary of the Ministry or Head of the Department/Organisation.

76. The Committee may recall any witness to give further evidence on any point which is under the examination of the Committee. [Rule 18—Internal Working Rules of DRSCs]

Calling for memoranda and requesting State Government officials to tender evidence before the Committee

77. Whenever it is felt necessary to invite an official of a State Government to appear as a witness before the Committee or to ask the State Government to produce a document or paper before the Committee, orders of the Speaker shall be obtained before the official or the State Government is asked to comply with the request.

In case, the Speaker decides that it is not necessary to summon a particular State official as a witness, or that the State Government need

not be asked to produce a paper, document or record, the Chairperson of the Committee concerned, may, if she/he thinks necessary, apprise the Committee of the Speaker's decision. [Direction 60]

Points for oral examination

78. A list of points or questionnaire for oral examination of the witnesses incorporating therein any suggestion that might be received from Members is prepared. The list of points is circulated to Members of the Committee in advance.

79. Unless directed otherwise, copies of the questionnaire are also given in advance to the representatives of the Ministry/Department who are to tender oral evidence before the Committee.

80. Procedure for examination of witnesses:

- (i) Questions are addressed to the witnesses for eliciting information and facts with a view to enabling the Members to study the position in its proper perspective. The statements made by the representatives of the Ministry/Department on behalf of Government/Department are normally accepted as correct unless a Member has information to the contrary. In such cases, the Member concerned may test her/his information by putting questions in an objective manner.
- (ii) In case, the witness is not in a position to elucidate any point immediately, she/he may be permitted by the Chairperson to furnish a reply to the Secretariat in writing as soon as possible.

Difference of opinion in the Committee not to be aired in the presence of witnesses

- (i) The opinions held by Members are normally discussed by them at private sitting and not in the presence of witnesses.
- (ii) While examining witnesses, Members do not enter into discussion amongst themselves. Difference of opinion in the Committee is not aired and Members do not contradict each other in the presence of witnesses. Such matters are reserved for discussion when the witnesses have withdrawn.
- (iii) Members do not normally interrupt the Chairperson or any other Member who may be examining a witness. If any Member wishes to intervene, she/he first obtains the permission of the Chairperson before interrupting the proceedings.

Matters of minor details not pursued during oral evidence

Matters of minor detail which result in little time being left for matters of major importance are not pursued in depth during oral evidence.

Obtaining written information from Ministry/Department

Any written information or statement required by a Member on any point arising during the course of examination of the witness by the Committee is passed on to Chairperson who may call for the information, if necessary.

Details regarding personnel employed

If it is necessary to enquire into certain details regarding the personnel employed by the Ministry/Department concerned, the question does not as far as possible, name particular individuals.

Approach of Members towards official witnesses

81. The officials who appear before the Committee to tender evidence are the highest placed functionaries in the Ministries/Departments/Organisations. They are extended due courtesy and given every consideration to enable them to place before the Committee all the relevant facts and information to facilitate understanding of the problems and issues in the proper perspective.

Witness to observe proper decorum

82. For the guidance of witnesses appearing before the Parliamentary Committee or their Sub-Committee, the following points of conduct and etiquette have, *inter alia*, been circulated to the Ministries/Departments of Government of India:—

- (i) Due respect to the Chairperson and Committee/Sub-Committee should be shown by the witness by bowing while taking her/his seat.
- (ii) The witness should take the seat earmarked for her/him opposite to the seat of the Chairperson.
- (iii) The witness should answer specific questions put to her/him either by the Chairperson, or by a Member of the Committee or by another person authorized by the Chairperson. The witness may be asked to place before the Committee any other points

that have not been covered and which the witness thinks are essential to be placed before the Committee.

- (iv) All submissions to the Chair and the Committee should be couched in courteous and polite language.
- (v) when the evidence is completed and the witness is asked to withdraw, she/he should, while leaving, bow to the Chair.

Calling of written information after evidence

83. After evidence, a list of points on which further information is desired by the Committee is prepared and sent to the Ministry/ Department concerned for furnishing replies thereto. The replies on receipt are circulated through Members' e-Portal to the Members.

VI. PROCEEDINGS AND MINUTES OF SITTINGS

Record of Proceedings

84. Verbatim record of the proceedings of each sitting of the Committee/ Sub-Committee, where evidence/briefing by the representatives of the Ministry/ non-official witnesses is taken, is kept by the Lok Sabha Secretariat. [Rule 19—Internal Working Rules of DRSCs]

Proceedings of the Committee not open to outsiders

85. The proceedings of the Committee shall be treated as confidential and it shall not be permissible for a Member of the Committee or anyone who has access to its proceedings to communicate, directly or indirectly to the Press any information regarding its proceedings including its Report or any conclusions arrived at, finally or tentatively, before the Report is presented to the House. [Direction 55 (1)]

Correction of Proceedings by Members and witnesses

86. Relevant portions of speeches are forwarded through Members' e-portal to the Members and sent to the officials tendering evidence before the Committee for correction and return within a stipulated period in physical form. If corrected copies of speeches are not received back in the given time, the copy of reporters is treated as authentic. Portions of proceedings sent to the official witnesses are invariably obtained back from them duly verified in time.

Expunction from Proceedings

87. If the Chairperson is of the opinion that words, phrases or expressions in the proceedings of the Committee/Sub-Committee are unparliamentary, irrelevant or are not couched in respectful, decorous or temperate language, or are otherwise inappropriate, she/he may order such words, phrases or expressions to be expunged from the proceedings.

Proceedings to be shown only to the Members of the Committee

88. The verbatim proceedings are for the use of the Committee only. These are treated as confidential and not shown to anyone who is not Member of the Committee.

Proceedings not printed

89. The evidence given before the Committee is not usually printed or presented to the House. Proceedings are preserved in bound volumes by the Secretariat.

Proceedings regarding not to be taken out of Parliament House

90. As per standing practice, the proceedings are not taken out of the Parliament House but the same may be perused by any Member of the Committee in the Chairperson's room.

Drafting and circulation of Minutes

91. The minutes of each sitting of the Committee/Sub-Committee/Study Group are prepared by the Secretariat as soon as possible after termination of the sitting and after approval by Chairperson/Convenor or the Member who presided at the sitting, circulated through Members' e-Portal to the Members of the Committee/Sub-Committee/Study Group, as the case may be.

92. When evidence is taken by the Committee, only brief minutes pertaining to the sitting of the Committee are prepared indicating that the verbatim record of the proceedings has been kept.

93. Until the Minutes are presented to the House, they are treated as confidential.

94. The Minutes of the sittings of the Committee are annexed to the concerned Report before presentation to the House.

VII. REPORTS

Drafting, circulation and consideration of draft Report

95. After the evidence has been concluded, the draft Report is prepared on the basis of information received and evidence taken. The draft Report, after approval by the Convenor/Chairperson, is circulated to the Members of the Study Group concerned/Committee.

96. The Report of the Committee shall be based on broad consensus. [Rule 331 I(1)]

97. A Member of the Committee may give note of dissent on the Report of the Committee. The note of dissent* shall be presented to the House along with the Report. [Rule 331 I(2)/(3)]

98. When the Committee/Study Group is considering the draft Report or formulating its views on any matter, no one who is not a Member or an officer of the Secretariat of the Committee is present at such a sitting.

Factual verification of the Report

98(a). Advance copies of the Report excluding (observations/recommendations), as approved/adopted by the Committees shall be marked 'Secret' and sent to the concerned Ministry/Department/Statutory and Government Organization for verification of factual details, with instructions to treat the contents of the Report as 'Secret' until the Report is presented to the House.

On receipt of the comments of the Ministry/Department/Statutory and Government Organizations, the Chairperson may make suitable modifications in the Report to correct factual inaccuracies, if any, or may direct the matter be placed before the Committee for consideration.

Finalisation and presentation of Report

99. As soon as the Report is finalized, it is printed/cyclostyled for presentation to Parliament. The Report is signed by the Chairperson on behalf of the Committee, provided that, in case the Chairperson is absent or is not readily available, the Committee shall choose another Member to sign the report on behalf of the Committee. [Rule 31—Internal Working Rules of DRSCs]

*Please see Para 70.

100. The Report is ordinarily presented to the House by the Chairperson of the Committee, but if she/he is unable to do so, one of the Members of the Committee who may be authorized by her/him, may present the Report on her/his behalf. A copy of the Report is also simultaneously laid on the Table of the Rajya Sabha by a Member of the Committee who has been authorized by the Chairperson to do so.

101. Until the Report is presented to the House, Members are required to treat it as secret.

102. Ordinarily the Report of the Committee shall be presented to the House, but in case the Committee completes its Report when the House is not in Session, the Chairperson of the Committee may present it to the Speaker.

103. The Speaker may under the provisions of Rule 280, order the printing, publication or circulation of the Report before it is presented to the House.

104. The Report shall be presented to the House during the next Session at the first convenient opportunity by the Chairperson or in her/his absence by a Member of the Committee. While presenting the Report, the Chairperson or in her/his absence, the Member presenting the Report shall confine herself/himself to a brief statement to the effect that the Report was presented to the Speaker when the House was not in Session and that orders for its printing, publication or circulation were given by the Speaker under Rule 280.

105. Where the Lok Sabha is dissolved after presentation of the Report to the Speaker and before presentation to the House, the Report is laid on the Table of the new House by the Secretary-General at the first convenient opportunity. [Direction 71A]

While laying the report, the SG shall make a Statement to the effect that the report was presented to the Speaker of the preceding Lok Sabha before its dissolution and where it was ordered by the Speaker to be printed, published or circulated under Rule 280, the SG shall also report that fact to the House.

105A. The report is uploaded on the website of the Committee, shortly after its presentation to the House.

VIII. IMPLEMENTATION OF RECOMMENDATIONS OF THE COMMITTEE

Circulation of Report to Ministries, etc. and calling of statements showing action taken on recommendations

106. After presentation of the report (on Demands for Grants/ subjects based on Annual Report/long term policies) to the House, a copy of the Report is forwarded to the Ministry/Department concerned who are required to furnish to the Lok Sabha Secretariat a statement showing the action taken by them on the recommendations contained in the Report normally **within three months** from the date of presentation of the Report or within the time stipulated in the Report itself. [Rule 34(1)—Internal Working Rules]

107. No extension beyond three months shall ordinarily be granted except in very exceptional circumstances upto another period of one month with the approval of the Chairperson only. In case no reply is received during this extended period, the matter shall be placed before the Chairperson for her/his orders. [Rule 34(2)—Internal Working Rules of DRSCs]

108. The Statement showing the action taken by Government on the recommendations contained in the Report of the Committee is examined and additional information to clarify certain points arising out of the replies may be called for from the Ministry/Department.

Action Taken Report

109. A draft Action Taken Report is prepared by the Secretariat consisting of five Chapters *viz.* (i) Report of the Committee comprising *inter alia* observations and recommendations meriting comments from the Committee; (ii) Recommendations/Observations which have been accepted by the Government; (iii) Recommendations/Observations which the Committee do not desire to pursue in view of Government's reply; (iv) Recommendations/ Observations in respect of which replies of the Government have not been accepted by the Committee; and (v) Recommendations/Observations in respect of which final replies of the Government have not been received. The Draft Report is submitted to the Chairperson for approval.

110. After approval by the Chairperson, the draft Report is considered by the Committee/Action Taken sub-Committee. Where

the draft Report is approved by the Action Taken sub-Committee, it is circulated/e-mailed through Members' e-Portal to the Members of the Committee for consideration and adoption. Any point, which in the opinion of the Action Taken sub-Committee or the Chairperson requires consideration (by the Committee), is specifically mentioned in the forwarding communication to the Members.

111. The Report is finalized by the Chairperson after incorporating the amendments/modifications decided upon during the sitting and is presented to the House in the usual manner.

Procedure to deal with the Report on Bill(s)

112. After presentation of a report on a Bill referred to the Committee, the Secretariat to the Committee shall after the Bill has been passed by the House, prepare a Memorandum/statement indicating whether, the observations/ recommendations offered by the Committee were discussed/accepted/not accepted/amendments other than those suggested by the Committee were accepted. For this purpose, necessary information may be obtained from the concerned Ministry. The Memorandum/statement shall be put up to the Chairperson and after her/his approval, the same may be circulated to Members of the Committee. [Rule 36 Internal Working Rules of DRSCs]

Statement by Minister on Committee Reports

113. The Minister concerned shall make once in six months a statement in the House regarding the status of implementation of recommendations contained in the Reports of Departmentally Related Standing Committee of Lok Sabha with regard to her/his Ministry. [Direction 73A of the 'Directions by the Speaker']

Laying of Action Taken Statements

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

IX. GENERAL

Duties and powers of the Chairperson

115. Any procedural matter arising at the sittings of the Committee is decided by the Chairperson. If any doubt arises on any point of procedure or otherwise, the Chairperson may, if he/she thinks fit, refer the point to the Speaker whose decision is final.

116. Minutes of the Sittings of the Committee are approved by the Chairperson, and its Report is signed by him/her, on behalf of the Committee, before it is presented to the Speaker or the House. He/she has also the power to correct patent errors or matters of factual nature in the Report before its presentation to the Speaker or the House.

117. All communications between a Committee and the Speaker or the House are made by the Chairperson of the Committee. He/she is, so to say, the spokesperson or the mouthpiece of the Committee.*

Expunction of unparliamentary words, phrases or expressions from documents presented to the Committee

118. If in the opinion of the Chairperson, a document, such as representation, memorandum, etc. presented e-mail to a Committee, contains words, phrases or expressions which are unparliamentary, irrelevant or are not couched in respectful, decorous and temperate language, or are otherwise inappropriate, he/she may order such words, phrases or expressions to be expunged from such document. [Direction No. 64(1)]

119. The Speaker also has the power to order expunctions in like circumstances and he/she has also the power to review all decisions regarding the expunction from such documents and his/her decision thereon is final. [Direction No. 64(2)]

Unfinished work of the Committee

120. The work of the Committee is of a continuous nature and it is generally the practice that the work of the Committee which is

*Kaul and Shakhder: Practice and Procedure of Parliament, Seventh Edition (2016), Page No. 142.

left unfinished at the end of the term is taken up by the succeeding Committee from the stage where it was left.

Power of the Speaker to give directions

121. The Speaker may from time-to-time issue such directions to the Chairperson of a Committee as she/he may consider necessary for regulating its procedure and organisation of its work.

If any doubt arises on any point of procedure or otherwise, the Chairperson may, if she/he thinks fit, refer the point to the Speaker whose decision shall be final. [Rule 283(1)]

X. PRACTICES

Appointment of Committee by Government to examine a subject already under examination of the Committee

122. In regard to appointment of a Committee by Government to examine a subject already under examination of a Standing Committee, the following conventions are observed:—

- (i) (a) If any Ministry/Department proposes to set up a Committee to investigate or inquire into any matter, it should ascertain from the Committee Secretariat whether the Standing Committee is already engaged in examination of the same matter;
- (b) If the Committee is already so engaged, no other Committee shall be set up by Government unless the appointment of such a Committee is clearly unavoidable in the public interest;
- (ii) (a) Where the appointment of such a Committee is considered necessary, no Member of Parliament shall be appointed as a Member of such a Committee, except after previous consultation with the Standing Committee, such consultation being made through the Committee Secretariat;
- (b) The report of any Committee with a Member of Parliament so set up should not be published without prior consultation with the Standing Committee through the Committee Secretariat. If any difference of opinion arises between the Ministry and the Parliamentary Committee, the guidance of the Speaker should be sought.

123. The above procedure does not apply to purely departmental Committees composed entirely of officials which may be set up to examine specific questions and whose reports are not intended to be published. [Ministry of Parliamentary Affairs, O.M. No. 119(I)/57-APA, dated 25th June, 1957]

124. The following general conventions are observed by the Committees:—

Restriction on raising matters in House which are under consideration of the Committees

- (i) Members of the Committee, as far as possible, avoid raising in the House matters which are under the consideration of the Committee. This applies to the asking of questions and supplementary questions, tabling of motions including cut motions and resolutions as well as participation in debates in the House on matters which are under the consideration of the Committee.

Information not to be disclosed to anyone

- (ii) Members do not in their capacity as either Members or individuals disclose any information that they might have obtained as Members, any points of dispute that might have arisen or any discussion as to what is going to be the recommendation of the Committee. Members of the Committee do not divulge to the Press or the public the proceedings of the Committee.

Information given to media by Chairperson

- (iii) Any useful information regarding the working of the Committee or its Sub-Committee is given to the media by the Chairperson only.

Press Note

- (iv) The Committee does not issue any Press Note in regard to its sittings held either for the purpose of taking evidence or for deliberations. However, after presentation of the report, a Press release, indicating some of the important recommendations made in the Report, is issued by the Secretariat with the approval of the Chairperson.

If the Chairperson specifically desires, Press Conference might be held to highlight the important recommendations/observations contained in the Report.

Appearance of Members as witnesses

- (v) No Member of a Standing Committee appears as a witness before any Committee, Commission, etc., formally or informally, in regard to a matter which is under examination of the Committee.

APPENDIX I

(Vide paras 13 and 28)

EXTRACTS FROM THE RULES OF PROCEDURE AND CONDUCT OF BUSINESS IN LOK SABHA* (SEVENTEENTH EDITION) RELATING TO THE DRSCs

Departmentally Related Standing Committees

331C. (1) There shall be Departmentally Related Standing Committees of the Houses (to be called the Standing Committees).

(2) The Ministries/Departments covered under the jurisdiction of each of the Standing Committees shall be as specified in the Fifth Schedule:

Provided that the Chairman, Rajya Sabha and the Speaker may alter the said Schedule from time to time in consultation with each other.

Constitution

331D. (1) Each of the Standing Committees constituted under Rule 331C shall consist of not more than 31 members, 21 members to be nominated by the Speaker from amongst the members of Lok Sabha and 10 members to be nominated by the Chairman, Rajya Sabha, from amongst the members of Rajya Sabha.

(2) A Minister shall not be nominated as a member of the Committee and if a member after his/her nomination to the Committee is appointed a Minister, he/she shall cease to be a member of the Committee from the date of such appointment.

(3) The Chairperson of Committees as specified in Part I** of the Fifth Schedule shall be appointed by the Chairman, Rajya Sabha and Chairperson of Committees as specified in Part II** of the Schedule shall be appointed by the Speaker, from amongst the members of the Committees.

(4) The term of office of the members of the Committees shall not exceed one year.

*Please see the Rules of Procedure and Conduct of Business in Lok Sabha (17th Edition).

** See Chapter I, para 11

Functions

331E. (1) The functions of each of the Standing Committees shall be:—

- (a) to consider the Demands for Grants of the concerned Ministries/ Departments and make a report on the same to the Houses. The report shall not suggest anything of the nature of cut motions;
- (b) to examine such Bills pertaining to the concerned Ministries/ Departments as are referred to the Committee by the Chairman, Rajya Sabha or the Speaker, as the case may be, and make report thereon;
- (c) to consider annual reports of Ministries/Departments and make reports thereon; and
- (d) to consider national basic long term policy documents presented to the Houses, if referred to the Committee by the Chairman, Rajya Sabha or the Speaker, as the case may be and make reports thereon.

(2) The Standing Committees shall not consider the matters of day to day administration of the concerned Ministries/Departments.

Applicability of provisions relating to Functions

331F. Each of the functions of these Committees as provided in clauses (a) to (d) of sub-rule (1) of rule 311E shall be applicable to the Committees from the date as may be notified by the Chairman, Rajya Sabha and the Speaker in respect of applicability of particular function.

Procedure relating to Demands for Grants

331G. The following procedure shall be followed by each of the Standing Committees in their consideration of the Demands for Grants and making a report thereon to the Houses:—

- (a) after the general discussion on the Budget in the Houses is over, the Houses shall be adjourned for a fixed period;
- (b) the Committees shall consider the Demands for Grants of the concerned Ministries during the aforesaid period;
- (c) the Committees shall make their report within the period and shall not ask for more time;

- (d) the Demands for Grants shall be considered by the House in the light of the reports of the Committees; and
- (e) there shall be a separate report on the Demands for Grants of each Ministry.

Procedure relating to Bills

331H. The following procedure shall be followed by each of the Standing Committees in examining the Bills and making report thereon:—

- (a) the Committees shall consider the general principles and clauses of the Bills referred to them and make report thereon;
- (b) the Committee shall consider only such Bills introduced in either of the Houses as are referred to them by the Chairman, Rajya Sabha or the Speaker, as the case may be; and
- (c) the Committee shall make report on the Bills in the given time.

Reports of the Committees

331I. (1) The Reports of the Committees shall be based on broad consensus.

(2) A member of a Standing Committee may give note of dissent on the report of the Committee.

(3) The note of dissent shall be presented to the House along with the report.

Applicability of General Rules

331J. Except for matters for which special provision is made in the rule relating to the Standing Committees, the general rules applicable to other Parliamentary Committees in Rajya Sabha shall apply *mutatis mutandis* to the Standing Committees specified in Part I of the Fifth Schedule and the general rules applicable to other Parliamentary Committees in Lok Sabha shall apply to Standing Committees as specified in Part II of Schedule.

Venue of sittings

331K. The Standing Committees shall not work in any other place except the precincts of Parliament House, unless otherwise specifically permitted by the Chairman, Rajya Sabha or the Speaker, as the case may be.

Power to have expert opinion

331L. The Committee may avail of the expert opinion or the public opinion to make the report.

Matters not to be considered

331M. The Standing Committees shall not generally consider the matters which are considered by the other Parliamentary Committees.

Reports to have persuasive value

331N. The report of the Standing Committees shall have persuasive value and shall be treated as considered advice given by the Committees.

APPENDIX II

(Vide para 28 of chapter III)

EXTRACTS OF GENERAL RULES RELATING TO PARLIAMENTARY COMMITTEES* THAT GOVERN THE FUNCTIONING OF DRSCs via RULE 253-286

PARLIAMENTARY COMMITTEES

GENERAL RULES

253. In this Chapter, unless the context **Parliamentary Committee.** otherwise requires, ‘Committee’ means and includes ‘Parliamentary Committee’ as defined** in sub-rule (1) of rule 2.

254. (1) The members of a Committee shall be **Appointment of Committee.** appointed or elected by the House on a motion made or nominated by the Speaker as the case may be.

(2) No member shall be appointed to a Committee if unwilling to serve on it. The proposer shall ascertain whether the member whose name is being proposed is willing to serve on the Committee.

(3) Casual vacancies in a Committee shall be filled by appointment or election by the House on a motion made, or nomination by the Speaker, as the case may be, and any member appointed, elected or nominated to fill such vacancy shall hold office for the unexpired portion of the term for which the member in whose place, a member to fill the casual vacancy is appointed, elected or nominated would have normally held office.

255. Where an objection is taken to the inclusion of a member in a Committee on the ground that the member has a personal, pecuniary or direct interest of such an intimate character that it may prejudicially affect the consideration of any matter to be considered by the Committee, the procedure shall be as follows: **Objection to membership of Committee.**

(a) The member who has taken objection shall precisely state the ground of such objection and the nature of the alleged interest, whether personal, pecuniary or direct, of the proposed member in the matters coming up before the Committee;

*Please see the Rules of Procedure and Conduct of Business in Lok Sabha (17th Edition).

**‘Parliament Committee’ means a Committee which is appointed or elected by the House or nominated by the Speaker and which works under the direction of the Speaker and presents its report to the House or to the Speaker and the Secretariat for which is provided by the Lok Sabha Secretariat.

(b) After the objection has been stated, the Speaker shall give an opportunity to the member proposed on the Committee against whom the objection has been taken to state the position;

(c) if there is dispute on facts, the Speaker may call upon the member taking objection and the member against whose appointment on the Committee objection has been taken, to produce documentary or other evidence in support of their respective cases;

(d) The Speaker, shall, after considering the evidence so tendered, give decision which shall be final;

(e) Until the Speaker has given the decision under clause (d), the member against whose appointment on the Committee objection has been taken shall continue to be a member thereof if elected or nominated and take part in discussion, but shall not be entitled to vote; and

(f) if the Speaker holds that the member against whose appointment objection has been taken has a personal, pecuniary or direct interest in the matter before the Committee, that member shall cease to be a member thereof forthwith:

Provided that the proceedings of the sitting of the Committee at which such member was present shall not in any way be affected by the decision of the Speaker.

Explanation.—For the purpose of this rule, the interest of the member should be direct, personal or pecuniary and separately belong to the person whose inclusion in the Committee is objected to and not in common with the public in general or with any class or section thereof or on a matter of State policy.

Term of Office of Committee nominated by Speaker.

256. A Committee nominated by the Speaker shall, unless otherwise specified in the rules contained in this Chapter, hold office for the period specified by the Speaker or until a new Committee is nominated.

¹[Resignation from Committee].

257. (1) A member may resign one's seat from a Committee by writing under own hand addressed to the Speaker, in the following form:

¹Sub. by L.S. Bn. (II), dated 9.5.1989, para 2930.

‘To

The Speaker,
Lok Sabha,
New Delhi.

Madam/Sir,

I hereby tender my resignation from the membership of the Committee on with effect from

Yours faithfully,
Place..... Date (Name of the Member).’

(2) The resignation shall take effect from the date of resignation specified in the letter of resignation.

(3) If the date from which the resignation should take effect is not specified in the letter, the resignation shall take effect from the date of the letter.

(4) If the letter of resignation does not bear any date, the resignation shall take effect from the date of receipt of the letter in the Lok Sabha Secretariat.

258. (1) The Chairperson of a Committee shall be appointed by the Speaker from amongst members of the Committee:

Chairperson of Committee.

Provided that if Deputy Speaker is a member of the Committee, she/he shall be appointed as Chairperson of the Committee.

(2) If the Chairperson is for any reason unable to act, the Speaker may appoint another Chairperson in her /his place.

(3) If the Chairperson is absent from any sitting, the Committee shall choose another member to act as Chairperson for that sitting.

259. (1) The quorum to constitute a sitting of a Committee shall be, as near as may be, one-third of the total number of members of the Committee.

Quorum in Committee.

(2) If at any time fixed for any sitting of the Committee, or if at any time during any such

sitting, there is no quorum, the Chairperson of the Committee shall either suspend the sitting until there is a quorum or adjourn the sitting to some future day.

(3) When the Committee has been adjourned in pursuance of sub-rule (2) on two successive dates fixed for sittings of the Committee, the Chairperson shall report the fact to the House:

Provided that where the Committee has been appointed by the Speaker, the Chairperson shall report the fact of such adjournment to the Speaker.

Discharge of members absent from Sittings of Committee.

260. If a member is absent from two or more consecutive sittings of a Committee without the permission of the Chairperson, a motion may be moved in the House for the discharge of such member from the Committee:

Provided that where the members of the Committee are nominated by the Speaker such member may be discharged by the Speaker.

Decision in Committee.

261. All questions at any sitting of a Committee shall be determined by a majority of votes of the members present and voting.

Casting vote of Chairperson.

262. In the case of an equality of votes on any matter, the Chairperson or the person acting as such, shall have a second or casting vote.

Power to appoint sub-Committees.

263. (1) A Committee may appoint one or more sub-Committees, each having the powers of the undivided Committee, to examine any matter that may be referred to them and the reports of such sub-committees shall be deemed to be the reports of the whole Committee, if they are approved at a sitting of the whole Committee.

(2) The order of reference to a sub-Committee shall clearly state the point or points for investigation.

The report of the sub-Committee shall be considered by the whole Committee.

Sittings of Committee.

264. The sittings of a Committee shall be held on such days and at such hour as the Chairperson of the Committee may fix:

Provided that if the Chairperson of the Committee is not readily available, the Secretary-General may fix the date and time of a sitting:

Provided further that in the case of Select or Joint Committee on a Bill, if the Chairperson of the Committee is not readily available, the Secretary-General may, in consultation with the Minister concerned with the Bill, fix the date and time of a sitting.

265. A Committee may sit whilst the House is sitting provided that on a division being called in the House, the Chairperson of the Committee shall suspend the proceedings in the Committee for such time as will in the opinion of the Chairperson, enable the members to vote in a division.

Committee may sit whilst House sitting.

266. The sittings of a Committee shall be held in private.

Sittings in private.

267. The sittings of a Committee shall be held within the precincts of the Parliament House, and if it becomes necessary to change the place of sitting outside the Parliament House, the matter shall be referred to the Speaker whose decision shall be final.

Venue of Sittings.

268. All persons other than members of the Committee and officers of the Lok Sabha Secretariat shall withdraw whenever the Committee is deliberating.

Strangers to withdraw when Committee deliberates.

269. (1) A witness may be summoned by an order signed by the Secretary-General and shall produce such documents as are required for the use of a Committee.

Power to take evidence or call for documents.

(2) It shall be in the discretion of the Committee to treat any evidence given before it as secret or confidential.

(3) No document submitted to the Committee shall be withdrawn or altered without the knowledge and approval of the Committee.

270. A Committee shall have power to send for persons, papers and records:

Power to send for persons, papers and records.

Provided that if any question arises whether the evidence of a person or the production of a document is relevant for the purposes of the Committee, the question shall be referred to the Speaker whose decision shall be final:

Provided further that Government may decline to produce a document on the ground that its disclosure would be prejudicial to the safety or interest of the State.

Counsel for witness.

271. A Committee may, under the direction of the Speaker, permit a witness to be heard by a counsel appointed by the witness and approved by the Committee.

Evidence on oath.

272. (1) A Committee may administer oath or Evidence affirmation to a witness examined before it.

(2) The form of the oath or affirmation shall be as follows:

Swear in the name of God

‘I, A.B., _____ that the

solemnly affirm

evidence which I shall give in this case shall be true, that I will conceal nothing, and that no part of my evidence shall be false.’

Examination of witnesses.

273. The examination of witnesses before a Committee shall be conducted as follows:—

- (i) The Committee shall, before a witness is called for examination, decide the mode of procedure and the nature of question that may be asked of the witness.
- (ii) The Chairperson of the Committee may first ask the witness such question or questions, as is considered necessary by the Chairperson, with reference to the subject matter under consideration or any subject connected therewith according to the mode of procedure mentioned in clause (i) of this rule.

- (iii) The Chairperson may call other members of the Committee one by one to ask any other questions.
- (iv) A witness may be asked to place before the Committee any other relevant points that have not been covered and which a witness thinks are essential to be placed before the Committee.
- (v) A verbatim record of proceedings of the Committee shall, when a witness is summoned to give evidence, be kept.
- (vi) The evidence given before the Committee may be made available to all members of the Committee.

274. A record of the decisions of a Committee shall be maintained and circulated to members of the Committee under the direction of the Chairperson.

Record of decisions.

275. (1) A Committee may direct that the whole or a part of the evidence or a summary thereof may be laid on the Table.

Evidence, report and proceedings treated as confidential.

(2) No part of the evidence, oral or written, report or proceedings of the Committee which has not been laid on the Table shall be open to inspection by any one except under the authority of the Speaker.

(3) The evidence given before a Committee shall not be published by any member of the Committee or by any other person until it has been laid on the Table.

Provided that the Speaker may, while exercising discretion direct that such evidence be confidentially made available to members before it is formally laid on the Table.

276. A Committee may, if it thinks fit, make a special report on any matter that arises or comes to light in the course of its work which it may consider necessary to bring to the notice of the Speaker or the House, notwithstanding that such matter is not

Special Report.

directly connected with, or does not fall within or is not incidental to, its terms of reference.

Report.

277. (1) Where the House has not fixed any time for the presentation of a report by a Committee, the report shall be presented within one month of the date on which reference to the Committee was made:

Provided that the House may at any time, on a motion being made, direct that the time for the presentation of the report by the Committee be extended to a date specified in the motion.

(2) Reports may be either preliminary or final.

(3) The report of the Committee shall be signed by the Chairperson on behalf of the Committee:

Provided that in case the Chairperson is absent or is not readily available, the Committee shall choose another member to sign the report on behalf of the Committee.

Availability of report to Government before presentation.

278. A Committee may, if it thinks fit, make available to report to Government any completed part of its report before presentation to the House. Such reports shall be treated as confidential until presented to the House.

Presentation of report.

279. (1) The report of a Committee shall be presented to the House by the Chairperson or in the absence of the Chairperson by any member of the Committee.

(2) In presenting the report, the Chairperson or, in the absence of the Chairperson, the member presenting the report shall, if makes any remarks, confine to a brief statement of fact, but there shall be no debate on that statement at this stage.

Printing publication or circulation of report before presentation.

280. On a request being made and when the House is not in session, the Speaker may, order the printing, publication or circulation of a report of a Committee although it has not been presented to the House. In that case the report shall be presented to the House during its next session at the first convenient opportunity.

281. A Committee shall have power to pass resolutions on matters of procedure relating to that Committee for the consideration of the Speaker, who may make such variations in procedure as the Speaker may consider necessary.

Power to make suggestions on procedure.

282. A Committee may with the approval of the Speaker make detailed rules of procedure to supplement the provisions contained in the rules in this Chapter.

Power to make detailed rules.

283. (1) The Speaker may from time to time issue such directions to the Chairperson of a Committee, as the Speaker considers necessary, for regulating its procedure and the organisation of its work.

Power of Speaker to give directions.

(2) If any doubt arises on any point of procedure or otherwise, the Chairperson may if thinks fit, refer the point to the Speaker whose decision shall be final.

284. Any business pending before a Committee shall not lapse by reason only of the prorogation of the House and the Committee shall continue to function notwithstanding such prorogation.

Business before Committee not to lapse on prorogation of House.

285. A Committee which is unable to complete its work before the expiration of its term or before the dissolution of the House may report to the House that the Committee has not been able to complete its work. Any preliminary report, memorandum or note that the Committee may have prepared or any evidence that the Committee may have taken shall be made available to the new Committee.

Unfinished Work of Committee.

286. Except for matters for which special provision is made in the rules relating to any particular Committee, the general rules in this *Chapter shall apply to all Committees; and if and so far as any provision in the special rules relating to a Committee is inconsistent with the general rules, the former rules shall prevail.

Applicability of general rules to Committees.

*Chapter XXVI of the Rules of Procedure and Conduct of Business in Lok Sabha.

APPENDIX III

(*Vide* para 28)

EXTRACTS FROM THE DIRECTIONS BY THE SPEAKER, LOK SABHA* (TENTH EDITION) WHICH ARE APPLICABLE TO DRSCs ALSO

Applicability of general directions to Parliamentary Committees

49. Except for matters for which special provision is made in the directions relating to any particular Committee, the general directions in this Chapter shall apply to all Committees; and if and so far as any provision in the special directions relating to a Committee is inconsistent with general directions, the former shall prevail.

Venue of sittings

50. (1) Sitting of a Committee/sub-Committee, whether formal or informal, at which Officers or staff of the Lok Sabha Secretariat are required to be present, shall invariably be held within the precincts of the Parliament House. If, for any reasons, it becomes necessary to hold a sitting of the Committee outside the Parliament House, the matter shall be referred to the Speaker for his/her directions.

(2) When the Committee is on a study tour, informal sittings may be held at the place of the visit, but at such sittings, no decisions shall be taken nor any evidence recorded.

Time of sittings whilst House sitting

51. Unless the Speaker otherwise permits, no sitting of a Committee shall be held after the commencement of a sitting of the House and before 1500 hours on days when the House is sitting.

51A. No sitting of a Committee shall be cancelled or preponed or postponed by the Chairperson of a Committee by reason only of immediate non-availability of the Chairperson, for the sitting or, for the absence from the sitting already fixed.

Personal, pecuniary or direct interest of member

52A. (1) Where a member of a Committee has a personal, pecuniary or direct interest in any matter which is to be considered by the Committee, he/she shall state his/her interest therein to the Speaker through the Chairperson of the Committee.

*Please see the Directions by the Speaker, Lok Sabha (Tenth Edition).

(2) After the Speaker has considered the matter, he/she shall give his/her decision which shall be final.

Putting of question to vote

53. The Chairperson, if considers that sufficient discussion has taken place on a question, may, without further discussion, put the question to vote and arrive at a decision.

Reopening of question

54. If a member desires to reopen a question on which a Committee has already taken a decision the member shall, in the first instance, obtain the permission of the Chairperson to do so.

Proceeding and certain documents treated as confidential

55. (1) The proceedings of a Committee shall be treated as confidential and it shall not be permissible for a member of the Committee or anyone who has access to its proceedings to communicate, directly or indirectly, to the press any information regarding its proceedings including its report or any conclusions arrived at, finally or tentatively, before the report has been presented to the House.

(2) Whenever a paper or document, marked 'secret' or 'confidential' is circulated to the members of the Committee, the contents of such paper or document shall not be divulged by any member either in the minute of dissent or on the floor of the House, or otherwise, without the permission of the Speaker, and where such permission has been obtained any restriction imposed by the Speaker in regard to the manner in which, or the extent to which, the information contained in the document may be divulged, shall be strictly observed.

Procedure regarding sub-Committees

56. (1) If a Committee appoints a sub-Committee to consider special points under rule 263(1), the report of the sub-Committee duly signed by the Chairperson on behalf of the sub-Committee shall be submitted by the prescribed period and copies of the same shall be made available to all members of the Committee before they meet to consider the report of the sub-Committee.

(2) The Chairperson of the Committee shall appoint the Convenor of the sub-Committee.

(3) The procedure in the sub-Committee shall, as far as practicable, be the same as is followed in the whole Committee.

Evidence of experts and interested parties

57. (1) A Committee may take evidence of experts or interested parties on their own initiative or on requests made.

(2) The witnesses who express their desire to appear before the Committee shall supply sufficient number of copies of written memoranda for circulation to the members of the Committee who may consider the same at their sitting and then decide whether such witnesses should be called to appear before the Committee.

Evidence liable to be treated as public

58. Where witnesses appear before a Committee to give evidence, the Chairperson shall make it clear to the witnesses that their evidence shall be treated as public and is liable to be published, unless they specifically desire that all or any part of the evidence given by them is to be treated as confidential. It shall, however, be explained to the witnesses that even though they might desire their evidence to be treated as confidential such evidence is liable to be made available to the members of Parliament.

Evidence of officials of Government of India and Undertakings

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

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

(2) The Committee may require the Ministry or Department or Undertaking to furnish to the Lok Sabha Secretariat a sufficient number of copies of any memorandum containing its views on the matter under discussion for circulation to members of the Committee in advance of the date on which the representative of the Ministry or Department or Undertaking has to give evidence before the Committee.

(3) A 'resume' of the evidence given by the representative of the Ministry or Department or Undertaking may be embodied in or appended to the minutes of the sittings.

Evidence of officials of State Governments

60. (1) Whenever it is felt necessary to invite an official of a State Government to appear as a witness before a Committee or to ask the State Government to produce a document or paper before the Committee, the orders of the Speaker shall be obtained before the official or the State Government is asked to comply with the request.

(2) In case the Speaker decides that it is not necessary to summon a particular State official as a witness, or that the State Government need not be asked to produce a paper, document or record, the Chairperson of the Committee concerned, if thinks necessary, may apprise the Committee of the Speaker's decision.

Consideration of Memoranda supplied by witnesses

61. A Committee shall, in the first instance, consider the memoranda supplied by the witnesses, when copies are circulated to all the members of the Committee, and the nature of questions that may be asked of the witnesses shall be for clarification of any points included in their memoranda or any other fresh point arising out of the discussion.

Mode of examination of witnesses

62. (1) The Chairperson may first ask any question and thereafter may call other members, one by one, to ask questions.

(2) Witnesses may, with the permission of the Chairperson, place before the Committee any other relevant information which has not been already placed before the Committee.

Mode of addressing communications on matters before Committees

63. All Communications from Ministries and all suggestions, memoranda and representations etc., in respect of matters pending before a Committee which are received from individuals, associations and public bodies shall be addressed to the Secretary-General and if in any case a letter, memorandum etc., is addressed or sent direct to the Chairperson, such letter, memorandum, etc. may be sent to the Lok Sabha Secretariat for its disposal and record.

Procedure for presenting views of Ministries to Speaker

63A. If any Ministry or Department wish to present their views to the Speaker on any matter which has been considered by, or is pending before, a Committee, they shall forward to the Lok Sabha Secretariat

a written statement formulating precisely the points on which the decision of the Speaker is desired. The statement, together with the relevant papers showing the views of the Committee, shall then be submitted to the Speaker who may, if necessary, discuss the matter with the Minister concerned and/or with the Chairperson of the Committee before arriving at a decision.

Expunction from documents presented to Committees

64. (1) If in the opinion of the Chairperson, a document such as representation, memorandum etc., presented to a Committee contains words, phrases or expressions which are unparliamentary, irrelevant or are not couched in respectful, decorous and temperate language, or are otherwise inappropriate, the Chairperson may order such words, phrase or expressions to be expunged from such document.

(2) Notwithstanding anything contained in (1) above, the Speaker shall have the power to order expunctions in like circumstances or to review all decisions regarding expunction from such documents and the decision of the Speaker thereon shall be final.

Verbatim proceedings

65. (1) Verbatim proceedings of a Committee, if taken, shall be treated as confidential and shall not be made available to anyone without the orders of the Speaker.

(2) Relevant portions of the verbatim proceedings of the sitting, at which evidence has been given, shall be forwarded to the witnesses and members concerned for confirmation and return by a date fixed by the Lok Sabha Secretariat. If corrected copies of the proceedings are not received back by the specified date, the reporter's copy may be treated as authentic.

(3) Corrections in the verbatim proceedings, if any, shall be made neatly and legibly by the witness or the member, as the case may be, in ink and one's own handwriting and shall be confined to correction of inaccuracies which may have occurred in the process of reporting and not for the purpose of improving their literary form or altering their substance by additions and deletions.

Minutes

66. (1) The decisions of a Committee shall be recorded briefly in the minutes of the Committee.

(2) The draft minutes shall be prepared by the Lok Sabha Secretariat and approved by the Chairperson.

(3) The minutes of each sitting may be circulated to members of the Committees. Relevant extract therefrom may also be circulated to any Ministry or Officer, if considered necessary.

(4) If any member desires any alternation in the minutes, on the ground that they are not in conformity with the decision arrived at, the matter shall be referred to at the next sitting of the Committee and the decision of the Committee taken thereon shall be incorporated in the minutes of the sitting.

(5) Until the minutes are presented to the House, they shall be treated as confidential.

Laying of Minutes

67. (1) After the minutes of a sitting or sittings of a Committee have been approved by the Chairperson, or in the absence of the Chairperson, by the member of the Committee who presided at the sitting, or sittings, as the case may be, an authenticated copy thereof may be laid on the Table of the House.

(2) An entry shall be made in the list of business for the day regarding the laying of the minutes on the Table.

(3) The Chairperson or a member of the Committee shall, while laying the minutes on the Table, confine oneself to a statement in the following form:-

‘Madam/Sir, I beg to lay on the Table of the House the minutes of theSitting (or Sittings) of the Committee on..... held on.....’

Reports

68. (1) A Committee shall present reports to the House or to the Speaker, as the case may be, from time to time.

(2) The draft of the report shall be prepared by the Lok Sabha Secretariat and may be placed before the Committee after it is approved by the Chairperson.

(3) There shall be no minute of dissent to the report.

Circulation and consideration of draft reports

69. (1) The Chairperson of a Committee may direct that the typed, cyclostyled or proof copies of the draft report together with any other

documents connected therewith, be circulated amongst the members of the Committee before the date fixed for the consideration of the draft report.

(2) On the date fixed for the consideration of the draft report, the Chairpersons shall read out the draft report, paragraph by paragraph, putting the question to the Committee at the end of each paragraph, 'That the paragraph do stand part of the report'. A member objecting to any portion of the report, not being in conformity with the decisions arrived at, shall propose amendment to bring it in line with the decisions. The amendment, if accepted, shall be incorporated in the said paragraph.

Mention in report and circulation of evidence

70. (1) A Committee shall mention in the report, wherever necessary, the fact that evidence was given before it.

(2) The record of evidence if so decided by the Committee, shall be printed and copies thereof circulated to all members of the House.

Signing of report of Committee

71. The Chairperson or in the absence of Chairperson another member chosen by the Committee under rule 258(3) or rule 277(3), as the case may be, shall sign the report on behalf of the Committee.

Presentation of report of Committee to Speaker when House not in session

71A. (1) Ordinarily the report of a Committee shall be presented to the House, but in case the Committee complete their report when the House is not in session, the Chairperson of the Committee may present it to the Speaker.

(2) The speaker may under the provisions of rule 280, order the printing, publication or circulation of the report before it is presented to the House.

(3) Where a report is presented to the Speaker or where its printing, publication or circulation have been ordered by the Speaker, the fact shall be notified in Bulletin Part-II.

(4) The Speaker may, if so requested by the Committee, direct that matters of factual nature, or patent errors may be corrected in the report presented to the Speaker by a Committee, before the report is printed, published or circulated and later presented to the House.

(5) The report shall be presented to the House during the next session at the first convenient opportunity by the Chairperson or in the absence of Chairperson by a member of the Committee. While presenting the report, the Chairperson or in the absence of Chairperson, the member presenting the report shall confine oneself to a brief statement to the effect that the report was presented to the Speaker when the House was not in session and that orders for its printing, publication or circulation were given by the Speaker under rule 280.

(6) Where the Lok Sabha is dissolved, after the presentation of the report to the Speaker, and before the presentation of the report to the House, the report shall be laid by the Secretary-General on the Table of the new House at the first convenient opportunity. While laying the report, the Secretary-General shall make a statement to the effect that the report was presented to the Speaker of the preceding Lok Sabha before its dissolution and where it was ordered by the Speaker to be printed, published or circulated under rule 280, the Secretary-General shall also report that fact to the House.

Correction of patent errors or factual matters in reports

71B. The Chairperson of a Committee/Sub-Committee shall have power to correct patent errors or matters of factual nature in the report adopted by the Committee/Sub-Committee, before its presentation to the House/Speaker or whole Committee, as the case may be.

Printing and circulation of reports

72 (1). The report, together with the documents connected therewith, if any, shall be printed before or after presentation to the House or the Speaker, as the case may be.

(2) Until the report is presented to the House, it shall be treated as confidential.

(3) As soon as possible after presentation of the report to the House, printed copies of the report shall be circulated to members of the Lok Sabha and the Ministries of the Government of India and to such other persons, authorities etc. as may be determined from time to time.

Time gap for release to press reports circulated to members under rule 280

73. Where, under rule 280, a report of a Committee is circulated to members prior to its presentation to the House, it shall be released to the press after a week from the date of despatch of copies to members.

³[STATEMENT BY MINISTER ON COMMITTEE REPORT]

Implementation of Committees' recommendations

73A. The Minister, with regard to the Ministry concerned, shall make once in six months a statement in the House regarding the status of implementation of recommendations contained in the Reports of Departmentally Related Standing Committees of Lok Sabha.

³added by L.S. Bn.(ii), dated 1.9.2004, Para 456.

APPENDIX IV

(*Vide* para 30)

RULES OF PROCEDURE (INTERNAL WORKING) OF THE DEPARTMENTALLY RELATED STANDING COMMITTEES (LOK SABHA)

Selection of Subjects for examination

1. The Committee shall select from time to time for examination, such subjects as they may deem fit and as fall within their jurisdiction, relating to:

- (a) Demands for Grants of the concerned Ministries/Departments.
- (b) Bills pertaining to the concerned Ministries/Departments as are referred to the Committee by the Chairman, Rajya Sabha or the Speaker, Lok Sabha.
- (c) Annual Reports of Ministries/Departments.
- (d) National Basic Long Term Policy documents presented to the Houses, if referred to the Committee by the Chairman, Rajya Sabha or the Speaker, Lok Sabha, as the case may be.

2. The functions at (a), (b) and (d) above are mandatory. The procedure for examining Demands for Grants and Bills is to be governed by the provisions of rules 331G and 331H.

3. The Committee shall, in connection with examination of Annual Report(s) pertaining to the Ministry/Department, select such subjects containing therein as the Committee may deem fit, as per the provisions laid down in the succeeding rules.

Appointment of sub-Committee/Study-Group

4.(1) The Committee may from time to time appoint one or more sub-Committee(s)/Study-Group(s) for carrying out detailed examination of subject(s) selected by them during the year.

(2) The Committee may appoint a sub-Committee to consider the action taken replies furnished by the Government on the recommendations contained in their earlier reports and also to consider the draft action taken report(s).

(3) The Chairperson/Convenor(s)/Alternate Convenor(s) of sub-Committee(s)/Study-Group(s) shall be appointed by the Chairperson

of the Committee from amongst the member of the sub-Committee/ Study-Group.

5. The functions of the sub-Committee/Study-Group may be broadly as set out in Annexure-I of Appendix IV.

Material to be furnished to the Committee

6. (1) The Ministry/Department/Organisation concerned with subject(s) to be examined by the Committee/sub-Committee may be requested in writing by the Secretariat to furnish both in English and Hindi versions of the necessary background/preliminary material relating to the subject(s) for the use of the members of the Committee/sub-Committee in softcopy alongwith 10 copies each in English and Hindi.

(2) The Background/preliminary material to be furnished to the Committee/sub-Committee in respect of subject(s) selected for examination of a Ministry/Department/Organisation shall generally be on the lines as set out in Annexures II to V of Appendix IV.

Circulation of material to members

7. The material related to the subject(s) under examination of the Committee/sub-Committee(s) shall be circulated to the members of the Committee/sub-Committee with a covering letter through e-Portal soon after its receipt in the Secretariat.

Material circulated to the Committee to be treated as confidential

8. The material circulated to the Committee/sub-Committee shall be treated as confidential and the contents thereof shall not be divulged to anyone nor shall any reference be made to such information, outside the Committee/sub-Committee at any time before the report on the subject has been presented to the House. Thereafter, reference may be made only to such information as is available in the documents or records laid on the Table.

Sittings of Committee/sub-Committee/Study-Group

9. The detailed programme of work for the examination of the subjects may be determined by the Committee/sub-Committee/Study-Group from time to time. The Committee shall meet at such time and for such period as the Chairperson/Convenor may decide.

Notice of sittings

10. When the date and time of a sitting of the Committee/sub-Committee/Study-Group has been fixed by the Chairperson/Convenor, notice thereof shall be issued by the Secretariat to the members of the Committee/sub-Committee/Study-Group concerned.

Committee sittings not open to "Media"

11. The sittings of the Committee shall not be open to the Media. However, if Chairperson considers it necessary, he/she can brief the Media about the subject matter of the discussion held by the Committee. The discussion on the subject may not be referred to before the Report on the subject is presented to Parliament.

Attendance of persons other than members of the Committee

12. A member who is not a member of Committee should not be made a permanent Special Invitee. A Committee may take the expert assistance of such member to invite him/her without making him as special Invitee. A member of Lok Sabha/Rajya Sabha who is not a member of the Committee or a member of State Legislature, or an officer of State Legislature may, with the permission of the Chairperson attend the sitting of the Committee, when evidence is being taken by it, but not when the Committee is deliberating. Such member or officer shall not, however, take part in any manner in the proceedings of the Committee nor sit in the body of the Committee.

Questions and suggestions by members

13. (1) The members of the Committee/sub-Committee may, after going through the material circulated to them by the Secretariat, suggest points on which further written information is required by them.

(2) These questions or points will be sent to the Secretariat seven days in advance of the date of the sitting. Where the Committee/sub-Committee meets at a short notice, the period of seven days referred to above may be reduced under orders of the Chairperson/Convenor.

(3) The members may send their suggestions, if any, for the consideration of the Committee/sub-Committee two days in advance of the date of the sitting.

Study Tours

14. (1) The Committee/sub-Committee or Study Group nominated by the Chairperson, may with prior permission of the Speaker

undertake, if necessary, 'on-the-spot' study of various institutions and establishments connected with the subject selected for examination.

(2) The Guidelines issued by the Speaker, Lok Sabha from time to time regarding tours of Parliamentary Committees shall be followed during the Study Tours undertaken by the Committee/sub-Committee/Study-Group.

(3) Four notes of Committee/sub-Committee/Study-Group shall be prepared by the Secretariat and after approval by the Chairperson/Convenor, the copy thereof shall be kept with the officer-in-charge posted with Chairperson for perusal of the members of the Committee/sub-Committee/Study-Group.

Production/Submission of documents by the Government

15. (1) The Committee/sub-Committee may send for persons, papers and records required in connection with the examination of subject in terms of rule 270 of the Rules of Procedure and Conduct of Business in Lok Sabha. In the case of secret documents required by the Committee/sub-Committee such papers may in the first instance, be made available by Ministry/Department/Statutory/Government Organisation confidentially to the Chairperson unless it is certified by the Minister concerned that the document cannot be made available on the ground that its disclosure would be prejudicial to the safety or interest of the State.

(2) The Chairperson may give due consideration to the views of the concerned Ministry/Department/ Statutory or Government Organisation before making any secret documents available to the members of the Committee/sub-Committee. Any difference of opinion between the Ministry/Department/Statutory or Government Organisation and the Chairperson may be settled by discussion and if no satisfactory arrangement is arrived at, the matter shall then be placed before the Speaker for his decision.

Points for oral examination

16. (1) The Secretariat shall prepare a list of points or questions for oral examination of the witnesses incorporating therein any suggestion that may be received from members of the Committee/sub-Committee.

(2) Copies of the list of points or questions for oral examination may be circulated in advance to the Ministry/Department/Statutory

or Government Organisation and the members of the Committee/sub-Committee.

Procedure when taken oral evidence

17. (1) The Chairperson shall read out directions 55(1) and 58 of 'Directions by the Speaker' to the witnesses before start of evidence.

(2) When deliberating on a Bill, the Committee may associate and seek the presence of the officers dealing with the Bill in the concerned Ministry and the Ministry of Law.

Recall of witness

18. The Committee may recall any witness to give further evidence on any points in respect of a subject which is under examination of the Committee.

Verbatim record of the proceedings

19. Verbatim record of the proceedings of the sittings of the Committee/sub-Committee at which evidence/briefing by the representatives of the Ministry/non-official witnesses is taken, shall be kept.

Correction of proceedings by witness(es)

20. (1) Verbatim proceedings of the Committee/sub-Committee if taken shall be treated as confidential and shall not be made available to anyone without the orders of the Speaker.

(2) Verbatim proceedings of the sittings at which evidence has been taken as also drafts of the report based on them or portions of drafts based on them shall be forwarded to the concerned Ministry/Department for factual verification and return of the same within a period as specified by the Secretariat.

(3) Corrections in the verbatim proceedings shall be made neatly and legibly by the Ministry/Department in ink and shall be confined to corrections of factual inaccuracies either grammatical errors or such other patent errors as incorrect figures etc. only.

(4) The Ministry/Department may bring to the notice of the Committee/sub-Committee such parts of the evidence or draft report which it may consider to be of such nature as to warrant its deletion from the final report. In case, the Committee/sub-Committee disagree

with the views of Ministry/Department, it may bring it to the notice of the Speaker and his/her decision thereon shall be final.

(5) Relevant portion of verbatim proceedings of the sitting(s) of a Committee/sub-Committee during which evidence is taken shall be circulated to the members concerned and a copy of the full proceedings shall be kept with the officer-in-charge of the Chairperson for perusal and correction by the members of the Committee/sub-Committee, by a date fixed by the Secretariat.

Points on which further information is required

21. The Secretariat shall note down the points on which further information is required by the Committee/sub-Committee during evidence and under the directions of the Chairperson/Convenor, take such action in the matter as may be necessary.

Minutes of Sitzings

22. The Secretariat shall prepare draft minutes of the sitting(s) of the Committee/sub-Committee/Study Group. The minutes will be approved by the Chairperson/Convenor or the member who presided over the sitting, as the case may be.

23. The minutes of each sitting of the Committee/sub-Committee/Study Group, as approved by the Chairperson/Convenor shall be circulated to the members of the Committee/sub-Committee/Study Group.

Laying of Minutes on the Table of the House

24. The minutes of each sitting of the Committee and the minutes of the sub-Committee(s) at which evidence is taken and the draft report is approved/adopted by the Committee/sub-Committee, shall be laid on the Table of the House along with the report to which they relate.

Preparation of draft Report

25. (1) While considering the Demands for Grants, the provisions of rule 331G(c) shall be kept in view so that the report of the Committee is presented to the House immediately when it meets after the recess.

(2) After the examination of any subject has been completed, the Committee/sub-Committee/Study Group may formulate their conclusions and observations/recommendations.

(3) On the basis of the conclusions and observations/recommendations of the sub-Committee/Study Group/Committee draft of the report may be prepared by the Secretariat. The draft report as prepared by the Secretariat may, after approval by the Convenor/Chairperson concerned, be circulated to the members of the Study Group/sub-Committee/Committee.

Inclusion of Memoranda notes etc. in Reports

26. Unless any paper, memorandum, document or note is marked 'secret' and the Ministry has made a specific request that contents of such papers should not be made public, such papers, if necessary, may be embodied in the Report in the form of appendices.

Withdrawal or alteration of documents submitted to the Committee

27. No document submitted to the Committee shall be withdrawn or altered without the knowledge and approval of the Committee.

Adoption of draft Report by the Committee

28. The draft report together with suggestions, if any, received from the members, shall be considered and adopted at a sitting of the Committee. The Report shall embody the decisions of the majority of the members present at the sitting at which the report is considered and adopted.

Factual Verification of the Report

29. Advance copies of the report (excluding recommendations), as approved/ adopted by the Committee shall be marked 'Secret' and sent to the concerned Ministry/Department/Statutory and Government Organisation for verification of factual details, with instructions to treat the contents of the report as 'Secret' until the report is presented to the House.

30. On receipt of the comments of the Ministry/Department/Statutory and Government Organisations, the Chairperson may make suitable modifications in the report to correct factual inaccuracies, if any, or may direct that the matter be placed before the Committee for consideration.

Signing (Authentication) of Report

31. The report of the Committee shall be signed by the Chairperson on behalf of the Committee. Provided that, in case the Chairperson is

absent or is not readily available the Committee shall choose another member to sign the report on behalf of the Committee.

Presentation/laying of Report by the Chairperson

32. (1) The report shall ordinarily be presented to Lok Sabha by the Chairperson but if he/she is unable to do so, one of the members of the Committee who may be authorized by him/her may present the report. A copy of the Report is also simultaneously laid on the Table of the Rajya Sabha by a member of the Committee who has been authorised by the Chairperson to do so.

(2) After presentation of the Report, copies of the Report and 'Press Release' highlighting important recommendations of the Committee shall be released to Media for the benefit of the general public through PPR.

Distribution of Report

33. As soon as, may be after, the presentation of the report to the House, copies thereof shall be made available to the members of Lok Sabha and Rajya Sabha and other persons, authorities etc. concerned, as per the approved mailing list.

Furnishing of Action Taken Note/Reply by the Government

34. (1) While forwarding the Report on Demands for Grants/ Annual Reports/Long Term Policy Documents, to the Government, the Ministry/Department concerned shall be asked to furnish a note/reply showing the action taken by them on the recommendations and observations contained in the Report of the Committee within three months from the date of the presentation of the Report.

(2) No extension beyond three months shall ordinarily be granted except in very exceptional circumstances upto another period of one month with the approval of the Chairperson only. In case no reply is received during this extended period, the matter shall be placed before the Chairperson for his/her orders.

Scrutiny of Action Taken Note/Reply

35. (1) The action taken note/reply by Government on the recommendations and observations contained in the report of the Committee shall, with suitable comments thereon, be placed before the Convenor of sub-Committee appointed for the purpose for examination

of action taken replies and then together with the recommendations of the sub-Committee placed before the Chairperson.

In case no sub-Committee has been appointed for the purpose, the Government's action taken note/reply may be placed before the Chairperson and then for consideration of the Committee.

(2) Any point, which in the opinion of the Chairperson or Convenor or sub-Committee, requires consideration by the Committee, shall be specifically placed before the Committee.

(3) The draft report on action taken which may consist of the following Chapters after approval by the Convenor/Chairperson shall be circulated to the members of the sub-Committee/Committee for their consideration:—

- I. Report;
- II. Recommendations/observations that have been accepted by Government;
- III. Recommendations/observations which the Committee do not desire to pursue in view of Government's reply;
- IV. Recommendations/observations in respect of which replies of Government have not been accepted by the Committee; and
- V. Recommendations/observations in respect of which final replies of Government are still awaited.

[Rules 31 to 33 *ibid* relating to signing of Report by the Chairperson, Printing, Presentation and Distribution of Report shall also apply *mutatis mutandis* to the Action Taken Reports.]

Procedure to deal with the Report on Bill(s)

36. After presentation of a report on a Bill referred to the Committee, the Secretariat to the Committee shall after the Bill has been passed by the House, prepare a memorandum/statement indicating whether the observations/recommendations offered by the Committee were discussed/accepted/not accepted/amendments other than those suggested by the Committee were accepted. For the purpose necessary information may be obtained from the concerned Ministry. The memorandum/statement shall be put up to the Chairperson and after his/her approval the same may be circulated to members of the Committee.

Laying of Action Taken Statements

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

Incorporation of additional points of Procedure

38. Any additional points of procedure or alteration of these rules which are formulated from time to time shall be incorporated in these rules after due approval by Speaker.

ANNEXURE (i) OF APPENDIX IV

[*Vide* Rule 5 of Rules of Procedure (Internal Working) of DRSCs
and Para 39 of Chapter-III]

FUNCTIONS OF THE DIFFERENT SUB-COMMITTEES/ STUDY GROUPS

I. Sub-Committee(s)/Study Group(s) dealing with a fresh subject

- (1) To study intensively the Background/Preliminary material furnished by the Ministry/Department etc.
- (2) To prepare the questionnaire for discussion and obtaining replies.
- (3) To undertake study tours and prepare study tour-notes thereof.
- (4) To take oral evidence of the representatives of the Ministry/Department etc. [this function is applicable only for sub-Committee(s)].
- (5) To indicate the broad points on which draft reports may be prepared.
- (6) To discuss and approve the draft report before circulation to the whole Committee.

II. Sub-Committee(s) dealing with action taken by Government on earlier Report(s)

- (1) To scrutinize replies received from the Government.
- (2) To indicate points on which draft action taken reports may be prepared.
- (3) To discuss and approve the draft action taken report before circulation to the whole committee for their consideration.

ANNEXURE (ii) OF APPENDIX IV

[*Vide* Rule 6 (2) of Rules of Procedure (Internal Working) of DRSCs and Para 42 of Chapter-III]

POINTS TO BE COVERED IN THE BACKGROUND MATERIAL FOR DEMANDS FOR GRANTS (TO BE FURNISHED BY THE DEPARTMENT/MINISTRY)

Documents

- (i) Outcome Budget for the current year.
- (ii) Annual Report of the previous year.
- (iii) Detailed Demands for Grants for the current year.

In addition to the above documents, the following material may also be furnished:—

- (i) A brief summary of Demands for Grants along with necessary explanatory notes. Analysis of Demands for Grants *i.e.* percentage increase in various heads over the last 3 years.
- (ii) A detailed note on the funds allocated, amount actually spent, targets fixed for various activities *vis-a-vis* actual achievements and the reasons for not achieving the targets, if any.
- (iii) The amount earmarked during previous two years, the amount spent and the achievements made against the targets fixed for various schemes/activities.
- (iv) A note on the advance planning for utilization of amount under various heads of Demands for Grants.

ANNEXURE (iii) OF APPENDIX IV

[*Vide* Rule 6 (2) of Rules of Procedure (Internal Working) of DRSCs and Para 42 of Chapter III]

POINTS TO BE COVERED IN THE PRELIMINARY MATERIAL FOR DEMANDS FOR GRANTS (TO BE FURNISHED BY THE DEPARTMENT/MINISTRY)

Notes on various schemes/projects under implementation by the Department/Ministry (separately for each scheme) containing the following information:–

- (i) Brief particulars of all major schemes/projects.
- (ii) Total outlay, year-wise/project-wise.
- (iii) Physical and financial targets, if any, laid down in each scheme.
- (iv) The percentage of achievement of targets (both in the physical and financial terms) during the preceding year and the reasons for slow progress, if any, in the achievement of the targets.
- (v) Proposal by the Department/Ministry and amount actually provided for the last three years, the reasons for variations, if any.
- (vi) Statement showing budget estimates, revised estimates and actual expenditure for the past two years and budget estimates for the current year.
- (vii) Actual expenditure and revised estimates during the last two years.
- (viii) Physical target set out for each year during the last two years and achievement thereof, with reasons for shortfall, if any, in achievement of targets.
- (ix) The difference between physical and financial targets fixed during the last two years together with reasons for variations, if any, during the last two years.
- (x) The steps taken/proposed to be taken and suggestions, if any, for improvement in the implementation of the schemes.

- (xi) System of monitoring and control over the performance of the schemes.
- (xii) Copy of the last review/evaluation for the schemes.
- (xiii) Brief notes on supplementary grants and excess grants presented to the House during the previous year, the purpose and the amount spent so far. Whether the Ministry propose to present any such supplementary grant during the remaining period of current financial year.
- (xiv) Note giving details of expenditures showing budget estimates, revised estimates and actual available for the last two consecutive years and budget estimates for current year together with the reasons for variation, if any, in actual expenditure as compared to B/E and R/E during the last two years.

ANNEXURE (iv) OF APPENDIX IV

[*Vide* Rule 6 (2) of Rules of Procedure (Internal Working) of DRSCs and Para 42 of Chapter III]

POINTS TO BE COVERED IN THE PRELIMINARY MATERIAL TO BE FURNISHED (FOR OTHER SUBJECTS) BY THE MINISTRY/DEPARTMENT

- (i) Organisational set up of the Ministry/Department and its attached and Subordinate Offices/Branches, if any. (The information may be shown in the form of a chart supported by short explanatory notes).
- (ii) The functions of the Ministry/Departments and its attached and Sub-Ordinate Offices/Branches. (A brief historical Background may be given whenever required).
- (iii) Broad details on which the estimates are based. (Important items of expenditure to be given stating the basis on which amount budgeted against each such item has been arrived at).
- (iv) The original estimates, the revised estimates and the actual expenditure under each sub-head during each of preceding three years together with reasons for variations to be given.
- (v) Details of schemes of projects which the Ministry/Department has undertaken. (The details shall include *inter alia* the name and salient features of the schemes, the estimates of expenditure, scheduled period for its completion, yield, if any and progress made).
- (vi) A review of five years financial and physical performance provisions and targets as well as a forecast for the current year and the remaining years.
- (vii) Publications, if any, issued on the working of the Ministry/ Departments and its attached and subordinate offices/ branches.
- (viii) Reports of Committees appointed in the past to examine any particular matter(s) dealt with by the Ministry/Department and its attached and Subordinate Offices/Branches in respect of the subject under examination.

- (ix) Any other information that the Committee may call for or which the Government may think it necessary or proper to furnish to the Committee.

ANNEXURE (v) OF APPENDIX IV

[*Vide* Rule 6 (2) of Rules and Procedure (Internal Working) of DRSCs and Para 42 of Chapter III]

POINTS TO BE COVERED IN THE BACKGROUND MATERIAL IN CONNECTION WITH EXAMINATION OF BILLS (TO BE FURNISHED BY THE DEPARTMENT/MINISTRY)

- (i) Historical Background of the Bill covered *inter alia* the necessity of such a legislation, its aims and objectives.
- (ii) High Court and Supreme Court judgements, if any, in respect of the clauses/provisions contained in the Bill.
- (iii) Report(s) of the Committee(s), if any, appointed by the Government in the past which have suggested the enactment of such a legislation.
- (iv) Up-to-date list of experts, interest groups, associations and other Non-Governmental Organisation knowledgeable on the subject.

Any other information the Committee may call for or which the Government may think it necessary or proper to furnish to the Committee.

APPENDIX V

(*Vide* para 52)

LOK SABHA SECRETARIAT (COMMITTEE BRANCH-1)

PARLIAMENT HOUSE ANNEXE

NEW DELHI -110001

03 October, 2018

11 Asvina, 1940 (Saka)

INSTRUCTIONAL ORDER NO. 1342

Subject: Instructions regarding Tours of Parliamentary Committees.

The following instructions shall be observed strictly in regard to conduct tours of Parliamentary Committees and the number of officials to be sent with Committee on tour.

2. The guidelines issued by the Speaker, Lok Sabha regarding tours by Parliamentary Committees should scrupulously be followed.

3(a). No proposal for study tour should be made in general terms. A tour proposal should display pre-determined programme of visit, detailing places of visit, purpose to visit and relevance of visiting institution/organisation to the subject under Committee's examination. The proposal of tour so approved by the Committee should be drafted accordingly and put up to the Chairperson for soliciting approval. The proposal as approved by the Chairperson may then be submitted to the Speaker for consideration and orders, through Secretary-General.

3(b). On return, a resume of the tour should be put up for information of the Speaker and any violation of the tour guidelines should be specifically reported by the senior most officer heading the team of Officer accompanying the Committee to the Speaker through Secretary General in each case.

4. Under the powers delegated by the Speaker to Secretary General in pursuance of guideline No. 19 of guidelines regarding study tours of Parliamentary Committees, the following revised norms regarding number of officials who may be permitted to go with the Committee on tour have been laid down:-

- (i) The team of officials which may accompany a Parliamentary Committee during study tour may ordinarily be headed by an

officer of the rank of Director in charge of the Committee. In exigency, Secretary/Additional Secretary/Joint Secretary may head the team of such officials as permitted by the Secretary-General. Out of these Officers, only one Officer will be allowed to accompany the Committee on the basis of requirement and their availability. Where none of these Officers is available to go on tour as head of the team, an officer of the rank of Deputy Secretary may be permitted to go as head of the team of officials which will accompany the Committee.

- (ii) In addition to head of the team, the following number of officers/staff from the respective Committee Branch(es) may be permitted to accompany a Parliamentary Committee during tour:—
 - (a) Upto 10 members of the Committee-1 Officers/Staff.
 - (b) between 11 to 15 members of the Committee – 2 Officers/Staff.
 - (c) 16 or more members of the Committee – 3 Officers/staff.
- (iii) Apart from the Officers/staff mentioned in para 4(i) and (ii), only personal staff member of the Chairperson – either a PS or an Attendant may accompany the Chairperson during the tour.
- (iv) Prior permission of Secretary-General shall invariably be obtained in regard to all Officer/staff accompanying the Committee.
- (v) While submitting a proposal for permission of Secretary-General regarding the number of Officer/staff to be sent with the Committee tour, it shall be particularly ensured by the Secretary/Additional Secretary/Joint Secretary concerned that:-
 - (a) the name of Director or Additional Director or personal staff member of the Chairperson or of an Officer is not adjusted against an Officer/Staff member to be sent from the Branch concerned; and
 - (b) no proposal for relaxation in respect of entitlement of class/mode for and fro journeys and the number of Officer/staff to be sent with the Committee on tour is ordinarily submitted.

5. After conclusion of a tour, departure from the norms, if any, in regard to the number of officers/staff sent on tour should be put up with adequate justification for consideration of the Secretary-General.

6. The Instructional Order No. 1281 dated 3rd June 2008 stands superseded.

T.G.CHANDRASEKHAR
Joint Secretary
F.No. 22/1/CI/18

To All Officers
All Branches

GUIDELINES ISSUED BY THE SPEAKER TO CHAIRMEN,
PARLIAMENTARY COMMITTEES

I – Secretarial Assistance

- (i) The services of a Private Secretary (English or Hindi) and an attendant, are provided by the Lok Sabha Secretariat to each Chairman for rendering necessary assistance to them with regard to work of their respective Committees.
- (ii) One Senior Private Secretary and one Attendant Grade-III from outside the cadre of Lok Sabha Secretariat may be appointed on request from the Chairman of a Parliamentary Committee. Such individuals shall be drafted from the Central Ministries/ Departments or State Governments and appointed on deputation and tenure basis. Priority shall be given, generally for drafting personnel from the Central Ministries/Departments. Attendant Grade-III may, however, be taken by the Chairmen, if they so desire from outside the Government for appointment with the approval of the Speaker.

Further, that such appointments shall be at the pleasure of the Chairman of the Parliamentary Committee and will be co-terminus with his term.

The incumbents appointed under this provision shall not be entitled to Lok Sabha Secretariat Pool of accommodation.

- (iii) The services of Distribution Branch are available only for despatch of official papers relating to Parliamentary Committees. The Branch has instructions not to accept any other papers for despatch.

II – Telephone Facility

- (i) Chairmen, Parliamentary Committees (other than *ad-hoc* Committees) are provided with two telephones with STD facility in their capacity as Chairmen in addition to the telephone facility available to them in their capacity as Members of Parliament.
- (ii) Telephones provided in the offices of the Chairmen, Parliamentary Committees, are meant for and in connection

with the work of their respective Committees. Any long distance calls made by the Chairmen for purposes other than the work of the Committees would be paid for by them.

- (iii) The Private Secretaries to Chairmen have instructions to keep a register giving complete details of all the calls other than local calls and to get the entries authenticated by the Chairmen concurrently.

III – Tours

Detailed guidelines have been issued by the Speaker from time to time regarding tours of Parliamentary Committees. These are circulated to all members for observance along with the tour programme. Chairmen will kindly ensure that these are followed in letter and spirit. In particular, care shall be taken with regard to the following:-

- (i) The host Departments/Undertakings have instructions not to give costly gifts to members. Only small souvenirs or mementoes connected with the organisation visited by the Committee may be permitted. All Chairmen will kindly ensure that this requirement is complied with and gifts of commercial value are not accepted by the members or the staff accompanying the Committee. Committee staff have strict instructions to make a report on the gift received.
- (ii) Arrangements for the stay of the Committee are usually made by the organisation concerned befitting the status of a Parliamentary Committee. The Committee Secretariat should be kept apprised by the host organisation of the arrangements made by them for the Committee's stay so as to ensure that no inconvenience is caused to members, that necessary facilities are provided and that the place of stay is clean and the rooms tidy. Where guest houses or other suitable accommodation is not available, the host may, in their discretion accommodate the members in a hotel. But, the Committee members or Secretariat staff are, under no circumstances, expected to ask for any particular hotel or five-star hotel comforts, etc.
- (iii) Serving of liquor to members is strictly prohibited. Any such offers made by the host organisation(s) may be promptly turned down. Also, it may be ensured that no demand for liquor is made during Committee tours.

- (iv) Transport is usually provided by the host organisation to facilitate on-the-spot visit by the Committee. However, the tendency to place one car at the disposal of each member should be discouraged. One car should be adequate for two members of the Committee and one for three members of the staff accompanying the Committee. Transport in excess of the requirements may be de-requisitioned promptly.
- (v) No Committee member is accompanied by any other person during the official tours. An attendant or member's spouse may be allowed to accompany a member on medical grounds with the prior permission of Chairman. In such cases, the member should bear all expenses including hotel charges in respect of his/her spouse or attendant. In case a member is found having any accompanying person without prior permission, he/she would not only bear all the expenses of such a person but would also stand automatically debarred from undertaking any Committee tours thereafter.
- (vi) The Committee on tour shall not entertain any requests for lunches, dinners or receptions from private persons/organisations.
- (vii) Visits by Committee to places not included in the official tour programme, excepting local sight-seeing, should be avoided.

GUIDELINES REGARDING TOURS OF PARLIAMENTARY
COMMITTEES

1. Parliamentary Committees should not undertake on the spot study tours unless it is absolutely necessary for proper examination of the subject before the Committee. If absolutely necessary, the Committee may undertake a tour. It is desirably that a small sub-Committee or study group consisting of not more than one-third members of the Committee may be formed for the purpose, who may report back to the whole Committee after its study tour.
2. Tours should not be undertaken merely because something has to be seen or discussion have to be held with local authorities. Discussions can always usefully be held in the Parliament House and the Officers concerned with the subject matter can be specifically called before the Committee.
3. Where a Committee proposes to undertake a tour, prior permission of the Speaker should be taken. The proposal for tour should be clearly and adequately justified by the Chairperson of the Committee and should not involve examination of witnesses outside Delhi. Only when there is a specific requirement to visit installations or there are other compelling and related grounds, a proposal may be submitted for consideration of the Speaker. Ordinarily, no permission will be granted for more than one study tour per year. A tour undertaken during week end shall be treated as one tour of the Committee. Tour by sub-Committee/Study Group is to be undertaken only when the whole Committee does not go on tour and is not to be undertaken in addition to the tour of a whole Committee, where it is felt absolutely necessary local tour may be undertaken by Committee within the jurisdiction of NCT of Delhi with the prior approval of the Speaker.
4. The administrative Ministries concerned/the State Governments shall be requested to make arrangements regarding accommodation for the Committee/sub-Committee/ Study Group and the officers in a Government Guest House (Reference to Government Guest House includes Guest House

of Public Undertakings/MLA Hostel/Circuit House, etc.). It should be ensured that all the necessary facilities are provided and that the place of stay is clean and the room tidy and no inconvenience is caused to members.

Where Government Guest House is not available or it is not possible to accommodate the entire Committee/sub-Committee/Study Group alongwith the officers in a Government Guest House, arrangements may be made for the stay of the Committee/sub-Committee/Study Group and the officers in Government owned Hotel. Where Government owned Hotel is not available, arrangements may be made for the stay of the Committee/Sub-Committee/Study Group and the officers in a good hotel befitting the status of a Parliamentary Committee. Arrangements for the Committee shall be dignified but not ostentatious and should not leave room for adverse criticism from the media and the public. Committee members or accompanying officers shall not ask for any particular hotel or five star hotel comforts, etc. The cost of board, lodging and transport of the Committee during the tour will be borne by the Lok Sabha Secretariat as per the guidelines and not by the Public Undertakings or organizations concerned.

5. Terms of reference of the Study Groups or sub-Committees who are sent on study tours should be precise and laid down in writing.
6. A study tour should be undertaken before the official evidence on the subject is taken by the Committee and not after the evidence.
7. A study tour should be undertaken for the absolutely minimum necessary period, ordinarily not exceeding 5 working days. The total number of days of tour should under no circumstances exceed 10 days in one year. One year shall mean a period of 12 months from the date of constitution of the Committee and in the case of Financial Committees and SCTC it shall mean the period as is defined in the motion for constituting the said Committees.
8. Sufficient notice of the tour programme should be given to the Administrative Ministries/State Governments or Undertakings concerned.

9. There should be no last minute changes in the tour programme by Committee/sub-Committee/Study Group as these result in considerable difficulties to the Railways, Airlines, concerned Government Departments and Officers.
10. Intermediate journeys during Committee tours shall not be allowed at the cost of Parliament.
11. Transport arrangements for Committee members and the accompanying Officers/Staff should be made economically in AC coaches or in cars on shared basis and individual vehicles shall not be provided. Where cars are provided one car should be sufficient for two members of the Committee or two officers accompanying the Committee. Transport provided in excess of the requirement shall be derequisitioned promptly. Transport should be used for Committee work and not for any private visits.
12. During tour, members should take particular care to maintain proper dignity and decorum so that no criticism is made of the Committee in any manner.
13. Before commencement of the tour, member should satisfy themselves that they are fit to travel and stand the strain during the tour.
14. No member should give any statement regarding Committee proceedings to Press or electronic media. Whenever by briefing of the Press or electronic media is required to be done, the Chairman of the Committee should do the same.
15. No gifts are to be accepted by the members/officers of the Committee/sub-Committee/Study Group from the organisation concerned.
16. The Committee or sub-Committee or Study Group, while on tour, should not accept any invitation for lunch or dinner other hospitality that might be extended any private party. At the official lunches or dinners, if any, that might be accepted by the Committee or Sub-Committee or Study Group, no liquor should be allowed to be served.
17. No member should take any other person along during the official tours. A member may, however, take his/her spouse on tour on

medical grounds with the prior permission of the Chairperson of the Committee. In exceptional cases *i.e.* in case of extreme necessity where the member's spouse is not able to accompany him/her on tour due to medical or other reasons, the member may take any other person on tour with the prior permission of the Speaker through the Chairperson of the Committee concerned. Subsequently, Hon'ble Speaker delegated his powers to Chairperson of the Committee concerned for giving permission to members for taking their spouses or companions on tour (Reference Director (CB-I) note dated 15.01.2008 sent to all Joint Secretaries. In such cases, the member shall bear all expenses including board, lodging and transport etc. in respect of his/her spouse or attendant. In case any person accompanies a member without prior permission, the member shall not only bear all the expenses of the accompanying person but would also be liable to be debarred from undertaking any further Committee tour.

18. The spouse or attendant of a member should, in no case, accompany Committee members during official study visit to any installation, undertaking, office or establishment and during informal discussions with officers of the concerned establishment, undertaking etc.
19. Ordinarily only one accompanying officer should go with the Committee on tour. If more than one Officer is to go, permission is to be taken from the Speaker. The provision has been revised *vide* I.O. No. 1342 dated 03, October 2018.

GUIDELINES TO CHAIRMEN PARLIAMENTARY COMMITTEES

- (i) No organisation shall give any gift to the members/officers of the Committee/Sub-Committees/Study Group. Also Chairperson will kindly ensure that no gift is accepted by the Committee.
- (ii) Arrangements for accommodation of the Committee/sub-Committee/Study Group and the officers should be made in Government Guest House including Guest Houses of PSUs/MLA Hostel/Circuit Houses. etc. Where the Government Guest Houses are not available or it is not possible to accommodate the entire Committee/Sub-Committee/Study Group alongwith the officers in a Guest House, arrangements

may be made for the stay of the Committee/sub-Committee/ Study Group and the officers in Government-owned Hotels. Where Government owned Hotels are not available arrangements may be made for the stay of the Committee/ sub-Committee/Study Group and the officers in good Hotels befitting the status of a Parliamentary Committee. Committee members or accompanying officers shall not ask for any particular hotel or five star hotel comforts, etc.

- (iii) Serving of liquor to members is strictly prohibited. Any such offers made by the organisation(s) may be promptly turned down.
- (iv) Transport arrangements for Committee members and the accompanying Officers/Staff should be made economically in AC coaches or in cars on shared basis and individual vehicles shall not be provided. Where cars are provided one car should be sufficient for two members of the Committee or two officers accompanying the Committee. Transport provided in excess of the requirement shall be derequisitioned promptly. Transport should be used for Committee work and not for private visits.
- (v) No member should take any other person during the official tours. A member may, however, take her/his spouse on tour due on medical grounds with the prior permission of the Chairperson of the Committee. In exceptional cases *i.e.* in case of extreme necessity where the member's spouse is not able to accompany his/her on tour due to medical or other reasons, the member may take any other person on tour with the prior permission of the Speaker through the Chairman of the Committee concerned. Subsequently, Hon'ble Speaker delegated his powers to Chairperson of the Committee concerned for giving permission to members for taking their spouses or companions on tour. (Reference Director (CB-I) note dated 15.01.2008 sent to all Joint Secretaries. In such cases, the member shall bear all expenses including board, lodging and transport, etc. in respect of his/her spouse or attendant. In case any person accompanies a member without prior permission, the member shall not only bear all the expenses of the accompanying person but would also be

liable to be debarred from undertaking any further Committee tours.

- (vi) The Committee on tour shall not entertain any requests for lunches, dinners or receptions from private persons/ organizations.
- (vii) Visits by Committee to places not included in the official tour programme, excepting local sight-seeing, should be avoided.

GUIDELINES REGARDING BEARING OF EXPENDITURE BY THE LOK SABHA/RAJYA SABHA SECRETARIAT ON STUDY TOURS OF PARLIAMENTARY COMMITTEES

Introductory

It has been decided that henceforth the Lok Sabha and Rajya Sabha Secretariats shall bear expenditure on board, lodging and transport, etc. for members and officers accompanying the Parliamentary Committees, Consequently, the practice of incurring expenditure by the Ministries/ Government Organisations/PSUs on study tours of Parliamentary Committees has been discontinued. For the implementation of this decision, broad guidelines are enumerated in the succeeding paragraphs.

I. Administrative arrangements to be made by the Government/ Organizations concerned

The Lok Sabha/Rajya Sabha Secretariat will intimate the respective Ministries/State Governments/Organisations/PSUs about the programme of the Committee's visit, as per practice currently in vogue. The organisation(s) concerned will make necessary arrangements for the visit as per practice currently in vogue. The organisation(s) concerned will make necessary arrangements for the visit as per the directions of the Lok Sabha/Rajya Sabha Secretariat, including those for board, lodging and transport. In case where more than one organisation is to be visited at one place, the Lok Sabha/Rajya Sabha Secretariat will write specifically as to which of the Ministries/Organisations will be the nodal organisation to coordinate with the other organisations for making necessary arrangements for the visit.

(a) Stay arrangements

Arrangements regarding accommodation for the committee (reference to Committee would include Sub-Committee/Stay Group) and the officers shall be made in one Government Guest House

(reference to Government Guest Houses includes Guest House of PSU/MLA Hostel/Circuit House, etc.). It should be ensured that all the necessary facilities are provided and that the place of stay is clean and the room tidy and no inconvenience is caused to members.

Where Government Guest House is not available or it is not possible to accommodate the entire Committee along with the officers in one Government Guest House, arrangements may be made for the stay of the Committee and the officers in a Government-owned Hotel.

Where a Government-owned Hotel is not available, arrangements may be made for the stay of the Committee and the officers in a good Hotel befitting the status of a Parliamentary Committee. Arrangements for the Committee, shall be dignified, but shall not be ostentatious and should not leave room for adverse criticism from the media and the public.

Arrangements may be made as under:–

- (i) Stay arrangements for members and officers/staff accompanying the Committee may be made at one place.
- (ii) For the Chairperson of the Committee or the Convenor of the Committee/Sub-Committee/Study Group, an ordinary suite *i.e.* suitable accommodation with facilities for organising meetings, etc. for 5 or 6 persons at a time, besides a living room, may be provided ,wherever available.
- (iii) For each member/officer, separate standard room may be provided.
- (iv) In case a member is accompanied by his/her spouse or a companion, he/she may, on request, be provided a double occupancy room. However, the difference in charges between the standard room and the double occupancy room, if any and other expenditures on boarding, etc. for the companion will be paid by the member.

(b) Control Room

A room at the place of stay of the Committee, that is, Guest House/ Government-owned hotel/hotel, etc. may be booked for operating as a Control Room where two or three senior officers of the organisation

may be put on duty to provide assistance to the Committee. The Control Room may be provided with telephone, fax machine and computer. The Control Room will be manned by officials of the organisation concerned round the clock.

(c) Telephone Facilities

Members and officers are not to be provided with STD/ISD facilities. In case a member or officer uses this facility, he/she shall pay for it. No reimbursement shall be admissible for any expenditure incurred on this account. However, to meet functional requirements a telephone with S.T.D. facility will be provided in the rooms of Chairperson/Convenor and the senior most officers accompanying the Committee.

(d) Laundry Service

Laundry service, if any, availed by Members and Officers will be at their own cost and payment. No reimbursement shall be admissible for any expenditure incurred on this service

(e) Transport Facilities

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

(f) Arrangements for Board

- (i) Breakfast: Generally, breakfast is included in the hotel tariff. Members and officers may be advised to avail the facilities at the earmarked restaurant/ dining hall. If breakfast is not included in the tariff, arrangements for breakfast may be made on the pattern of arrangements to be made for lunches/dinners.
- (ii) Lunches/Dinners: In case where official lunches/dinners are not there, arrangements for Buffet lunch/dinner for the members/officers may be made by the nodal organisation in one of the restaurants/dining halls.
- (iii) Tea/Coffee: Members/officers may have tea/coffee and snacks through the room service.
- (iv) Water: Adequate number of mineral water bottles may be procured from the market by the organization concerned and made available in the rooms of members/officers.
- (v) Miscellaneous: Serving of liquor to members and officers or making any demand for it is strictly prohibited. Organisation concerned are also not to serve liquor at official dinners/ lunches, etc.
- (vi) In case arrangements are made in the organisation's guest houses, the room/lodging charges as applicable to the employees of the organisation will be reimbursed by the Lok Sabha/Rajya Sabha Secretariat.
- (vii) In cases where long road journeys are involved, necessary arrangements for refreshments may be made in consultation with the accompanying officials of the Committee at the cost of the Lok Sabha/Rajya Sabha Secretariat.

(g) Arrangements for informal sittings during Study Visits

- (i) In case of visit of the Committee to any plant/office of the organisation concerned, informal sittings of the Committee may be organised, wherever necessary, at the place of visit by the organisation concerned.
- (ii) In case it is necessary to hold informal sittings at the place of study of the Committee, that is, in the guest house/ Government-owned hotel/hotel, etc. suitable Conference

Hall may be booked. Charges for such hall and other related arrangements, including refreshment will be borne by the Lok Sabha/Rajya Sabha Secretariat.

(h) Medical requirements

- (i) In case the organisations concerned have medical facilities, i.e., hospitals/ dispensaries/doctors they may be asked to meet emergent medical requirements, if any, of members of the Committee and accompanying officers/staff.
- (ii) In cases where the organisations do not have medical facilities, they may arrange such facilities through a medical panel, where such a panel exists. Expenditure incurred on such arrangements will be met by the Lok Sabha/Rajya Sabha Secretariat as per admissible CGHS rates and excess expenditure, if any, may be regularised after taking approval of the Ministry of Health and Family Welfare as per existing rules.

(i) Gifts

No organisation shall give any gifts to the members of the Committee and accompanying officers. No gifts are to be accepted by the members and accompanying officers of the Committee.

II. Reimbursement of the expenditure to the Government/ Organisations

- (a) Guidelines to be followed by the Lok Sabha/Rajya Sabha Secretariat for reimbursement of expenses:
 - (i) All bills for reimbursement received in the Lok Sabha Secretariat/ Rajya Sabha Secretariat shall be first scrutinised and certified by the Committee Branches concerned and approved by the senior most officer accompanying the Committee regarding the details of the (i) members/ officers who went on tours, and (ii) utilisation of guest house/hotel rooms and vehicles and thereafter sent to the B&P Branch (Lok Sabha Secretariat/ MS&A and Estt. (A/cs.) (Rajya Sabha Secretariat) for necessary action.
 - (ii) Any expenses incurred by a member in respect of his/ her spouse/companion taken on tour with or without

permission of the Chairperson/Speaker shall not be reimbursed and these shall have to be paid by the member concerned.

- (iii) The B&P Branch (Lok Sabha Secretariat)/MS&A, Estt. and Pay and Accounts Office (Rajya Sabha Secretariat) shall examine the bills and settle them as per admissible items and guidelines on the subject.
 - (iv) The B&P Branch (Lok Sabha Secretariat)/Estt. (Gen.) in consultation with Pay and Accounts section (Rajya Sabha Secretariat) will work out the budget estimates for the tours and the formats for reimbursement of expenditure on tours.
- (b) Reimbursement of the expenditure to the Government/Organisation:
- (i) The Lok Sabha/Rajya Sabha Secretariat will reimburse admissible expenditure incurred on board, lodging and transport, informal sittings, Control Room, medical expenses of an emergent nature of members of the Committee and accompanying officers/staff and other admissible items in respect of the Committee serviced by them during the study tour.
 - (ii) For each place of visit, only the nodal organisation in coordination with the other organisations concerned shall raise the bills for the actual expenditure incurred on the admissible items for reimbursement by the Lok Sabha Secretariat/Rajya Sabha Secretariat.
 - (iii) For each place, a consolidated bill showing the actual expenditure incurred on various items, the details of members and officers/staff and the rooms occupied by them and the cars/coaches used for their transport and expenditure on other admissible items shall be submitted.
 - (iv) The consolidated bill should be certified by a senior officer of the nodal organisation designated for the purpose, to the effect that the amount claimed has been actually incurred and is as per approved rates. It should also be certified by the organisation that they have not incurred

any expenditure on the items for which reimbursement is being claimed.

- (v) Details of any other expenditure incurred by the Ministry or organisation in connection with the visit of the Committee, shall also be furnished separately.
- (vi) Reimbursement of expenses will be made not on the basis of advance bookings in respect of rooms and vehicles, etc. but on actual occupancy/utilisation basis.
- (vii) Any expenditure incurred by members/officers/staff not admissible as per the guidelines, shall be paid by the members/officers/staff themselves. In case they fail to do so, the same shall be debited to their payable dues in the Lok Sabha/Rajya Sabha Secretariat.

III. Reimbursement of expenditure in the case of Joint Committees

The respective Secretariat will meet the expenditure on the study tours of the Joint Committees being serviced by them, as per the procedure enumerated in the preceding paragraphs.

IV. Bearing of all expenditure by each Secretariat in regard to the specific Committees of each House

The expenditure incurred towards board, lodging and transport, etc. of the Committees of Rajya Sabha will be borne by the Rajya Sabha Secretariat Likewise the expenditure incurred, in case of the Committees of Lok Sabha will be borne by the Lok Sabha Secretariat, as per the procedure enumerated in the preceding paragraphs.

LOK SABHA SECRETARIAT
(Committee Coordination Branch)

Parliament House Annexe
New Delhi-110001
21 August, 2020
30 Shravana, 1942 (Saka)

INSTRUCTIONAL ORDER NO. 1364

Subject: Instruction regarding tours of Parliamentary Committees.

Attention is invited to the Guidelines governing the Study Tours of Parliamentary Committees.

As per the existing Guidelines the expenditure incurred towards the Study Tours of the Parliamentary Committees is to be borne by the Lok Sabha Secretariat. It has been observed that there is a long delay in settlement of the bills sent by the host organizations and sometimes the delay extends upto 3 years. In all cases the host organization is a PSU or a Government body and therefore, re-imburement of the tour bills is only an accounting adjustment between the two wings of the Central Government. There are often disputes between the host organization and the Lok Sabha Secretariat regarding admissibility of some of the items of expenditure because of which the settlement gets further delayed. This also results in unnecessary paper work, time and energy in processing the cases both by the host organizations as well as the Secretariat.

2. In view of the above, it has been decided that henceforth the expenditure incurred on Parliamentary Committees during their Study Tours shall be governed by the earlier Guidelines of May, 2004. In the event of any organization not being in a position to bear the expenditure, the existing Guidelines may be followed.

3. All Parliamentary Committee Branches are requested to take note of the above amendment.

Sd/-
(Manoj Kr. Arora)
OSD, LSS
Tel:23034440

To

- (i) All ASs/JSs in charge of Parliamentary Committees;
- (ii) All Parliamentary Committees Branches.
- (iii) MSA Branch.
- (iv) B&P Branch.

APPENDIX VI

(Vide Para 17 of Appendix-V)

COMMITTEE BRANCH-I

Subject: Delegation of HS powers to Chairman for taking companions on tours.

The guideline No. 17 of the Guidelines regarding tours of Parliamentary Committees and guideline No. (V) of the Guidelines to Chairman, Parliamentary Committees *inter-alia* provide that a member of a Committee may take his/her spouse on tour on medical grounds with the prior permission of the Chairman of the Committee. However, in exceptional cases i.e. in case of extreme necessity where the member's spouse is not able to accompany him/her on tour due to medical or other reasons, the member may take any other persons on tour with the prior permission of the Speaker through the Chairman of the Committee concerned.

2. HS has approved in principle an amendment to the above guidelines to delegate his powers to the Chairman of the Committee concerned for giving permission to the members to take their companions as well on tour. The amendment as approved by HS has been referred to the Rajya Sabha Secretariat to solicit the concurrence of Hon'ble Chairman, Rajya Sabha. The amendment to the guidelines will be notified after receipt of concurrence of Hon'ble Chairman, Rajya Sabha.

3. Meanwhile, it is requested that the proposals regarding requests of the members or permission for taking their spouses or companions on tours may, therefore, not be sent to HS but be placed before the Chairman of the Committee concerned only for approval.

4. All Joint Secretaries may please see for the information and necessary action.

Sd/-
(R.S. MISRA)
Director
15 Jan., 2008

All Joint Secretaries

APPENDIX VII
(Vide Para 44)

COMMITTEE COORDINATION BRANCH

Subject: Circulation of all documents/papers/reports including draft reports etc. to Members in electronic form/through e-Portal meant for Members.

A proposal for making necessary amendment/modification in the Rules/Directions regarding circulation of all documents/papers/reports including draft reports etc. to Members in electronic form/through e-Portal meant for Members has been forwarded to CB-I for placing the same before the Rules Committee for their consideration.

2. Pending approval of the proposed amendment by the Rules Committee, it has been decided as under:

- (i) to circulate all documents/papers/reports including draft reports etc. to Members in electronic form/through e-Portal meant for Members. However, hard copies (typed/cyclostyled) copies of the reports etc. may also be made available to the Members, until further orders, and
- (ii) status of data related to the Committees *viz.* Committee reports (including draft reports), notices, agenda papers, minutes of the sittings, Bills referred, study tours etc. uploaded on e-portal meant for the Members, may be furnished on monthly basis (in the first week of every month) as per specimen enclosed to the Committee Coordination Branch for information/perusal of Secretary-General. This may begin from the month of August, 2016 for which the requisite information may be supplied by the Committee Branches latest by 9th September, 2016.

3. This has the approval of Secretary-General.

4. All Parliamentary Committee Branches (DRSCs/non-DRSCs and other Parliamentary Committees) may please see for compliance.

Sd/-
(A.K. SHAH)
Dir. (RD&CC)
05.09.2016
Tel.: 23034339

To

All Parliamentary Committee Branches.
(including DRSCs/non-DRSCs and other Parliamentary Committees)

Branch

Subject: Documents sent to Members through Member's e-Portal in the month of, 2016

Reports	Draft Reports	Notice for sittings	Agenda papers	Minutes	Bills referred	Study tours related documents	Others