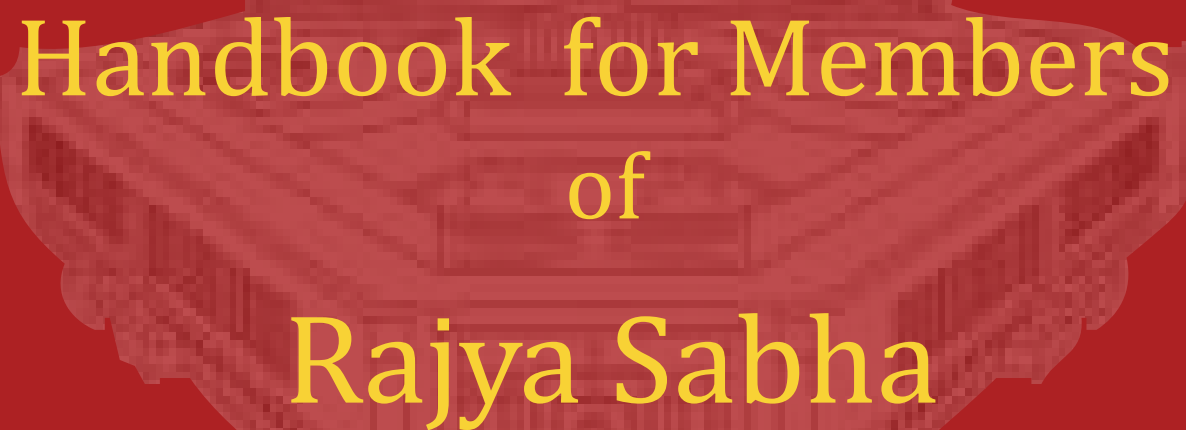
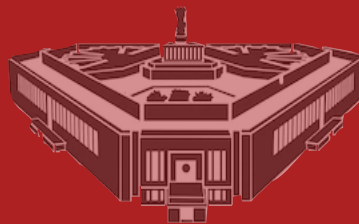




PARLIAMENT OF INDIA



# Handbook for Members of Rajya Sabha



RAJYA SABHA SECRETARIAT  
NEW DELHI

**HANDBOOK  
FOR  
MEMBERS OF RAJYA SABHA**

**RAJYASABHA SECRETARIAT  
NEW DELHI  
APRIL, 2024**

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## P R E F A C E

This HANDBOOK is intended to serve as a guide on Parliamentary Practices and Procedures, amenities available to Members and certain other miscellaneous matters, which may be of interest to Members of Rajya Sabha, particularly the new Members.

For purpose of facility, the Handbook explains the rules and procedures in simple language. The Handbook contains comprehensive information on the various parliamentary devices available to Members to raise matters of public importance namely, Questions, Calling Attention, Short Duration Discussion, Resolutions, Motions, Special Mentions and Matters to be raised with permission etc. and the procedures regarding the legislative functions of the House (Government Bills and Private Members' Bills). Further, it elaborates the functioning of Parliamentary Committees, including the Department related Committees, besides, topics such as Parliamentary Friendship Groups and Parliamentary Fora, Inter-Parliamentary Union, etc. Information and Communication Technology (ICT) related services that are available to Members have also been included in the publication. The Handbook is only a guide to various parliamentary rules and procedures and, therefore, it cannot be treated as an authoritative text on the relevant provision of the Constitution and Rules of Procedure and Conduct of Business in Rajya Sabha etc. For authoritative text, Members are advised to consult the relevant provisions of the Constitution of India, Rules of Procedure and Conduct of Business in Rajya Sabha and the Salary, Allowances and Pension of Members of Parliament Act, 1954 and the rules made thereunder.

The term "House" has been used in this publication for the Rajya Sabha, unlike its definition in the Rules of Procedure and Conduct of Business in the Rajya Sabha.

The Handbook has been published after incorporating the changes necessitated due to shift from old building (now named as the Samvidhan Sadan) to new building of Parliament (named as the Parliament House) and installation on Multi-Media Devices (MMDs) at the desk of each Member in the new Chamber of Rajya Sabha, thereby revising and updating the earlier version published in 2022.

New Delhi  
JUNE, 2024

P.C. Mody,  
Secretary-General.

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# HANDBOOK FOR MEMBERS OF RAJYA SABHA

(Eleventh EDITION)

## CHAPTER 1

### RAJYA SABHA—COMPOSITION, BUSINESS ANDPROCEDURE

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#### 1.1 COMPOSITION

- (i) According to article 79 of the Constitution, Parliament consists of the President and two Houses to be known as the Council of States (Rajya Sabha) and the House of the People (Lok Sabha). Article 80 *inter alia* provides that the Rajya Sabha shall consist of:
- (a) twelve Members nominated by the President from amongst persons having special knowledge or practical experience in respect of such matters as literature, science, art and social service; and
- (b) not more than two hundred and thirty-eight representatives of the States and of the Union Territories. The allocation of these seats is in accordance with the provisions in that behalf contained in the Fourth Schedule to the Constitution.
- (ii) The present strength of the Rajya Sabha is 245, of whom 233 are representatives of the States/Union Territories and 12 are nominated by the President.
- (iii) The allocation of seats to be filled by the representatives of the States/Union Territories as laid down in the Fourth Schedule to the Constitution is as follows:—

|     |                   |    |
|-----|-------------------|----|
| 1.  | Andhra Pradesh    | 11 |
| 2.  | Arunachal Pradesh | 1  |
| 3.  | Assam             | 7  |
| 4.  | Bihar             | 16 |
| 5.  | Chhattisgarh      | 5  |
| 6.  | Goa               | 1  |
| 7.  | Gujarat           | 11 |
| 8.  | Haryana           | 5  |
| 9.  | Himachal Pradesh  | 3  |
| 10. | Jharkhand         | 6  |
| 11. | Karnataka         | 12 |
| 12. | Kerala            | 9  |
| 13. | Madhya Pradesh    | 11 |
| 14. | Maharashtra       | 19 |
| 15. | Manipur           | 1  |



|     |                                     |    |
|-----|-------------------------------------|----|
| 16. | Meghalaya                           | 1  |
| 17. | Mizoram                             | 1  |
| 18. | Nagaland                            | 1  |
| 19. | Odisha                              | 10 |
| 20. | Punjab                              | 7  |
| 21. | Rajasthan                           | 10 |
| 22. | Sikkim                              | 1  |
| 23. | Tamil Nadu                          | 18 |
| 24. | Telangana                           | 7  |
| 25. | Tripura                             | 1  |
| 26. | Uttarakhand                         | 3  |
| 27. | Uttar Pradesh                       | 31 |
| 28. | West Bengal                         | 16 |
| 29. | Jammu and Kashmir                   | 4  |
| 30. | National Capital Territory of Delhi | 3  |
| 31. | Puducherry                          | 1  |

TOTAL: 233

## 1.2 SESSIONS OF THE RAJYA SABHA

Each Session of Rajya Sabha starts from the date of commencement of its first sitting and concludes when the House is prorogued by the President. The Sessions are given consecutive numbers *e.g.* the Budget Session of 2023 was Session No. 259 and next Session in monsoon was Session No. 260. Generally during a year, three sessions of the Rajya Sabha are held, as follows:

- (i) First Session (Budget Session) is held between late January and mid April. The Session has a break from mid February to mid March to enable Department-related Parliamentary Standing Committees to consider and report on Demands for Grants of the various Ministries.
- (ii) Second Session (Monsoon Session) is generally held in mid July to end of August; and
- (iii) Third Session (Winter Session) is held from end of November to end of December.

When on the recommendation of the Government the President calls the Rajya Sabha into Session, a Summon is sent to each Member under the authority of the Secretary-General. The Provisional Calendar of Sittings showing class of business to be transacted on each day, chart showing dates of draw of lots and last dates of receipt of notice of questions and a Parliamentary Bulletin Part-II containing information in respect of various matters connected with the business for the session are also issued to each member along with the Summons. From Monsoon Session of 2020 (252<sup>nd</sup>) onwards, summons are being sent only electronically to Members on their Members' Portal through a customized "eSummons" application.

### **1.3 ADDRESS BY THE PRESIDENT AND MOTION OF THANKS THEREON (Rules 14-21 of the Rules of Procedure)**

- (i) At the commencement of the first session after each general election to the Lok Sabha and at the commencement of the first session of each calendar year, the President addresses both Houses of Parliament assembled together in the Lok Sabha Chamber and informs Parliament of the achievements, policies and programmes of the Government.
- (ii) Members are informed about the date, etc., of the President's Address through a Parliamentary Bulletin Part II.
- (iii) On the date of the Address, the President arrives in the Lok Sabha Chamber in procession along with the Chairman, Rajya Sabha, the Speaker, Lok Sabha, the Prime Minister, the Minister of Parliamentary Affairs, the Secretary-General, Rajya Sabha and the Secretary-General, Lok Sabha. Members take their seats in the Lok Sabha Chamber at least five minutes before the President arrives. On the entry of the President, Members rise in their places and remain standing until the President has taken his/her seat at the dais. Immediately thereafter, the national anthem is played by a band from one of the public galleries of the Lok Sabha Chamber. The President then addresses the Members. After the President's Address, its other version (i.e., Hindi or English) is read by/part of it is read by the Vice-President. Members do not leave the Lok Sabha Chamber when the President addresses or the Vice-President reads the Address. The national anthem is played again at the end of the Address.
- (iv) After the national anthem, the President leaves the Lok Sabha Chamber in procession. Members rise and remain standing till the procession leaves the Lok Sabha Chamber.
- (v) Members who have not already made and subscribed the oath or affirmation are admitted to the Lok Sabha Chamber on the occasion of the Address on production of either the certificate of election granted to them by the Returning Officer or the Summons for the session issued to them.
- (vi) The President's Address to both Houses of Parliament assembled together is a solemn and formal act under the Constitution. Utmost dignity and decorum befitting the occasion is maintained during the Address. It is, therefore, expected that no member should do anything by words or action which will mar the solemnity or dignity of the occasion.
- (vii) Usually, half-an-hour after the conclusion of the President's Address, the Rajya Sabha holds a separate brief sitting in its own Chamber where a copy of the Address is laid on the Table of the House by the Secretary-General. Thereafter, copies of the English and Hindi versions of the Address are made available to Members in the

Lobby. Members who do not collect their copies from the Lobby can obtain them from the Publications Counter later on.

- (viii) The President's Address is discussed on a Motion of Thanks moved by a Member and seconded by another Member. The motion is generally worded as follows-

“That the Members of the Rajya Sabha assembled in this session are deeply grateful to the President for the Address which he/she has been pleased to deliver to both Houses of Parliament assembled together on ...”.

The mover and the seconder of the Motion of Thanks are selected by the Prime Minister. The notice of such a motion, is therefore, received from the Minister of Parliamentary Affairs. Allotment of time for the purpose is made by the Chairman in consultation with the Business Advisory Committee. The scope of discussion on the Address is very wide and members are free to speak on a variety of issues ranging from national to international problems.

- (ix) Members may give notices of amendments to the Motion of Thanks (it may be noted that the amendment proposed is to be in respect of the Motion of Thanks and not the address itself).-As per the Directions of Chairman given on 12<sup>th</sup> June, 2024, Members should submit the same electronically using the 'Login' available in the Digital Sansad Portal (<https://sansad.in/poi>, or <https://sansad.in/rs>). An amendment to the Motion of Thanks is generally worded as follows: —

"That at the end of the Motion, the following be added, namely: —

*“but regret that the Address does not mention/fails to mention about the ....”, etc.*

As per the Direction of Chairman given on 8<sup>th</sup> January, 2021 a Member shall be permitted to move not more than ten amendments. In case the number of notices of amendments to Motion of Thanks exceeds ten, either individually or jointly, only first ten admissible amendments shall be taken into consideration, unless the Member has indicated the priority. The amendments found admissible under the rules are numbered and printed. List(s) of such amendments is electronically circulated in advance to all Members and after the Motion is moved and seconded, they are moved by Members concerned as soon as the Chair calls out the amendment numbers and the names of Members. The soft copy of the list(s) of amendments is also uploaded on 'Multi Media Devices' (MMDs) fixed in the Rajya Sabha Chamber for access by individual Members.

- (x) The Business Advisory Committee allots time for discussing the Motion of Thanks and the time is proportionately allotted to the various political parties according to their strength in the House. The Leaders of the Parties give the list of speakers to the Secretary-General in respect of the Party and a record is maintained during the discussion of the time taken by each speaker.

- (xi) The Prime Minister or any other Minister, whether he has previously taken part in the discussion or not, has a general right of explaining the position of the Government by way of reply at the end of the discussion. As a convention the Prime Minister gives the reply and, in his absence, the Leader of the House may do so. Thereafter, amendments are disposed of and the Motion of Thanks is put to vote and adopted.

#### 1.4. OATH OR AFFIRMATION BY MEMBERS (Rule 5 of the Rules of Procedure)

- (i) As required under article 99 of the Constitution, every Member, before taking his seat in the Rajya Sabha has to make and subscribe an oath or affirmation in the following form: —  
*“I, A.B., having been elected (or nominated) a member of the Council of States do swear in the name of God/solemnly affirm that I will bear true faith and allegiance to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India and that I will faithfully discharge the duty upon which I am about to enter.”*
- (ii) Members may make oath or affirmation in Hindi or in English or in any of the languages specified in the Eighth Schedule to the Constitution. Members may obtain a copy of the oath/affirmation form in advance from the Table Office. A Member has to make such oath or affirmation at the commencement of a sitting of the Council or at such other time of the sitting as the Chairman may direct. Members may also, in exceptional cases, make and subscribe oath/affirmation in Chairman’s Conference Room/Chamber in Parliament House or in the Rajya Sabha Chamber, when the House is not in Session, if permitted by the Chairman.
- (iii) A Member, when he comes to make oath or affirmation, has to furnish to the Secretary-General the following:
- (a) The certificate of election granted to him by the Returning Officer under rule 85 of the Conduct of Elections Rules, 1961 or if he is a nominated Member, a certified copy of the notification nominating him as a Member; and
- (b) A statement of particulars and declaration in Form III under rule 4 of the Members of Rajya Sabha (Disqualification on Ground of Defection) Rules, 1985 (available in Table Office).
- (iv) Oath/affirmation is administered as the first item of business of the day. On the name of the Member being called by the Secretary-General, the Member proceeds from the seat he is occupying, to the Table of the House, where a microphone is installed and stand facing towards the Chair, for making oath or affirmation. A copy of the form of oath or affirmation, as the case may be, in the language in which the Member desires to make the oath/affirmation is then handed over to him, if he does not already possess one as received in advance from the Table Office. The Member after making the oath/ affirmation, signs the 'Roll of Members' kept on the Table. The Member then walks to his left hand side and goes up to the

Chair, shakes hands with or greets the Chairman and then passes behind the Chair to the other side of the Secretary-General's Table and takes his seat in the House.

### **1.5 SEATING OF MEMBERS (Rule 4 of the Rules of Procedure)**

The Members have to sit in such order as the Chairman determines from time to time. For the purpose of Divisions (voting) in the Rajya Sabha, each Member has been assigned a particular seat in the Chamber and the Division Number allotted to the Member is the same as his seat number. The Treasury Benches are on the right-hand side of the Chamber, while the Opposition Benches are on the left hand side and in between other parties are assigned seats as per their numerical strength in Rajya Sabha from right to left of the Chamber.

The allotment of vacant seats to Members is made by the Secretary-General keeping in view the seniority of Members, requests received from Party Leaders/Whips and need for contiguity of seats of a party.

### **1.6 TIME OF SITTINGS**

Rules 11 and 13 of the Rules of Procedure have empowered the Chairman to fix the time of the sittings of the Council. At present the timings of the sittings of Rajya Sabha is from 11.00 a.m. to 1.00 p.m. and from 2.00 p.m. to 6.00 p.m. Between 1.00 p.m. and 2.00 p.m. the House generally adjourns for lunch. Decision to sit beyond 6:00 p.m. is generally taken at the Business Advisory Committee meetings keeping in view the state of the business pending before the House.

### **1.7 GOVERNMENT BUSINESS**

Before the commencement of each session, a statement showing Government Legislative and other business expected to be taken up during that session, as received from the Ministry of Parliamentary Affairs, is published in Parliamentary Bulletin-Part II for the information of Members.

### **1.8 PRIVATE MEMBERS' BUSINESS (Rule 24 of the Rules of Procedure)**

Private Members' Business (Bills and Resolutions) is normally taken up on Fridays falling during the session and for this purpose two and a half hours of a sitting on Fridays are allotted. Alternate Fridays are allotted for Bills and Resolutions. The Chairman may, however, in consultation with the Leader of the House, allot any day other than a Friday for the transaction of Private Members' Business. If there is no sitting of the Council on a Friday, the Chairman may direct that two and a half hour of a sitting on any other day in the same week may be allotted for Private Members' Business.

### **1.9 QUORUM**

Under article 100 of the Constitution, the quorum to constitute a meeting of either House of Parliament is one-tenth of the total number of members of the House. If at anytime during a

meeting of a House there is no quorum, it shall be the duty of the Chairman or person acting as such, either to adjourn the House or to suspend the meeting until there is a quorum.

The total membership of the Rajya Sabha is 245, therefore, the presence of 25 members is the quorum sufficient to constitute its meeting.

Before the Rajya Sabha commences its sitting in the morning and after the lunch break the Marshal ascertains that there is quorum. After he has reported to the Chairman that the required number of members are present in the House, the Chairman takes the Chair. Thereafter, the Chairman presumes that there is quorum in the House at all times unless he *suo motu* notices the lack of quorum or his attention is invited to the lack of quorum. In either case, the quorum bell is rung and if the quorum is made within the first ringing of the bell, or if necessary, within the second ringing of the bell, as the Chairman may direct, the business of the House proceeds. Otherwise, the Chairman may adjourn the House for a short while till the quorum is made or for the rest of the day depending on the circumstances.

If at the hour appointed for commencement/reassembly of the sitting of the House, there is no quorum even after ringing of the bell twice, the hour for commencement/reassembly of the sitting may be postponed under orders of Presiding Officer and the Members present in the House informed through an announcement by the Secretary General. The duration of the quorum bell is three and a half minutes.

## **1.10 VOTING AND DIVISION (Rules 252 to 254 of Rules of Procedure)**

Matters in parliamentary democracy are generally decided by voting. In parliamentary parlance this is called 'Division', *i.e.*, dividing the House to decide a matter by majority vote. Every matter requiring the decision of the House is decided by means of a question put by the Chairman on a motion made by a Member. After the motion has been moved, the Chairman formally proposes or places the motion for consideration of the House. At the end of the debate on the motion, he puts the motion for the decision of the House in the following terms:—

The question is: '.....' (In proposing the question, the Chairman here repeats the motion as moved by the Member)

### **1.10.1 Methods of Division**

Rules 252 to 254 of the Rules of Procedure and Conduct of Business in Rajya Sabha provide for the different methods of Division in the House. The rules provide for four methods of voting in Rajya Sabha. By first two methods the votes are not recorded and through the remaining two, the votes are recorded as a permanent record. These methods are described below:

1. Voice vote;

2. Counting;
3. Division by automatic vote recorder; and
4. Division by going into the Lobbies.

**1.10.1.1 Voice vote:** Rule 252 provides for the first two methods. On the conclusion of a debate, the Chairman puts the question before the House and invites those who are in favour of the motion to say “Aye” and those against the motion to say “No”. Then the Chairman says: “I think the Ayes or the Noes, (as the case may be) have it”. If the opinion of the Chairman as to the decision is not challenged he says twice: “The Ayes or the Noes, (as the case may be) have it” and the question before the House is determined accordingly. This method is called voting by ‘voice vote’ and votes are not recorded. When a question is decided by this method, the Chairman does not announce the numbers of “Ayes” and “Noes”.

**1.10.1.2 Division by Count:** If the opinion of the Chairman as to the decision of a question is challenged, he may, if he thinks fit, ask the members who are for “Ayes” and those for “Noes” respectively to rise in their places and, on a count being taken, he may declare the determination of the House. In such a case, the names of the voters are not recorded. But if the opinion of the Chairman as to the decision of a question is challenged and he does not adopt the above procedure, he shall order a “Division” to be held. Thereupon the Secretary-General will operate a switch which causes electric bells to ring in the Parliament Buildings for three and a half minutes. As soon as the bells stop ringing, all entrances to the Lobby are closed on the orders of the Chair and there will be no further entry or exit of members from these entrances. [For the convenience of members it may be mentioned here that when the bells ring intermittently, it indicates that a Division is to take place in the Rajya Sabha. If the bells ring continuously, it indicates that a Division is to take place in the Lok Sabha.] After the bells stop ringing the Chairman will put the question a second time and declare whether in his opinion the “Ayes” or the “Noes” have it. If the opinion so declared is again challenged, votes will be taken by (1) operating the automatic vote recorder (Rule 253), or (2) the members going into the lobbies (Rule 254).

**1.10.1.3 Division by Automatic Vote Recorder:** Each member is assigned a fixed seat. Since the vote is recorded on the basis of seat/division number, Members have to occupy the seats allotted to them before operating the voting buttons. Each seat is provided with a Multi-Media Device (MMD) with an integrated microphone and voting console, installed in front of the seat, on the Table top, containing three buttons at the right bottom - 'Yes' for 'AYES', 'No' for 'NOES' and 'ABSTAIN' for abstention, with corresponding stickers marked (√) in green for 'Yes'; (X) in red for 'No' and (--) in yellow for 'Abstain'. There is also a separately situated Vote Secure button provided on the bottom left corner of the MMD.

The voting process starts and ends with an Alarm, with a green bar display on the Screen of MMD diminishing in a count-down time of 10 seconds. To record his/her vote, a Member has to press the Vote Secure Button with one hand and simultaneously one of the voting Buttons of his/her choice (Ayes/Noes/Abstention), with the other hand for ten seconds till the closing of voting procedure indicated by an alarm sound. Once the valid vote is registered, the LED of the voting button pressed by the Member will remain ON/Lighted up on their device. If the LEDs of

the 'YES', 'NO' and 'ABSTAIN' buttons are blinking simultaneously during the voting process, it indicates that the Vote has not been registered. In such case, the Member may immediately release the Voting button and press again without releasing the 'Vote Secure Button' within the remaining time of 10 seconds, simultaneously till the closing of the voting procedure indicated by an alarm sound. During the voting process, the Member can change his/her vote within the voting time of 10 seconds by changing the voting button and the button pressed at the closing of the voting period will be the registered vote.

The result of the Voting is displayed both on the MMDs as well as on the two Large LED Screens of the Front Wall on either side of the Chair, replicating the seating layout of Chamber indicating the seat/division number in small square boxes. The display of the result shows-

- green box for "AYES"
- red box for "NOES"
- yellow for "ABSTAIN"
- White box for vote not registered

If a Member finds that he has not been able to record his vote or that he has voted by mistake by pressing the wrong button, he can be allowed to correct his mistake through a Division Slip available with the Division Clerks, provided he brings it to the notice of the Chairman before the result of the Division is announced.

#### **1.10.1.4 Division by going into Lobbies:**

- (i) When the Chairman decides that the votes shall be recorded by the Members going into the Lobbies, he directs the "Ayes" to go into the Right Lobby and the "Noes" into the Left Lobby. In the "Ayes" or "Noes" Lobby, as the case may be, each Member calls out his Division Number and the Division Clerk concerned, while marking off his number on the Division List, simultaneously calls out name of the Member.
- (ii) After voting in the Lobbies is completed, the Division Clerks hand over the Division Lists to the Secretary-General who counts the votes and presents the totals of "Ayes" and "Noes" to the Chairman.
- (iii) A Member who is unable to go to the Division Lobby owing to sickness or infirmity may, with the permission of the Chairman, have his vote recorded at his seat.
- (iv) If a Member finds that he has voted by mistake in the wrong Lobby, he may be allowed to correct his mistake provided he brings it to the notice of the Chairman before the result of the Division is announced.
- (v) When the Division Clerks have brought the Division Lists to the Secretary-General's Table a Member who has not up to that time recorded his vote but who then wishes to have his vote recorded may do so with the permission of the Chairman. The result of a Division, whatever might have been the procedure adopted, is announced by the Chairman and cannot be challenged.



## **1.11 QUESTIONS (Rules 38 - 59 of the Rules of Procedure)**

### **1.11.1 Question Hour**

An hour of every sitting of the House available for asking and answering of questions (Rule 38) is popularly known as Question Hour. Until the 232<sup>nd</sup> Session, the first hour of the House was available for asking and answering of questions. From the 233<sup>rd</sup> Session onwards, the Question Hour has been shifted now commences from 12.00 noon to 1.00 p.m.

### **1.11.2 Notification of Answer Dates Allotted to Ministries/ Departments and Last Date of Receipt of Notices of Questions**

- (i) As soon as the dates of commencement and conclusion of a session and the days on which the House is scheduled to meet are fixed for answering of questions, all the Ministries/ Departments are divided into five groups in such a way that on each of the five days of the week on which sittings are held, one group of Ministers answer questions in relation to the subjects pertaining to them. Thus, the Ministries/Departments included in groups I, II, III, IV & V come up for answer on every Monday, Tuesday, Wednesday, Thursday and Friday, respectively during the session period.
- (ii) A Parliamentary Bulletin Part-II containing, inter-alia, dates allotted to various Ministries/Departments, group-wise, for answering of questions during the session (provisional calendar), related instructions and guidelines for the Members as well as a chart showing the last date of receipt of notices of questions in the Secretariat for each answer day (group chart), is circulated to the Members, along with the summons for the session.

### **1.11.3 Starred and Unstarred Questions**

- (i) Notices of questions by Members could either be for oral or written answer. Notices can only be submitted online through Digital Sansad Portal (Members' Portal). A Member has to select either of the two forms, while submitting a notice of question.
- (ii) Unstarred questions are not called for oral answers in the House and thus no supplementary questions can be asked thereon. These questions, along with their answers, are deemed to be laid on the Table of the House and are printed in the official debates of the sitting of the day for which they are put down. Starred questions are, however, taken up for oral answer during the question hour and supplementaries can be asked thereon.

### **1.11.4 Notices of Questions**

- (i) Physical notices of Starred and Unstarred questions have been discontinued since 252<sup>nd</sup> Session and only e-Notices are accepted. Further, as per the

Directions of Chairman given on 12<sup>th</sup> June, 2024, the notices for Short Notice Questions (SNQ) and Half-an-Hour-Discussion (HAD) also be submitted electronically.

- (ii) While submitting a notice of Question, a Member should select the desired date of answer and the official designation of Minister from whom the answer is desired.
- (iii) Guidelines for submission of Notices of Questions are circulated in Parliamentary Bulletin Part-II before commencement of each Session.
- (iv) A question may be addressed by a Member to a private Member provided the subject-matter of the question relates to some Bill, Resolution or other matter connected with the business of the House for which that Member is responsible and the procedure in regard to such question is, as far as may be, the same as is followed in the case of questions addressed to a Minister (Rule 46).
- (v) Members should address their notices of questions invariably to the concerned Minister. For this purpose, a Ministry-wise subject pamphlet titled "Classification of Subjects for various Ministries for answering questions in the Rajya Sabha" is compiled by the Secretariat and published on the Rajya Sabha website under the link "Business>Questions> Ministry-wise Subjects" for information of the Members. The pamphlet is updated before commencement of each Session.
- (vi) The notices of questions may be given not shorter than 15 clear days from the date for which the notice of question is marked (Rule 39).
- (vii) Notices of questions should be clear, self-contained and complete.
- (viii) Members are requested to indicate their preference(s) while submitting the online notices of questions for each day so as to include them in the lists of questions for oral and written answers subject to Rule 51A.

### **1.11.5 Ballots of Questions**

On the last day of receipt of notices of questions for any answer day, two separate computerized Ballots for oral and written answers respectively are held for the purpose of determining the inter-se priority of Members from whom notices of questions have been received. The objective behind the draw of lots is to determine the questions that may be included in the lists of questions. The draw of lots, unless specifically notified to be held at a separate place in case of any exigency are invariably held at 5.00 p.m. in the office of Secretary-General, Room No RS-8, Parliament House on every working Monday, Tuesday, Wednesday and Friday. The draw of lots/Ballots are held electronically for the Members from whom the notices of questions have been received up to 3.00 p.m. on the last day of the receipt of notices. In the first draw of lots, for list of 15 questions for oral answers, names of twenty-five Members are drawn and their inter-se priority is determined for the purpose of finalizing the starred question list. The second draw of lots is for list of

160 questions for written answers for determining the inter-se priority of all the Members who have given notices of questions for a particular day, for the purpose of finalizing the unstarred questions. Both the ballots of Starred and Unstarred questions of Members are published in real time basis on the Rajya Sabha website and also displayed on the notice board in the Notice Office, Rajya Sabha, immediately after the conclusion of the Ballot procedure.

### **1.11.6 Admissibility of Questions**

The notices of questions as received from Members are examined in the Secretariat for the purpose of determining their admissibility in terms of provisions of Rules 47 to 49 of the Rules of Procedure and Conduct of Business in the Council of States. Some of the other important requirements that govern the admissibility of notices of questions while framing the questions are as under and Members are requested to keep these directions in view, to avoid disallowance of such questions:—

- (i) Questions should seek to elicit information on a matter of public importance within the special cognizance of the Minister to whom the notice is addressed.
- (ii) Questions containing references to previous questions and answers given in the Rajya Sabha should be self-contained by quoting the number and very briefly the purport of the previous question and the date when the question was answered.
- (iii) Questions that are self contained and seek substantive information by referring to the newspaper reports may be allowed; asking of questions merely by referring to news reports and seeking Government's reaction or action taken by the Government on the news item would be disallowed.
- (iv) Notices of questions regarding legislation should be addressed to the Minister responsible for the subject matter of the legislation in question and not to the Minister of Law.
- (v) Notices of questions on a subject on which a Minister proposes to make a statement during the currency of the session are kept pending for a decision till the statement is made. Admissibility or otherwise of such questions is decided after the statement is made.
- (vi) Notices of questions seeking information on matters of past history should be restricted to a period ordinarily not exceeding three years.
- (vii) Questions relating to day-to-day administration in respect of public undertakings/autonomous bodies/statutory corporations are not admitted for answer unless a matter of policy or public interest is involved.
- (viii) Questions in respect of working of the statutory corporations and limited companies in which Government has financial or controlling interest are generally not admitted and information in this regard may be obtained by the Members direct from the corporations or the companies concerned.
- (ix) Questions which relate to matters of day-to-day administration of Government employees like their service conditions, postings, transfers, TA/DA, etc. or

questions which tend to further the interest of an individual or a few individuals or private companies are not admissible.

### **1.11.7 List of Questions**

- (i) After the examination of the notices of questions as received from the Members, lists of questions for oral and written answers are prepared by the Secretariat on the basis of the draw of lots (referred to in paragraph 1.11.5 above).
- (ii) Questions are included in the lists of questions for any day for oral or written answers, as the case may be, in accordance with the orders of the Chairman.
- (iii) A question may be placed on the list of questions for answer, on a date, later than that specified by a Member in his notice, if the Chairman is of the opinion that a longer period is necessary to decide whether the question is or is not admissible.
- (iv) A notice of a question given for oral answer may be admitted for written answer where it is considered by the Chairman that the notice of question is of such a nature that a written answer would be more appropriate (Rule 50).
- (v) As per the orders of the Chairman not more than five questions, both starred and unstarred combined, by one Member, are placed on the lists of questions for any one day.
- (vi) Subject to the provisions of Rules 43(1) and 51A of the Rajya Sabha Rules of Procedure and Conduct of Business and in accordance with Chairman's directions, questions admitted in excess of 5 in the name of a Member for any day may be put down in the list of questions for a subsequent day allotted to the group of Ministries in a session. However, such a question is ordinarily included only when the name of the Member appears in the ballot for the day.
- (vii) A Member cannot have more than one question in the list of questions for oral answer against his name on any one-day. Starred questions in excess of one by the same Member are placed in the list of questions for written answer for that day according to their priority [Rule 43(1)].
- (viii) The total number of questions included in the lists of questions for oral and written answers is limited to 175 including 15 questions for oral answers, questions postponed from one list to another for written answer and 15 questions to the States under President's rule (Rule 51A).
- (ix) A limit of 7 notices of questions to be received per sitting per Member has been fixed under the direction of Chairman, Rajya Sabha.
- (x) No clubbing of Members' name shall be done in the questions listed for oral answers.

- (xi) When a notice of a question is disallowed, the Member concerned is informed by the Secretariat about the reasons for such disallowance.

#### **1.11.8 Questions put down for wrong dates**

Notices of Questions addressed to a Minister but proposed to be asked on a date not allotted to his Ministry are, subject to the provisions of the rules, put down on the next date allotted for answering questions by that Minister.

#### **1.11.9 Questions addressed to a Minister not responsible for the Subject-Matter**

- (i) Members should address their questions invariably to the Ministers concerned. After a question is admitted and printed, no transfer from one Ministry to another shall take place. However, if a request for the transfer of a question from one Ministry to another is made before it is admitted and printed, Chairman shall be the final authority to decide in the matter.
- (ii) Again, at times, identical notices of questions are addressed to different Ministries/Departments, simultaneously. Further, there have been instances where identical notices of questions are repeated on the successive dates in the same or the following session. In cases where more than one Ministry/Department is concerned with a subject and if the Member desires reaction/information from a particular Ministry/Department only, the question may be addressed to that Ministry/Department specifically rather than giving identical notices to different Ministries. Members are also requested not to repeat identical notices of questions which have already been answered in response to either their notices or some other Member's notices for earlier dates.

#### **1.11.10 Lists of Questions**

- (i) To encourage digital platform and to minimize the use of paper, the circulation of printed lists of Questions to Members has been discontinued. The electronic version of lists of Starred and Unstarred Questions are made available on the Members' Portal at least five days in advance of the date(s) on which questions

are due for answer. The electronic devices with the Members could be used to access the Members' Portal. A soft copy of Question Lists is also published on the Digital Sansad website (<https://sansad.in/rs>).

- (ii) Any case of patent error in the question lists, such as wrong spelling of proper names or wrong clubbing of names, etc. is corrected by the Secretariat by issuing necessary errata in the matter.
- (iii) Errors, if any, may be brought to the notice of the Secretariat by the Members, immediately if such a case is observed in the lists, so as to enable the Secretariat to take necessary action in the matter.

#### **1.11.11 Withdrawal and Postponement of Questions**

- (i) A Member may, by giving notice at any time before the commencement of the sitting for which his question has been placed on the list of questions, withdraw his question or postpone it to a later day to be specified in the notice and on such a later day, the postponed question will be placed on the list after all questions which have not been so postponed (Rule 53).
- (ii) A starred question which is postponed by the Member at the request of the Minister made through the Secretariat will have the same position in the subsequent list of questions for oral answers as it was having in the earlier list from which it has been postponed.
- (iii) A starred question which is postponed at the direction of the Chairman shall be placed at the same position on the postponed date.
- (iii) If on a question being called is not put by the Member in whose name it stands, even though that Member is present in the House or he states that it is not his intention to put the question, the question is treated as withdrawn and is not printed in the official debate.
- (iv) In exceptional cases only and not as a matter of course, the Chairman may, on a request of another Member, direct that answer be given to a question, even if a Member who has tabled the question, states in the House that he does not want to put the question.

#### **1.11.12 Mode of asking Questions**

- (i) When the time for asking questions arrives, the Chairman shall call successively each Member in whose name a question appears in the list of questions.

- (ii) The member so called shall rise in his place and unless he states that it is not his intention to ask the question standing in his name, he shall ask the question by reference to its number in the list of questions.
- (iii) If on a question being called it is not put or the member in whose name it stands is absent, the Chairman, at the request of any member, may direct that the answer to it be given (Rule 54).

#### **1.11.13 Supplementary Questions**

- (i) A Member, when called by the Chairman, may put a supplementary question for the purpose of further elucidating any matter of fact regarding which an answer has been given; but no discussion is permitted during the time for questions in respect of any question or any answer given to a question (Rule 56).
- (ii) A Member in whose name a starred question is admitted will be allowed two supplementaries. Thereafter, any three Members are generally allowed one supplementary each.
- (iii) Members are expected to ask crisp supplementaries and Ministers are expected to give precise replies to the questions/ supplementaries asked.

#### **1.11.14 Answering of Questions of absent Members**

- (i) The Chairman may allow answering of a Question for a Member who is absent, and supplementaries from other Members may be permitted.

#### **1.11.15 Intimation of Disallowed Questions**

When a Notice of question is disallowed in pursuance of provisions contained in Rules 47 and 48 of the Rules of Procedure and Conduct of Business in the Council of States, Directions of the Chairman and established practices and conventions relating to the questions, intimation is sent to concerned Member soon after the session is prorogued indicating in brief the grounds on which his question could not be admitted.

#### **1.11.16 Answering of Questions not reached for Oral Answers**

A question not reached for oral answer may be answered after the end of the Question Hour with the permission of the Chairman, if the Minister concerned represents to the Chairman that the question is one of special public interest to which he desires to give a reply (provision under Rule 52).

#### **1.11.17 Disposal of Questions when sitting is cancelled or Question Hour is dispensed with**

- (i) When a sitting of the House is cancelled or the House is adjourned without transacting any business, all the questions, both starred and unstarred, originally entered in the lists of questions for that day, are laid on the Table of the House on the next day of its sitting, together with their answers and are printed in the official debate of that day.
- (ii) When the Question Hour of a sitting is dispensed with but the sitting itself is not cancelled, all starred and unstarred questions, together with their answers, are laid on the Table of the House and are printed in the official debate of that day.
- (iii) In case the House decides to dispense altogether with the Question Hour, the questions appearing in the Starred and Unstarred Lists already printed and circulated are treated as cancelled and the questions received for those particular dates are treated as lapsed. However, this does not apply to Short Notice Questions.
- (iv) Questions put down for a sitting of the House which is cancelled and when there are no other sittings during the session, lapse on the prorogation of the House.

#### **1.11.18 Supply of Answers to Members**

- (i) To encourage digital platform and to minimize the use of paper, circulation of sets of answers (in English and Hindi) to Starred and Unstarred Questions has been discontinued. Besides, the practice of keeping hard copies of each of the answers to Starred Questions in the Lobby for perusal of Members one hour before the sitting of the Council on the answer day has also been discontinued.
- (ii) The answers to Starred Question will be available to the Members on the Members' Portal at 10:00 A.M. on the answer day in order to facilitate them to prepare Supplementaries. Members may use the electronic devices with them to access answers from the Members' Portal. The set of answers to Starred and Unstarred questions will be published and made available for download from Digital Sansad website (<https://sansad.in/rs>) once the answers have been laid



on the Table of the House. Few hard copies of Starred and Unstarred Questions are kept in Notice Office, Table Office, and Lobby for perusal only.

- (iii) The set of answers to Starred and Unstarred questions for a sitting is also uploaded on 'Multi Media Devices' (MMDs) in the Rajya Sabha Chamber.

### **1.11.19 Confidentiality of answers to Questions**

The content of every statement to be made in response to a question should be considered as strictly confidential and must not be released for publication until the question for oral answer to which it relates is actually asked and answered in the House. In case a question does not reach for answer, the statement in respect of the question is deemed to be laid and is released at the end of the Question Hour. As a Minister replying to any question will always be at liberty, till the question is answered, to make any corrections to the answer already sent by him/her to this Secretariat, the statement should be treated as provisional until the question is actually answered or, if it does not reach for answer, until the Question Hour is over. The statement should be taken as final only in the form in which it appears ultimately in the answer given to the question.

### **1.11.20 Statement by Ministers correcting replies given by them to Questions**

A Minister may, with the prior permission of the Chairman, make a statement on the floor of the House correcting the reply already given by him to a Starred or a supplementary or a Short Notice Question. In respect of an Unstarred Question, such a statement is laid on the Table of the House and not made on the floor of the House.

### **1.12 Short Notice Questions (Rule 58 of the Rules of Procedure)**

- (i) With the consent of the Chairman and of the Minister concerned, a Member may ask a question relating to matter of public importance with a shorter notice than fifteen clear days.
- (ii) As per the Directions of Chairman given on 12<sup>th</sup> June, 2024, the notice should be submitted through Digital Sansad portal only. The official designation of the Minister to whom a Short Notice Question is addressed, along with the reasons for asking the question with shorter notice, should be stated therein. Where no

reasons have been assigned in the notice of the question, the question is returned to the Member.

- (i) On receipt of the notice, an enquiry is made from the Minister concerned whether he/she is in a position to answer the question at short notice and, if so, the date on which it will be convenient for him/her to do so.
- (ii) A copy of the short notice question, when admitted, is sent to the Member concerned with a covering letter by the Secretariat stating that the Minister concerned has accepted to answer the question on a particular date.
- (iii) In case the Minister regrets his inability to answer the question at short notice, intimation to that effect is sent to the Member concerned.
- (iv) If the Minister is not in a position to answer the question at short notice and the Chairman is of the opinion that the question is of sufficient public importance to be orally answered in the House, the Chair may direct that the question be placed as the first question on the list of oral questions for the day on which it would be due for answer under Rule 39 which requires a notice of 15 clear days. In such a case, not more than one such question is accorded first priority on the oral list of questions for any one day.
- (v) In other respects, the procedure for Short Notice Questions is the same as for ordinary questions for oral answers, with such modification, as the Chairman may consider necessary or convenient.
- (vi)

### **1.13 HALF-AN-HOUR DISCUSSION (Rule 60 of The Rules Of Procedure)**

- (i) Half-an-Hour Discussion is permitted on any day by the Chairman on a matter of sufficient public importance which has been the subject of a recent starred/unstarred or a short notice question in the House and the answer to which needs elucidation on a matter of fact.
- (ii) As per the Directions of Chairman given on 12<sup>th</sup> June, 2024, a Member wishing to raise a discussion should submit notice through Digital Sansad portal only at least three days in advance of the day on which the matter is desired to be raised and should mention the number of question and the date of its answer and briefly specify the point or points that he/she wishes to raise during the discussion.
- (iii) The notice to raise discussion should be accompanied by an explanatory note stating the reasons for raising the discussion on the matter in question and should be supported by at least two other Members.
- (iv) The requirement of three days' notice period may be waived by the Chairman with the consent of the Minister concerned.

- (v) If more than two notices have been received and admitted by the Chairman, a draw of lot is held with a view to selecting two notices and the notices are put down in the order in which they were received in point of time.
- (vi) If any matter put down for discussion on a particular day is not disposed of on that day it is not set down for any further day, unless the Member so desires, in which case it is included in the draw of lots for the next available day.
- (vii) The Member, in whose name the notice to raise the discussion is admitted, is informed to that effect as soon as the decision is taken.
- (viii) The Member concerned, when called by the Chairman, makes a short statement and the Minister concerned replies thereafter. Any Member who has previously intimated to the Chairman, is permitted to put a question for the purpose of further elucidating any matter of fact.
- (ix) If the Member, who has given notice, is absent, any Member who has supported the notice may, with the permission of the Chairman, initiate the discussion.

#### **1.14 Statistical Information Relating to Questions**

After the conclusion of every session, a pamphlet on statistical information relating to notices of questions received during that session and their disposal, is brought out by the Secretariat and published on the website of the Rajya Sabha for information of Members.

#### **1.15 CALLING ATTENTION (Rule 180 of the Rules of Procedure)**

- (i) This is a device through which a member with the previous permission of the Chairman, calls the attention of a Minister to a matter of urgent public importance by reading out the subject as given in the List of Business of the day. The Minister makes a brief statement or may ask for time to make a statement at a later hour or date. No debate is permitted on such statement at the time it is made. Ordinarily, not more than one such matter is allowed to be raised at the same sitting.
- (ii) The proposed matter is raised when the House re-assembles after lunch at 2.00 p.m.
- (iii) As per the Directions of Chairman given on 12<sup>th</sup> June, 2024, notices of Calling Attention should be submitted through online mode only using the. 'Login'

available in the Digital Sansad Portal (<https://sansad.in/poi>, or <https://sansad.in/rs>).

- (iv) All Calling Attention Notices received for a day during a week in which that day falls are kept live during the whole of that week and placed before the Chairman for his consideration from day to day along with notices received up to 10.30 a.m. on the day on which the notices are put up to him.
- (v) On the last day of the week on which the House sits, the notices received up to 10.30 a.m. on that day are considered and all the notices which are not selected are deemed to have lapsed. No intimation about this is given to the members. Members may however renew their notices for the next week.
- (vi) Notices received after 10.30 a.m. on the last day of the week on which the House sits are deemed to have been received for the day on which the next sitting of the House is to be held and these are valid for the following week.
- (vii) Not more than two notices of Calling Attention should be given by a Member for one sitting.
- (viii) The relative priority of Calling Attention Notices received on the same subject is determined according to the time of their receipt in the Notice Office. The inter se priority of the notices received at the same time is determined by a draw of lot.
- (ix) After a notice is admitted by the Chairman, the Member who has given the notice and the Ministry concerned are informed immediately. It is also notified in the Parliamentary Bulletin Part-II. The item in that regard is entered in the List of Business for the day for which the notice has been admitted.
- (x) When the item is called in the House, the Member rises in his seat and states, "I call the attention of the Minister of ... " and reads out the admitted text of the notice. No other statement is made by him. The Minister then makes a statement on the matter. Copies of the statement are circulated simultaneously. Thereafter, the Member who has called the attention of the Minister may seek clarifications but should not take more than seven minutes and other Members who are called by the Chairman should not take more than five minutes each and should restrict themselves strictly to seeking clarifications on the Calling Attention.
- (xi) Where a Calling Attention Notice stands in the name of a number of Members, in calling out name of Members who desire to seek clarifications, the first principle is party/group. After exhausting the parties/groups, whose Members have given the notice by calling one Member from each party/group, the Chairman may call Members belonging to parties/groups not in the list.

- (xii) A Member whose Calling Attention Notice has not been selected during a week, may renew the same in the prescribed form for subsequent week(s). In such a case, the date and priority of the notice is the date and time at which the renewal notice is received in the Secretariat from the Member concerned and no consideration is given to the previously lapsed notice of Calling Attention on the same subject.
- (xiii) Not more than one hour may be spent on a Calling Attention.

### **1.16 MATTERS RAISED WITH PERMISSION (ZERO HOUR)**

Although not provided under the rules, this is one of the devices available to the Member under which one can raise matters of urgent public importance on the floor of the House after completion of business of formal nature and laying of papers, if any. This method is unique in itself for having evolved on the basis of convention and practice without having any specific sanction of the rule book. The emergence of this convention which is popularly known as Zero Hour Submission can be traced back to the early sixties when many issues of public interest were raised by the Members. With a view to regulating the raising of 'Matters Raised with Permission', the Chairman has given directions from time to time. The matter has also been discussed in the several meetings of the Business Advisory Committee and Leaders of Political Parties/Groups in the Rajya Sabha at different times. The following procedure is presently in vogue for raising Matters of Urgent Public importance with the permission of the Chairman during Zero Hour:—

- (i) A Member who wishes to raise a matter of urgent public importance on a particular day, should give notice of his/her intention to the Chairman after 12 Noon till 05.00 P.M. on the previous day and should indicate in the notice, a synopsis of the matter that he/she wishes to raise, justifying therein its urgency and importance.
- (ii) Only such matters as have arisen very recently might be permitted to be raised.
- (iii) If any notice involves allegation against a Member/Minister, the Member concerned should send a copy of his/her notice to the Member/Minister against whom the allegation is being made, besides giving it to the Chairman.
- (iv) A ballot of eligible notices of Matters of Urgent Public Importance during Zero Hour received in Notice Office upto 05.00 p.m. on the previous day on which matter is sought to be raised, will be held at 05.30 p.m. on that day in the Office of the Secretary-General.
- (v) Fifteen notices selected through the ballot will be serially numbered as per their priority in the draw of lot and will be allowed to be raised in a day subject to the approval of the Hon'ble Chairman. However, 4 to 5 notices over and above these fifteen matters may be allowed to be raised on the basis of their importance at the discretion of the Hon'ble Chairman.

- (vi) Members who have availed an opportunity to make submission through Zero Hour during a week will not be considered again for ballot of notices in that week.
- (vii) Out of the notices selected through the ballot, the order in which the matters will be raised in the House shall be the prerogative of the Hon'ble Chairman.
- (viii) An issue which, in the discretion of the Hon'ble Chairman, requires structured discussion shall not be considered for raising it during Zero Hour.
- (ix) The matters may be raised immediately after the laying of papers and conclusion of other business of formal nature which commences at 11.00 A.M.
- (x) While making the submission, the concerned Member would be given three minutes to raise the matter in brief. The Chair may ring the bell on the completion of two minutes to indicate to the Member that he/she has only one minute left for completing the submission.
- (xi) The time limit of three minutes for raising a matter is to be strictly complied with.
- (xii) For raising matters during Zero Hour, Members shall give fresh notice every day. The Notices not selected through ballot or permitted by the Chairman for a given day shall be treated as lapsed on the same day. If the Member concerned desires to raise the same matter on the following day or any other day, he may give a fresh notice for the same.
- (xiii) Even if the notice is selected for a particular day and, for some reasons, the matter could not be raised in the House on that day, in all such cases too fresh notice would be required to be given, if the Member wishes to raise that matter on the following day or any other day subsequently.
- (xiv) Not more than one notice of matter to be raised during Zero Hour shall be permitted on one subject in a session.
- (xv) Only the Member who gave notice for raising a matter during Zero Hour, within the prescribed time shall be permitted to raise the matter in the House. No Member shall give notice on behalf of any other Member.
- (xvi) Matters to be raised during Zero Hour may not be made on a day on which any other urgent business is scheduled after the laying of papers on the Table and other business of formal nature

The above procedure is regularly notified in the Parliamentary Bulletin Part-II for information of the Members before the commencement of every Session. As per the Directions of Chairman given on 12<sup>th</sup> June, 2024, Members should submit such notices through online mode only using the 'Login' available in the Digital Sansad Portal (<https://sansad.in/poi>, or <https://sansad.in/rs>).

The list of notices of Matters Raised With Permission (Zero Hour Submissions) selected in the ballotis uploaded on Rajya Sabha website on the same day. The list of permitted matters for a sitting is also uploaded on 'Multi Media Devices' (MMDs) in the Rajya Sabha Chamber.

It is not obligatory on the part of the Government either to respond immediately or later on, on the issue raised by the Members. However, the Minister concerned may, if he

so desires, inform the position of the Government on the issue by giving a brief statement of facts.

### **1.17 SPECIAL MENTIONS (Rules 180A to 180E of Rules of Procedure)**

(i) Special Mention is yet another device through which a Member can raise issue of public importance. At the commencement of each Session, Members are informed about the procedure to be followed in regard to Special Mentions. As per the Directions of Chairman given on 12<sup>th</sup> June, 2024, a Member who desires to make a Special Mention has to give notice by 5.00 p.m. on the day preceding the day on which he desires to mention the matter through online mode only using the 'Login' available in the Digital Sansad Portal (<https://sansad.in/poi>, or <https://sansad.in/rs>). Notices on subjects that have not been selected for a particular day are carried forward for consideration of the Chairman for the next day. Notices which are not selected during the week for which they have been given, lapse at the end of the week and no intimation thereof is given to the Member who had given the notices. Those Members who are desirous to revive their notice(s) for the following week may do so by giving a fresh notice.

(ii) In order that a notice may be admissible, it should be accompanied by the text of the Special Mention not exceeding 250 words; should not refer to a matter which is not primarily the concern of the Government of India; should not refer to a matter which has been discussed in the same session or which is substantially identical to the matter already raised by a Member under rules governing Special Mentions during that session; should not raise more than one issue; should not pertain to trivial matters; should not contain arguments, inferences, ironical expressions, imputations, epithets or defamatory statements; should not relate to matters which are under adjudication by a Court of law having jurisdiction in any part of India; should be restricted to a matter of recent occurrence; should not refer to proceedings of a parliamentary/ consultative committee; should not refer to the conduct or character of persons except in their public capacity; and should not refer discourteously to a friendly foreign country. The conditions of admissibility are contained in Rule 180B of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha).

(iii) A Member should not give more than two notices for one sitting. All the notices received upto 5.00 p.m. are arranged according to date and point of time and placed before the Chairman for his consideration on day to day basis. The Chairman's decision regarding granting the permission is communicated to the Member concerned in the House by returning the notice and the approved text with the remarks "HC has permitted." The list of the permitted notices of Special Mention is also uploaded on Multi Media Devices (MMDs). Members are permitted to read only the approved text of the Special Mention when called upon by the Chair. Speeches made beyond the approved text do not form part of the debate. Any Member who has submitted similar notice and wishes to associate with a particular Special Mention may do so by merely stating "I associate" and is not permitted to make any speech thereon.

(iv) Special Mentions, when permitted for a day, are generally taken up immediately after paper laying in the House and Matters Raised with Permission, if any or at the end of the sitting, before the House adjourns for the day.

(v) Replies to Special Mentions are required to be furnished to the Members concerned with a copy each endorsed to the Rajya Sabha Secretariat and Ministry of Parliamentary Affairs under the signatures of the Minister concerned, within a month of their being raised. Ministry of Parliamentary Affairs is the nodal agency for monitoring and follow up action in regard to matters raised under Special Mentions.

### **1.18 SHORT DURATION DISCUSSION (Rules 176-179 of the Rules of Procedure)**

(i) Any Member desirous of raising discussion on a matter of urgent public importance may give notice, which as per the Directions of Chairman given on 12<sup>th</sup> June, 2024, should be given through online mode only-using the 'Login' available in the Digital Sansad Portal (<https://sansad.in/poi>, or <https://sansad.in/rs>). The notice should be accompanied by an explanatory note stating reasons for wanting to raise the discussion on the matter in question and should also be supported by at least two other Members.

(ii) If the Chairman is satisfied, after calling for such information, from the Member who has given notice and from the Minister concerned, as he may consider necessary, that the matter is urgent and is of sufficient public importance to be raised in the House at an early date, and an early opportunity is not otherwise available for the discussion of the matter, he may admit the notice. The notice after admission is notified in Bulletin-Part II, in its admitted form.

(iii) The Chairman, in consultation with the Leader of the House, may fix the date on which such matter may be taken up for discussion and allow such time for discussion not exceeding two and a-half-hours, as he may consider appropriate in the circumstances. The item is entered in the List of Business for the day in the admitted form in the name of the Member who in point of time, first gave notice. Names of other Members who have also given notice are also listed.

(iv) When such a matter is discussed, there is no formal motion before the House nor is the matter put to vote. The Member in whose name the item is admitted first initiates the discussion by making a short statement on the admitted matter. Time is allotted to parties in proportion to their numerical strength and names of Members desiring to speak are received from the leaders/whips of the parties. The Chair generally calls out names from all parties by rotation one by one. Any other Member who has previously intimated to the Chairman may be permitted to take part in the discussion provided the time allotted to the party is not over. Thereafter the Minister replies briefly.

(v) The Chairman may, if he thinks fit, prescribe a time limit for speeches.



### **1.19 MOTION (Rules 167—174 of the Rules of Procedure)**

(i) A motion is a proposal made by a Member to the House that the House do something or order something to be done or express an opinion with regard to some matter. A motion must be phrased in such a manner that, if assented to, it will purport to express the decision or will of the House. The general rule is that no discussion of a matter of general public interest can take place in the House except on a motion made with the consent of the Chairman. As per the Directions of Chairman given on 12<sup>th</sup> June, 2024, notice of a motion should be given through online mode only using the 'Login' available in the Digital Sansad Portal (<https://sansad.in/poi>, or <https://sansad.in/rs>).

(ii) In order that a motion may be admissible it has, to satisfy the conditions laid down under Rule 169 of the Rules of Procedure and Conduct of Business in the Council of States. The Chairman decides on the admissibility of a motion and may disallow a motion or a part thereof when in his opinion it does not comply with the Rules.

(iii) The notices of motion after they are admitted by the Chairman, are immediately notified in the Bulletin Part-II with the heading 'No-day-yet-named Motions'. If a date for discussion has been decided it is published with the heading 'Motion' notifying the date on which the matter is being listed for discussion.

(iv) The Chairman, after considering the state of business in the House and in consultation with the Leader of the House may allot a day or days or part of a day for the discussion of any such motion. The item is then entered in the List of Business for the day in the name of the Member and such other Members who have given similar notices.

(v) Members may also give notice of amendments to the motion.

(vi) At the appointed hour, on being called by the Chair, the Member in whose name the motion stands in the list of Business formally moves the motion by reading the text of the admitted motion and makes his speech. If the Member is absent the second or third member and so on, if any, in whose name the motion stands in the List of Business is called to move the motion. After the motion has been moved, the Chairman places the motion before the House. Amendments, if any, are then moved by the Members when called by the Chair, and discussion follows.

(vii) Whenever necessary, the Chairman prescribes a time limit for speeches.

(viii) When notices of a Government Motion and a Private Member's Motion are received and admitted by the Chairman on the same subject, the Government Motion is given priority for discussion in the House.

(ix) Generally, the allocation of time for discussion of the Motion is made in the Business Advisory Committee and time is proportionally allocated to parties/group for speeches names of speakers are given by the Leaders/whips of the parties, and names are called by the Chair from different parties by rotation. A record is kept of the time taken by each speaker by officers who are on roster duty on the Table.

(x) After the Members and the Minister concerned have participated in the debate, the mover of the Motion has the right of reply. Amendments, if any are put to the vote of the House and disposed of after which the main motion is put to the vote of the House.

(xi) In case the motion is carried, intimation is given to the Minister concerned.

### **1.20 MOTION FOR MODIFICATION OF RULES, REGULATIONS, ETC. LAID ON THE TABLE OF THE RAJYA SABHA (Rules 167—174 of the Rules of Procedure)**

While the legislature has the sole prerogative of passing laws, it may delegate to the executive through an express provision in the law, the power to frame rules, regulations *etc.* in furtherance of the objectives and provisions of the Act. In order to exercise control, generally rules and regulations so framed by the executive are required to be laid on the Table of both Houses of Parliament to enable Parliament to change or modify provisions of the Subordinate Legislation if the Legislation is either inadequate or improper. This can be done by a Member by moving a motion. The following is the procedure in this regard:—

- (i) Any Member may give notice of a motion for an amendment to any rule, regulation, bye-law, etc. laid before the House within the time period specified for the purpose. A list of all rules, regulations and bye-laws laid on the Table during each week is published in the Bulletin Part II indicating the period within which a motion can be made. The notice of the amendment will be in such form as the Chairman may consider appropriate. The notice should be addressed to the Secretary-General and should specify the rule and sub-rule and the exact wording of the change proposed in each case.
- (ii) The Chairman, in consultation with the Leader of the House, fixes a day for the consideration of amendments to such rules, regulation, bye-law, etc. for which notices have been received and admitted. The item is then enlisted in the List of Business of that day in the name of the Member giving the notice.
- (iii) When the item is called out by the Chair on the appointed day, the Member in whose name the motion is enlisted rises in his seat and says ‘I move that.....’. He may make a short speech in support of the motion. Then other Members may, with the permission of the Chair also participate. Thereafter the Minister concerned with the subject matter intervenes, giving the viewpoint of the Government.
- (iv) The mover of a motion for amendment of rules, regulations, bye-laws, etc. has a right of reply. Thereafter, the Chairman puts the motion to vote (usually a voice vote).

- (v) The motion, if adopted by the House, is transmitted to the Lok Sabha for concurrence. In case concurrence is received, it is reported to the House, and the Ministry is informed of the decision in this regard.

## **1. 21 BILLS**

### **1.21.1 Definition**

A Bill is a legislative proposal in a distinctive format, which, when passed by both Houses of Parliament and assented to by the President, becomes an Act of Parliament. It has to pass through various stages before it becomes an Act.

### **1.21.2 Salient Features of a Bill**

LONG TITLE, in brief describes the nature of the proposed measure and is prefixed to a Bill in the form: 'A Bill to .....,etc.'

PREAMBLE, which follows the Long Title and precedes the enacting formula explains certain facts necessitating the enactment WHEREAS.....,etc." It is useful in placing the proposal in the required context.

ENACTING FORMULA, is a short paragraph preceding the clauses of a Bill. It is in the form: 'Be it enacted by Parliament in the ..... year of the Republic of India as follows:

SHORT TITLE, is an index-heading to an enactment and is cited in the first clause of the Bill 'This Act may be called the ...Act, 20...; where two or more Bills seek to amend the same principal Act and are introduced in the same year, they are numbered consecutively.

EXTENT CLAUSE, which explicitly specifies whether the proposed law is applicable to the whole of India or only to Union territories or to those States the legislatures of which have passed resolutions under article 252 of the Constitution or to the whole of India as also to citizens of India and some other categories of persons.

COMMENCEMENT CLAUSE, which specifies when the Act shall come into force. The general practice is to place the short title, the extent or application and commencement clauses in a single clause divided into three sub-clauses. The general rule regarding the commencement of an Act is that in the absence of an express contrary provision, the Act comes into force on the date on which it receives the assent of the President. In view of

this, an Act which is intended to take effect at once does not usually have a commencement clause. If the Act has to have a retrospective effect, the commencement clause is in the form: This Act shall be deemed to have come into force on the...' In many cases power is conferred on the Central Government to bring the Act into force 'on such date as the Central Government may, by notification in the Official Gazette, appoint' and additionally, some Acts may provide that different provisions thereof may be brought into force on different dates.

**DURATION CLAUSE**, in a temporary Bill, is embodied as one of the sub- clauses in the first clause of a Bill stipulates the period till which the Act will be in operation; after the expiry of the stipulated period, such enactment ceases to be effective.

**DECLARATORY CLAUSE**, in certain Bills, comes after clause one of a Bill. It declares or states the need or requirement which the statute is framed to fulfil. Generally, a legislation contemplated under article 31C or entries 7, 23, 27, 52, 53, 54, 56, 62, 63, 64, or 67 in the Union List of the Seventh Schedule to the Constitution contains a declaratory clause.

**DEFINITION CLAUSE**, which usually comes immediately after the short title. It defines various expressions which occur in an Act to avoid ambiguities of the words or phrases used in the Act, or a particular part of chapter of that Act. The definitions are arranged in alphabetical order.

**RULE-MAKING CLAUSE** contains the provision, which delegates rule- making power to the Executive under the proposed law. It is in a set form and inserted in all Bills involving power to make rules, regulations, etc. It is based on three general principles, namely, the rules, etc. should be laid on the Table of each House of Parliament, they should be laid for a specified period as soon as may be after they are made and they should be subject to modification by Parliament within a prescribed period.

**REPEAL AND SAVINGS CLAUSE**, which is placed at the end of a Bill repeals some enactment or ordinance and reserves something which would be otherwise included in the words of the enacting part or protects rights which may have accrued under the then existing law. The provisions regarding both repeal and savings are embodied in the same clause. The General Clauses Act provides for the various effects of the repeal of an enactment.

**SCHEDULES**, which are appended to some Bills, contain matters of detail e.g., forms, lists, tables, etc. The expression used is 'First Schedule', 'Second Schedule', etc., and refers at its head the clause of the Bill to which it relates.

Apart from the above clauses, a Bill may also contain provisions in the nature of exceptions and exemptions, procedural matters, overriding effect of the proposed Act, penalty, removal of doubts and power to issue directions. Each clause is a self-contained paragraph embodying a proposal. A clause may be divided into sub-clauses and a sub-

clause may be divided into items. The clauses are numbered serially 1, 2, 3, etc., the sub-clauses (1), (2), (3) etc., and the items (i), (ii), (iii), etc. or (a), (b), (c) etc. If a Bill is a long one, it is divided into chapters. Each chapter, clause and schedule is given a brief heading. A Bill having more than twenty-five clauses also carries a list of contents of a Bill, called "Arrangement of Clauses". In some cases like Bills having more than twenty-five clauses or Bills of technical nature which cannot be understood easily, they are accompanied by notes on clauses which explain the various provisions contained therein. They are elucidatory in nature and facilitate consideration of the clauses in their right perspective. Amending Bills also contain extracts of relevant provisions of the principal Acts proposed to be amended by the Bills, in the form of Annexures.

STATEMENT OF OBJECTS AND REASONS, is appended to every Bill with a view to briefly explaining the purpose of the proposed legislation. It is framed in non-technical language.

FINANCIAL MEMORANDUM (Rule 64) is a memorandum appended to all Bills involving proposals for incurring expenditure from the Consolidated Fund of India. It gives all estimates of the recurring and non-recurring expenditure incurred in case the Bill is passed into law.

MEMORANDUM REGARDING DELEGATED LEGISLATION (Rule 65), is appended to a Bill which involves proposals for the delegation of subordinate legislative power. It draws attention to the scope of the proposals and also states whether they are of normal or exceptional character. After a Bill is passed by the House in which it originated the Statement of Objects and Reasons, Financial Memorandum and Memorandum Regarding Delegated Legislation and Annexure(s) are removed from the Bill.

### **1.21.3 Types of Bills**

Bills may be classified into Government Bills and Private Members' Bills accordingly as they are sponsored by a Minister or a Private Member. Depending upon their contents, Bills may further be classified broadly into (a) Original Bills which embody new proposals, ideas or policies, (b) Amending Bills which seek to modify, amend or revise existing Acts, (c) Consolidating Bills which seek to consolidate existing law/enactments on a particular subject, (d) Expiring Laws (Continuance) Bills which seek to continue Acts which, otherwise, would expire on a specified date, (e) Repealing and amending Bill to cleanse the Statute Book, (f) Validating Bills to give validity to certain actions, (g) Bills to replace Ordinances, (h) Money and Financial Bills, and (i) Constitution Amendment Bills.

### **1.21.4 Various Stages of passage of a Bill through Parliament**

**(i) Introduction of the Bill (First reading, Rule 67)**

The legislative process starts with the introduction of the Bill in either House of Parliament. A Bill can be introduced either by a Minister or by a Private Member. In the former case it is known as a Government Bill and in the latter case it is known as a Private Member's Bill.

It is necessary to ask for leave of the House to introduce a Bill. For this purpose, the member-in-charge in the case of a Private Members' Bill or the Minister-in-charge in the case of a Government Bill, as the case may be, has to give a notice addressed to the Secretary-General, and the Bill after scrutiny as to whether it conforms to the Constitutional and other mandatory requirements is admitted and listed for introduction in the List of Business. As per the Direction by the Chairman issued vide Parl. Bulletin Part-II dated 8.11.2012, in case of Government Bills, the period of notice of a motion for leave to introduce a Bill shall be five days unless the Chairman allows the motion to be made at shorter notice (Direction 20A). No Bill shall be included for introduction in the List of Business for a day until after copies thereof have been made available electronically through the Members' Portal for the use of Members for at least two days before the day on which the Bill is proposed to be introduced. However, where the Minister desires that the Bill may be introduced earlier than two days after the circulation of copies, he shall give full reasons in a memorandum for the consideration of the Chairman explaining as to why the Bill is sought to be introduced earlier than two days and if the Chairman gives permission, the Bill shall be included in the List of Business for the day on which the Bill is proposed to be introduced (Direction 20B).

When the item is taken up, the member in-charge rises in his seat and asks that leave be granted to introduce the Bill. The Chairman then puts the question to the House and generally by a voice vote the House agrees. If leave is granted, the Bill may be introduced by the member rising in his seat and saying ' I introduce the Bill'. This constitutes the first reading of the Bill. If a motion for leave to introduce a Bill is opposed, the Chairman may, in his discretion, allow a brief explanatory statement to be made by the Member-in-charge of the Bill and the member who opposes the motion. Thereafter without further debate he may put the question to the vote of the House. A member can also raise a point at this stage that the Bill initiates legislation outside the legislative competence of the House. In such a case the Chairman may permit a full discussion thereon, and the question is put to the vote of the Council (Rule 67).

After a Bill has been introduced, it is published in the Gazette (Rule 68). But even before introduction, a Bill might, with the permission of the Chairman, be published in the Gazette. In such a case no leave to introduce it in the House is necessary and the Bill is straightway introduced (Rule 61). However, if such Bill undergoes any change before its formal introduction, a motion for leave to introduce it has to be moved.

Government Bills introduced in the Rajya Sabha or the Lok Sabha may be referred to Department-related Parliamentary Standing Committees by the Chairman, Rajya Sabha or the Speaker, Lok Sabha for examination and report within such time as may be specified by the Chairman or the Speaker, as the case may be. The specified period may be reduced or extended by the Chairman or the Speaker.

**(ii) Consideration Stage of the Bill (Second reading, Rule 69)**

After introduction or after the presentation of the report of the Department-related Parliamentary Standing Committee as the case may be, for the Bill to be taken up for consideration, a separate notice to this effect is to be given. In respect of Government Bills, the Minister gives the notice. In respect of a Private Member's Bill, the member gives notice after his name has been selected by computerised draw of lot as described in para - 1.22 (v). Thereafter, the Bill is listed for consideration and passing on an appropriate day in the List of Business for that day provided that copies of the Bill have been made available electronically through the Members' Portal for the use of Members at least two days prior to that day, unless the Chairman grants waiver of such requirement. Consideration of a Bill by the Council is in two stages:—

**(a) First Stage (Rule 70)**

The first stage consists of a general discussion of the principles underlying the Bill. At this stage it is open to the House to refer a Bill to a Select Committee of the House or a Joint Committee of the two Houses or to circulate it for the purpose of eliciting opinion. This is done by an amendment, to the motion moved by the member in-charge that the Bill be taken into consideration, by any member that the Bill be referred to a Select Committee of the Council or that it be referred to a Joint Committee of the Houses with the concurrence of the Lok Sabha (Rule 70 (2) (a)). For this purpose, a written notice of the motion is required to be given mentioning the number of members proposed for the Joint/Select Committee and the names of the Rajya Sabha Members proposed to be included. The mover of the motion to refer a Bill to a Select Committee shall ascertain whether a member proposed to be named by him is willing to serve on the Committee [Rule 72(2)]. Alternatively, the member in charge of the Bill moves a motion 'that the Bill be taken into consideration'. At this stage, the member in-charge may make a speech explaining the principles and provisions of the Bill. Other members with the permission of the Chair may also speak on the principles of the Bill. Amendments to any of the clauses of the Bill are not permitted to be moved at this stage (In respect of Private Members' Bills, the Minister whose Ministry is responsible for the subject matter of the Bill may intervene and give the viewpoint of the Government). Thereafter, the member- in-charge of the Bill may reply and if he so desires, seek the permission of the House to withdraw the Bill.

**(b) Second Stage-Clause-by-Clause Consideration (Rules 104-107)**

If the motion for consideration of the Bill as introduced in the House is adopted by the House, the Bill is taken into consideration clause-by clause (Rule 104). The Chair calls the

clause number one by one. Discussion can take place on each clause of the Bill and amendments to clauses are moved at this stage. First the amendments are moved to a clause and put to vote, and then the clause with the adopted amendments, if any, is put to the vote of the House. The amendments form part of the Bill if they are adopted by a majority of members present and voting. This stage of the Bill is completed when all the clauses, the schedules, the enacting formula and the title of the Bill have been put to vote and disposed of (Rule 107).

**(c) Bill before the Select/Joint Committee (Rules 72 to 93)**

If the motion for constitution of a Select Committee is adopted or if the motion for constitution of the Joint Committee is adopted by the Houses, the Bill stands referred to the Committee. Select Committee or a Joint Committee constituted to examine Bills is an *ad-hoc* Committee in nature and becomes defunct as soon as it presents its report to the House. The Select/Joint Committee considers the Bill clause-by-clause just as the House does. Amendments can be moved to various clauses by members of the Select/Joint Committee. The Select/Joint Committee can also take evidence of associations, public bodies or experts who are interested in the measure. After the Bill has thus been considered, the Select/Joint Committee presents its report to the House, which will include the Bill with all the amendments accepted by the Committee. The Council then considers the Bill as reported by the Committee, after a motion to take up the Bill as reported by the Committee is moved and passed. The member-in-charge of the Bill may move the motion by giving a notice through online mode, which after admission is included in the List of Business.

**(d) Bill circulated for Eliciting Public Opinion [Rule 70 (3)]**

If a Bill is circulated for the purpose of eliciting public opinion thereon, such opinions are obtained through the agency of the State Governments. When a Bill has been circulated for eliciting opinion, the next motion by the member-in-charge of the Bill has to be a motion for reference of the Bill to a Select/Joint Committee, unless the Chairman allows a motion to be made that Bill be taken into consideration. The member gives notice in this regard, and the item is included in the List of Business for the appropriate day.

**(iii) Passing of the Bills (Third reading, Rule 109)**

- (a) After the consideration stage, and generally on the same day (since no separate notice is required) the member-in-charge of the Bill can move a motion that the Bill (or the Bill, as amended, as the case may be) be passed. In the case of a Bill which has been certified by the Speaker of the Lok Sabha as a Money Bill, the motion that is moved is that the Bill be returned. At this stage, the debate is confined to arguments either in support of the Bill or for its rejection, without referring to the details thereof further than is necessary. Only formal, verbal or consequential amendments are allowed at this stage.



- (b) For passing a Bill other than a Bill to amend the Constitution, a simple majority of members present and voting is necessary. But in the case of a Bill to amend the Constitution requiring a special majority, a majority of the total membership of the House and a majority of not less than two-thirds of the members present and voting as stipulated in article 368(2) of the Constitution is required at all stages of the Bill. However, some Bills to amend the Constitution may be passed by simple majority also (*viz* formation of new States or alteration of areas of existing States, or creation or abolition of Legislative Councils in the States, etc.), while some others may require ratification by Legislatures of not less than one-half of the States, after being passed by a special majority by both Houses of Parliament.

**(iv) Assent**

- (a) After the Bill is passed, in case it has not already been passed by the Lok Sabha in the identical form it is sent to the other House and there also it passes through similar stages of consideration and passing (Rule 111). When a Bill is passed by both Houses, it is presented to the President for his assent (Rule 135). Only after the assent is given, does the Bill become an Act.
- (b) President can either assent or withhold his assent to a Bill or he can return a Bill, other than a Money Bill, with his recommendation. If the Houses pass the Bill again with or without the recommendation made by the President, he shall not withhold assent therefrom. But, when a Bill amending the Constitution passed by each House with the requisite majority is presented to the President, he shall give his assent thereto (articles 111 and 368 of the Constitution).

**1.22 PRIVATE MEMBERS' BILLS**

A Private Member may also move a legislative proposal or Bill which he thinks fit to be there in the Statute Book. He may give notice of his Bill along with the text of the Bill to be drafted by him as the Secretariat may render only technical advice, if so desired, in drafting of a Bill by a Private Member. There are certain procedural requirements of all legislative proposals whether Government or Private. Since in respect of Private Members' Bills, Members may not have access to expert advice, and there are certain procedures regulating consideration of Private Members' Bills, the main requirements are listed below:—

**(i) Contents of Bill:—**

- (a) The foremost requirement in case of a Bill is that it should be within the legislative competence of Rajya Sabha. In other words, the subject of the Bill should relate to the subjects included in the Union or Concurrent List contained in the Seventh Schedule to the Constitution of India and should not contain

such financial implications that may attract provisions of articles 110 or 117(1) of the Constitution.

- (b) Notices of Bills are required to be accompanied by copies of the text of the Bill together with a Statement of Objects and Reasons, duly signed by the member giving notice (Rule 62).
- (c) In addition to the Statement of Objects and Reasons, a Bill involving expenditure from the Consolidated Fund of India must also be accompanied by a financial memorandum inviting particular attention to the clauses involving expenditure and also giving an estimate of recurring and non-recurring expenditure likely to be involved in case the Bill is passed into law (Rule 64).
- (d) A Bill involving proposals for the delegation of legislative power to any executive authority should be accompanied by a memorandum explaining such proposals and drawing attention to their scope and stating also whether they are of a normal or exceptional character (Rule 65).
- (e) A Bill seeking to amend original sections of a principal Act should be accompanied, in the form of an Annexure, by an extract of all those sections of the principal Act of which the amendment is sought.
- (f) If the Bill is one which under the Constitution cannot be introduced (Articles 3 and 274 of the Constitution) without the previous sanction or recommendation of the President, the member-in-charge of the Bill should annex to the notice a copy of such sanction or recommendation as the notice is not valid until this requirement is complied with [Rule 62(2)].
- (g) A Bill which, if enacted, would involve expenditure from the Consolidated Fund of India, cannot be taken into consideration or referred to a Select/Joint Committee unless the member-in-charge obtains the requisite recommendation of the President for consideration of the Bill under article 117(3) of the Constitution. In case of such Bills, members-in-charge should obtain the recommendation of the President beforehand in order to enable them to proceed further with the Bill. For this purpose, a member sends his request to the Secretariat for obtaining recommendation of the President. The request of the member is forwarded to the Ministry concerned. The Ministry recommending or withholding consideration of the Bill then obtains the orders of the President and communicates the same to the Secretariat. On receiving intimation regarding President's order through the Ministry it is communicated to the member and published in Bulletin Part-II by the Secretariat (Rule 63).

(ii) **Notice to Introduce:** —The period of notice of a motion for leave to introduce a Bill is one month, unless the Chairman allows the motion to be made at a shorter notice. [Rule 62(3)]. As per the Directions of Chairman given on 12<sup>th</sup> June, 2024, Members should

submit such notices only through online mode using the 'Login' available in the 'Digital Sansad Portal' (URL <https://sansad.in/poi>, or <https://sansad.in/rs>).

**(iii) Number of Bills Permissible:** —A member can give a maximum of three notices for introduction of Private Members' Bills during a Session [Direction 19(i)]. However, notice(s) received from a Member during a Session for introduction of Bills, to amend or repeal the provisions of the Constitution or an Act or related/consequential provisions in different Acts are merged into one Bill. Similarly, notice(s) received from a Member for introduction of Bills during a Session repealing different Acts are merged into one Bill (Direction 19C). Further, notices for introduction of Bills either identical or substantially similar to an already pending Bill in the Rajya Sabha or a pending notice for introduction, whether received during the same or subsequent Sessions are not admissible (Direction 19D).

**(iv) Listing for Introduction:** —A Private Member's Bill in respect of which notice of motion for leave to introduce has been given is entered in the List of Business for the day allotted for Private Members' Bills as the first item for the purpose of introduction.

**(v) Draw of lot for Consideration of Private Members' Bills:** —The relative precedence of the Private Members' Bills, which have already been introduced and are pending before the House is determined by a computerised draw of lot. In the computerised draw of lot held in the room of the Secretary-General, intimation regarding which is sent along with summons, names of ten Members are drawn and the priority obtained therein remains valid for the entire session. The ten Members selected by the computerised draw of lot are required to indicate as to which Bill, out of the Bills introduced by them and pending in the Rajya Sabha, may be included in the List of Business for consideration and passing during a session. This option needs to be exercised only by Members whose more than one Bill are pending in the Rajya Sabha. As per the Direction 19A by the Chairman issued *vide* Parl. Bulletin Part-II dated 12.11.2014, if any Member whose Bill is listed for consideration and passing is absent, when called by the Chair to move his Bill for consideration, he shall lose his priority and his name shall be placed at the end of the priority list so drawn, on the subsequent days allotted for the purpose.

**(vi) Listing of Bills for consideration:** —Out of the ten names drawn in the computerised draw of lot for a session, Bills of only five members (excluding part discussed Bill, if any) in order of their priority are included at a time in the List of Business for consideration on each day allotted for Private Members' Bills. As per the Direction 19B by the Chairman issued *vide* Parl. Bulletin, Part- II dated 14.03.2018, there shall be no bar in the inclusion of a Private Members' Bill in the List of Business for consideration on a day allotted for Private Members' Legislative Business even though the President's recommendation required for its consideration under article 117(3) of the Constitution has not been received. However, such a Bill shall be taken up for consideration only if the required President's recommendation is received in the Secretariat latest by 11.00 A.M. on the day

on which the Bill is listed for consideration. Further, if the President's recommendation is not received in the Secretariat by 11.00 A.M. on the day on which the Bill is listed for consideration, the Member in-charge of that Bill will retain the priority as per the draw of lots held for the entire Session, although the Bill is not taken up for consideration on that day. In case, in a session there are two or more days for Private Members' Bills, on the second or subsequent such day, Bills of 5 Members in order of draw of lot will be included in the List of Business whose Bills have not earlier been passed/withdrawn or negatived. In the case of a Bill for which the recommendation of the President has been withheld for consideration, the Bill remains pending till expiration of the term of office of the Member-in-Charge, whereupon it is removed from the Register of Bills pending in the Rajya Sabha. However, if only one such Bill (i.e., the Bill for which President's recommendation is withheld) is pending in the name of the Member-in-charge, his or her name is excluded from the computerised draw of lot.

### **1.23 AMENDMENTS TO CLAUSES, ETC., OF GOVERNMENT OR PRIVATE MEMBERS' BILLS (Rules 95 - 103 of the Rules of Procedure)**

- (i) A Member may give notice of an amendment to a clause or schedule of a Bill at least one day before the day on which the Bill is to be considered. As per the Directions of Chairman given on 12<sup>th</sup> June, 2024, the notice should be submitted through online mode only using the 'Login' available in the 'Digital Sansad Portal' (URL <https://sansad.in/poi>, or <https://sansad.in/rs>).
- (ii) An amendment which has merely the effect of a negative vote is not admissible. The amendment should specify the clause(s) and the changes proposed therein in specific terms. All amendments are scrutinized by the Secretariat and only those amendments which comply with the requirements of the Constitution or the Rules of Procedure are admitted (Rule 96).
- (iii) If a member gives notice of an amendment which under the Constitution cannot be moved without the previous sanction or recommendation of the President, he should annex to the notice such sanction or recommendation. The notice is otherwise not valid. Generally, amendments which need the previous sanction or recommendation, to vary the income tax or excise duty, *i.e.*, either to revise or lower the rates prescribed in the financial Bill (Rules 97 and 98).
- (iv) All amendments, notices of which have been admitted, are, as far as practicable arranged by the Secretariat in the list of amendments issued from time to time, in the order in which they may be called and the list is electronically circulated to the Members through the Members' portal and is also uploaded on the Multi Media Devices (MMDs) installed on the seat of every Member in the Rajya Sabha Chamber. In arranging amendments raising the same question at the same point of a clause, precedence is generally given to an amendment moved

by the member-in-charge of the Bill. Subject to as aforesaid, amendments may be arranged in the order of receipt of notices.

- (v) Amendments are considered in the order of the clauses of the Bill to which they respectively relate. The time for moving amendments is immediately after the clause to which they relate is taken up for consideration. When the Bill comes up for clause by clause consideration, the Chair will call out the clause no. and in case a Member's notice for amendments has been admitted and is included in the list of amendments, he will be asked to move his amendments. He then rises in his seat and states 'I move the amendment'.
- (vi) An amendment once moved may be withdrawn on the request of the member moving it only with the leave of the House. Generally, when the amendment is to be put to vote the member wishing to withdraw indicates his desire to the Chair. The Chair then puts the question to the House and if the House gives its consent, the amendment is withdrawn. However, in case the Member does not withdraw the amendment, it is put to vote of the House and is accordingly either negated or adopted.
- (vii) Appropriation Bills are introduced in the Lok Sabha after the grants are made there. No amendments can be proposed in the Rajya Sabha to Appropriation Bills which will have the effect of varying the amount or altering the destination of any grant so made by the Lok Sabha.

#### **1.24 ADJOURNMENT OF DEBATE ON, AND WITHDRAWAL OF BILLS (Rules 117 - 118 of the Rules of Procedure)**

- (i) A motion for adjournment of debate on a Bill may be moved at any stage of the Bill with the consent of the Chairman.
- (ii) The member-in-charge of a Bill may at any stage of the Bill move for leave to withdraw the Bill. The Chair will put the question to the House that leave be granted to withdraw the Bill, and the House by voice vote may grant leave. On such leave being granted, no further motion is made with reference to the Bill. If a motion for leave to withdraw a Bill is opposed, the Chairman may in his discretion permit the member who moves and the member who opposes the motion to make brief explanatory statements and thereafter, without further debate, put the question, to vote.

#### **1.25 BILL ORIGINATING IN THE LOK SABHA AND TRANSMITTED TO THE RAJYA SABHA (Rules 121 - 133 of the Rules of Procedure)**

- (i) When a Bill originating in the Lok Sabha is transmitted to the Rajya Sabha, it is, as soon as may be, laid on the Table. At any time after the Bill has been so

laid on the Table, any Minister in the case of a Government Bill, or, in case of a Private Members' Bill, a member (authorized by the Lok Sabha Member-in-charge of the Bill in that House) may give notice of his intention to move that the Bill be taken into consideration. (The same procedure is followed in respect of Private Members' Bill passed in the Rajya Sabha and transmitted to Lok Sabha).

- (ii) Unless the Chairman otherwise directs, the motion for consideration of the Bill is not included in the List of Business earlier than two days from the receipt of the notice. In respect of a Private Members' Bill, the Bill is listed on a day fixed for transaction of Private Members' Legislative Business only if the notice has gained the requisite priority in the computerised draw of lot.
- (iii) When the Bill is taken up for consideration, the principles of the Bill and its general provisions may be discussed, but the details of the Bill are not discussed further than is necessary to explain its principles.
- (iv) If the Bill has not already been referred to a Joint Committee of the Houses, any Member can at this stage move a motion that it may be referred to a Select Committee of the Rajya Sabha. For this purpose, a notice is given to this effect mentioning the number and names of the Members proposed to be included in the Select Committee. If the motion is adopted, the Bill stands referred to a Select Committee and undergoes the same process in the Committee as any other Bill introduced in the Rajya Sabha and referred to a Select Committee.
- (v) After the motion that the Bill be taken into consideration is carried, clause by clause consideration of the Bill is taken up and the provisions of the Rules of the Rajya Sabha regarding consideration of amendments to Bills and the subsequent procedure in regard to the passing of Bills apply.
- (vi) If the Bill is passed without amendment, a message is sent to the Lok Sabha intimating that the Rajya Sabha has agreed to the Bill without any amendment.
- (vii) If the Bill is passed with amendments, the Bill is returned with a message seeking the concurrence of the Lok Sabha to the amendments.
- (viii) If the Lok Sabha disagrees with the amendments made by the Rajya Sabha or any of them, or agrees to any of the amendments made by the Rajya Sabha with further amendments or proposes further amendments in place of amendments made by the Rajya Sabha, the Bill as further amended on receipt by the Rajya Sabha, is laid on the Table.
- (ix) After the amended Bill has been laid on the Table, any Minister in the case of a Government Bill, or, in case of a Private Member's Bill, a member authorized by the Lok Sabha member- in-charge of the Bill, after giving two days' notice,

or with the consent of the Chairman without notice, may move that the amendments be taken into consideration.

- (x) (a) If a motion that the amendments be taken into consideration is carried, the Chairman will put the amendments to the Rajya Sabha in such manner as he thinks most convenient for their consideration. Generally, Lok Sabha may return Bills to the Rajya Sabha with two kinds of amendments which may be classified as, (i) the amendments which relate to the enacting formula and the short title of a Bill (such amendments are necessary in case a Bill pertains to the previous year(s) and has been passed by the Rajya Sabha during that/those years but passed by the Lok Sabha in the subsequent year) and (ii) the amendments which relate to other clauses of Bill(s) (such amendments may be on one or more clauses schedule, etc.).
- (b) Further amendments relevant to the subject matter of the amendments made by the Lok Sabha may be moved, but no further amendment is moved to the Bill, unless it is consequential upon, or an alternative to an amendment made by the Lok Sabha.
- (xi) The Rajya Sabha may either agree to the Bill as originally passed in the Lok Sabha or as further amended by the Lok Sabha as the case may be or may return the Bill with a message that it insists on an amendment or amendments to which the Lok Sabha has disagreed.
- (xii) If a Bill is returned with a message intimating that the Rajya Sabha insists on amendments to which the Lok Sabha is unable to agree, the two Houses are deemed to have finally disagreed as to the amendments.
- (xiii) A Money Bill, after it has been passed by the Lok Sabha is transmitted to the Rajya Sabha for its recommendations. Within two days of the Bill being laid on the Table of Rajya Sabha, the Chairman may allot a day or days or part of a day for the completion of all or any of the stages involved in the consideration and return of the Bill by the Council including the consideration and passing of amendments, if any, to the Bill (Rule 186). The Rajya Sabha is required to return the Bill to Lok Sabha with its recommendations, if any, within a period of fourteen days from the date of receipt of the Bill. The recommendations are taken into consideration by the Lok Sabha which may either accept or reject all or any of the recommendations made by the Rajya Sabha. In either case the Bill will stand passed in the form finally accepted by the Lok Sabha. If Rajya Sabha does not return the Bill within the prescribed period of fourteen days, the Bill is deemed to have been passed by the Houses at the expiry of the period in the form in which it was passed by Lok Sabha. (Article 109 of the Constitution)

## **1.26 JOINT SITTINGS (Article 108 of the Constitution)**

If a Bill other than a Money Bill or a Bill amending the Constitution passed by one House is not agreed to by the other House or the Houses have finally disagreed as to the amendments to be made in the Bill, or more than six months elapse from the date of the reception of the Bill by the other House without the Bill being passed by it, the President may summon a Joint Sitting of both the Houses for the purpose of deliberating and voting on the Bill. Separate rules, called "the Houses of Parliament (Joint Sittings and Communications) Rules" apply on such occasions. If at the Joint Sitting of the Houses the Bill is passed by a majority of the total number of members of both the Houses present and voting with the amendments, if any, accepted by them, the Bill is considered to have been passed by both the Houses.

## **1.27 STATUTORY RESOLUTIONS**

- (i) A resolution given notice of by a Member/Minister in pursuance of a provision in the Constitution or in an Act of Parliament, is called a 'Statutory Resolution'.
- (ii) If the Chairman admits notice of such a resolution, it is notified in Parliamentary Bulletin Part-II under the heading 'Statutory Resolution'.
- (iii) Notices of Statutory Resolution received from Ministers after their being admitted are sent to the Ministry of Parliamentary Affairs for getting them included in the List of Business on a suitable day since they are treated as part of the Government Business.
- (iv) Statutory Resolutions from Members received under article 123(2)(a) of the Constitution of India for disapproving ordinances promulgated by the President, are listed at the time when the Bill replacing that ordinance is included in the List of Business for consideration, and both are discussed together.
- (v) Members may also give notice of amendments to the resolution (at least one day before the day on which the resolution is to be moved). The Secretariat, if time permits, will make available lists of amendments of which notices have been given.
- (vi) At the appointed hour, on being called by the Chair, the Minister in whose name the Resolution stands in the List of Business formally moves the Resolution by reading out the admitted text and makes his speech. Amendments, if any, are then moved by the Members when called by the Chair; and discussion follows.



In the case of Statutory Resolution disapproving an Ordinance given by a Member, the Member in whose name the Resolution stands moves the Resolution. If the Member is absent, the second or third member and so on, if any, in whose names the Resolution stands in the List of Business is called to move the Resolution. After the Resolution is moved, the Minister concerned moves the motion for consideration of the Bill replacing the Ordinance and then discussion on the Resolution and the Bill follows.

- (vii) Whenever necessary, the Chairman prescribes a time limit for speeches.
- (viii) Generally, the allocation of time for discussion of the Resolution is made in the Business Advisory Committee and time is proportionally allocated to parties/group for speeches. Names of speakers are given by the Leaders/whip of the parties, and names are called by the Chair from different parties by rotation. A record is kept in respect of the time taken by each speaker.
- (ix) After the Members and the Minister concerned have participated in the debate, the mover of the Resolution may speak again by way of reply. Amendments, if any are put to the vote of the House and disposed of after which the main Resolution is put to the vote of the House.
- (x) In case the resolution is passed, intimation is given to the Minister concerned.
- (xi) In case the Statutory Resolution for disapproving ordinances discussed along with the ordinance replacing Bill is negatived, the Bill is taken up for passing. In case the Resolution is carried no further consideration of the Bill takes place.

### **1.28 PRIVATE MEMBERS' RESOLUTIONS (Rules 154—166 of the Rules of Procedure)**

- (i) A resolution may be in the form of a declaration of opinion by the House or in such other form as the Chairman may consider appropriate. Any member may give notice of his intention to move a resolution on a matter of general public interest.
- (ii) Along with summons, a Provisional Calendar of Sittings is issued for the information of members which *inter alia* indicates the days allotted for Private Members' Resolutions during that session. Members are also informed through a Parliamentary Bulletin Part-II about the dates fixed for draw of lot for all the days allotted for Private Members' Resolution during that session. As per the Directions of Chairman given on 12<sup>th</sup> June, 2024, Members who desire to give notice of resolutions should give intimation to that effect online—using the 'Login' available in the Digital Sansad Portal

(<https://sansad.in/poi>, or <https://sansad.in/rs>). at least two days before the date fixed for the draw of lot.

- (iii) The draw of lot is held three weeks before the day allotted for Private Members' Resolution in the Secretary-General's Room for determining the inter-se priority of Members. In the draw, five names are drawn and those Members obtaining the first five places in the draw of lot are requested through a letter to give text of the resolution within 10 days which may be put down in the List of Business for the day allotted against their names. The result of the draw of lot is also notified in the Parliamentary Bulletin—Part II of that day. The Members should submit their texts for resolutions online by using- The 'Login' available in the Digital Sansad Portal (<https://sansad.in/poi>, or <https://sansad.in/rs>).
- (iv) The text of the resolution should conform to the requirements of Rule 157 of the Rules of Procedure and Conduct of Business in the Council of States. A resolution or part thereof which does not comply with the rules may be disallowed. The text of resolutions in its admitted form is notified in the Parliamentary Bulletin Part-II, two - three days before the allotted date and included in the List of Business for that date in the order of priority assigned in the draw of lot.
- (v) A Member in whose name a resolution has been listed, when called upon, moves the resolution, but a member may, if unable to be present, with the permission of the Chairman authorise in writing, any other member of the Council to move the resolution standing in his name.
- (vi) No speech on a resolution, except with the permission of the Chairman, may exceed fifteen minutes in duration. However, the mover of a resolution, when speaking for the first time, and the Minister concerned, when intervening may speak for thirty minutes or for such longer time as the Chairman may permit. Amendments, if any, are moved after the mover has finished his speech while moving the resolution. Members desiring to speak may give their names at the Table. After all Members have spoken or the allotted time is over, generally the Minister-in-charge of the Ministry concerned intervenes and gives the viewpoint of the Government. Thereafter, the mover of the resolution replies to the debate. Amendments, if any, are then disposed of and the resolution is put to the vote of the Council.
- (vii) A member in whose name a resolution stands in the List of Business may, if called upon, withdraw the resolution, in which case he has to confine himself to a mere statement to that effect.
- (viii) (a) In order to ensure that the discussion on a resolution is concluded within a stipulated time frame, a maximum time limit of two hours

for discussion on a Private Members' Resolution has been fixed as per the direction of the Chairman.

- (b) A member who has moved a resolution or an amendment to a resolution, cannot withdraw it except by leave of the Council. In order to withdraw, he has to give notice in writing and when the item comes up for discussion in the Council, the Chair will put the question to the Members that 'Leave be given to withdraw .....' and if by voice vote or by division Members agree, only then can the Resolutions or its amendment be deemed to have been withdrawn.
- (c) If a resolution which has been admitted but is not discussed during the session it is deemed to have been withdrawn.
- (ix) (a) If a resolution on a particular subject has been moved, no resolution or amendment raising substantially the same question can be moved within one year from the date of the moving of the earlier resolution.
- (b) When a resolution has been withdrawn with the leave of the House, no resolution raising substantially the same question can be moved during the same session.

### **1.29 BUDGET (Rules 181 to 183 of the Rules of Procedure)**

- (i) The Annual Financial Statement or the Statement of the Estimated Receipts and Expenditure of the Government of India in respect of each financial year (popularly known as the 'Budget') is presented by the Minister of Finance. The practice of presenting separate budget for Railways had been done away since 2017. The Budget is presented in the Lok Sabha. As a convention, on the day when the Union Budget is presented in the Lok Sabha, the Rajya Sabha commences its sitting after the Budget presentation, to enable Members to hear the Budget speech. The sitting of the Rajya Sabha commences after the Budget speech, to enable the Minister to lay a copy of the Budget on the Table of the Rajya Sabha. Normally, after the laying of budget documents in the Rajya Sabha, the House is adjourned for the day.
- (ii) The supply of hard copies of Union Budget has been discontinued from Budget Session of 2021 by the Ministry of Finance. The electronic copies of the Budget documents are made available to Members' on their Members' Portal Accounts after the laying of the Union Budget in the House. The link to the Budget documents is also made available on the Rajya Sabha website. However, physical copies of the speech of the Minister of Finance (Budget speech) are made available to Members through the Publications Counter.

- (iii) The discussions on the Union Budget are held on the dates fixed by the Chairman. The Ministry of Parliamentary Affairs informs probable dates for such a discussion. Members are at liberty to discuss the Budget as a whole or any question or principle involved therein but no motion is moved nor is the Budget put to the vote of the House.
- (iv) The Minister of Finance replies at the end of the discussion.
- (v) Immediately after laying of Union Budget, the Finance Minister also lays the Fiscal Policy Statements as stipulated under sub-section (1) of section 3 of the Fiscal Responsibility and Budget Management Act, 2003. These are (i) the macroeconomic framework statement; (ii) the medium-term fiscal policy statement; and (iii) the fiscal policy strategy statement. Copies of these statements are also circulated electronically along with Budget documents for use of the Members.
- (vi) Now only a consolidated Outcome Budget with Output-Outcome Monitoring Framework (OOMF) is presented along with other Budget documents.

### **1.30 PETITIONS (Rules 137—146 of the Rules of Procedure)**

**1.30.1** Petitions may be presented or reported to the Rajya Sabha, with the consent of the Chairman, under Rule 137 of the Rules of Procedure and Conduct of Business in the Council of States and they may relate to a Bill or any other matter connected with the business pending before the Rajya Sabha or any matter of general public interest. The exceptions are matters which are sub-judice or which are not primarily the concern of the Government of India or which can be raised on a substantive motion or resolution or for which remedy is available under the law.

**1.30.2** A petition may either be forwarded to the Council of States by the petitioner through the Secretary-General or may be presented to the Council by a Member. In the latter case, the petition has to be countersigned by the Member and sent to the Secretary-General. In both the cases, consent of Chairman has to be obtained for the presentation/reporting of the petition to the House. If the petition satisfies the conditions of admissibility and the Chairman grants permission, in case of a petition countersigned by the Member, the item is entered in the List of Business on a day fixed in consultation with the Member. In case of a petition not countersigned by a Member, the same is reported to the Council by the Secretary-General. In this case, an item is entered in the List of Business in the name of Secretary- General, at the earliest convenient opportunity.

**1.30.3** On the appointed day, when the Chair calls out the item, the Member rises in his seat and makes a statement to the effect that the petition on the subject (to be stated) is

presented by him. No further discussion takes place and the Petition, on presentation by a Member (or reporting by the Secretary-General to the House) stands referred to the Committee on Petitions. The Committee after examining the petition presents its report, a copy of which is sent to the petitioner, as well as the Ministry concerned in the Government of India.

### **1.31 SUPPLY OF PARLIAMENTARY PAPERS TO MEMBERS AT THEIR RESIDENCES**

The Secretariat has a Distribution Section which is responsible for delivery/dispatching of all Parliamentary papers which are received from concerned Sections of the Secretariat, apart from that parliamentary papers received from Lok Sabha Secretariat are also delivered to the Members both in English & Hindi as per their choice during Session or Inter-Session period.

During Inter-Session period, papers received for delivery to Members are generally sent at their permanent addresses. However, Members have the choice where they would like the papers to be delivered. Notices/reminders alongwith enclosures received from the Committee Sections for Committee meetings are generally delivered at both local and permanent addresses of the Members or as per directions of the concerned Committee Sections. The Distribution Section functions round the clock including Saturdays/Sundays and all holidays. With the introduction of electronic circulation, most of the parliamentary papers are made available to Members through Members' Portal.

### **1.32 GENERAL PROCEDURE FOR GIVING NOTICES (Rules 223, 225 and 226 of the Rules of Procedure)**

As per the Directions of the Chairman dated 12th June, 2024, Members can submit all notices required by the rules including notices of Questions and also notices for raising matters with the permission of the Chair (Zero Hour submission) through the Digital Sansad Portal only. The Portal can be accessed by clicking the link (URL <https://sansad.in/poi>, or <https://sansad.in/rs>).

For the secured access to the Digital Sansad Portal, OTP authentication method is being used along with User name/Password. OTP will be sent to the Members on their registered mobile number as well on registered email id.

After successful login, it will land to the Member's portal home page. For submitting the e-Notice, e-Notice menu in the left panel has to be clicked. It will ask for OTP and the OTP received on the registered mobile number/email id has to be entered. After OTP verification, it will automatically move to the e-Notice module. From there e-Notices can be submitted.

Training to Members and their staff is also provided for submission of online notices through Digital Sansad Portal.

The general procedure for giving notices is as follows:—

- (i) e-Notices submitted after office hours are deemed to have been received at 09.00 A.M. on the next working day.
- (ii) Communications to the Chairman about official or Parliamentary matters or any other business of the House should be addressed to “The Chairman, Rajya Sabha”
- (iii) Communications of different matters should not be combined in one letter.
- (iv) The principal notices required by the Rules and the period of notices are:-
  - (a) of Question - 15 clear days;
  - (b) of Resolutions - within 10 days of the draw of lot;
  - (c) of Amendments to Resolutions and Motions - one day;
  - (d) of Motion for leave to introduce Bills - one Month;
  - (e) of Amendments to Bills - one day; and
  - (f) of Special Mentions - upto 5.00 P.M. on the previous day.
- (v) Communications in respect of any other matter which a Member desires to be taken up in the House on the same day should be delivered in the Notice Office by 10.00 hours. Otherwise it will not be possible to expect the Chairman to take any decision thereon the same day.
- (i) On the prorogation of a session, all pending notices, other than notices of intention to move for leave to introduce a Bill lapse and fresh notices should be given for the next Session. For example, if a Minister gives a notice of his intention to introduce a Bill during a Session but the same is not taken up during that Session, notice does not lapse on prorogation of the Session. On the other hand, the notice for the withdrawal of a Bill lapses on prorogation of the House. However, a fresh notice is necessary of intention to move for leave to introduce a Bill in respect of which sanction or recommendation has been granted under the Constitution, if the sanction or recommendation, as the case may be, has ceased to be operative.
- (ii) Any business pending before a Committee does not lapse by reason only of the prorogation of the Rajya Sabha and the Committee continues to function notwithstanding such prorogation.
- (vii) Notices of amendments to a Bill or a Resolution may be given by a Member in advance of the inclusion of the relevant item in the List of Business. Such amendments are circulated to Members on any day preceding the day for which the relevant item is included in the List of Business.
- (viii) It is open to a Member to give notices on various matters provided in the Rules of Procedure before making and subscribing an oath or affirmation and taking seat in the House, but he cannot exercise any of his functions as a Member in the House, that is to say, he cannot actually ask a question or move a resolution or introduce a Bill unless he has made and subscribed the oath or affirmation and taken his seat in the House.

- (ix) Notices given earlier by a Member who is suspended from the service of the House under rule 256, are not included in the List of Business or Lists of Questions or Lists of Amendments, etc., during the period of his suspension. Any notice given by him during that period is not accepted.
  
- (x) Members who have given notices of any business and who are unable to attend any sitting of the House are, in order to facilitate the arrangement of business, requested to give sufficient notice to the Secretary-General of their intention to absent themselves, preferably along with instructions in writing regarding disposal of their notices and other matters pending before the House.

## CHAPTER 2

### GENERAL MATTERS

---

#### 2.1 PARLIAMENTARY TERMS

Certain terms and phrases, connected with parliamentary work are used frequently by Members in their speeches. These expressions, with their meanings and implications are described below :

- (1) “*Act*” — A Bill passed by both Houses of Parliament and assented to by the President.
- (2) “*Address, President’s*” — Speech delivered by the President of India to both Houses of Parliament assembled together at the commencement of the first session after each general election to Lok Sabha and at the commencement of the first session of each year.
- (3) “*Adjournment of Debate*” — Adjournment on a motion adopted by the House, of the debate on a Motion/Resolution/Bill on which the House is then engaged until a future day or *sine die* as specified in the motion.
- (4) “*Adjournment of the sitting of the House*” — An adjournment terminates the sitting of the House which meets again at the time appointed for the next sitting.
- (5) “*Adjournment sine die*” — Termination of a sitting of the House without any definite date being fixed for the next sitting.
- (6) “*Amendment(s)*” — A device to alter motion moved or question under discussion in the Legislature; includes omission, substitution, addition and insertion of certain words, figures or marks to the clauses of the Bill, a resolution or a motion or to an amendment made thereof to modify a question before the Legislature with a view to increasing its acceptability or to present to the Legislature a different alternative to the original question.
- (7) “*Appropriation Bill*” — A Money Bill passed annually (or at various times of the year) providing for the withdrawal or appropriation from and out of the Consolidated Fund of India of moneys voted by Lok Sabha and moneys charged on the Consolidated Fund for the services of a financial year or a part of a financial year.
- (8) “*Ballot*” — A process to determine *inter-se* priority of more than one notice through a draw of lot.
- (9) “*Bill*” — The draft of a legislative proposal put in the proper form which, when passed by both Houses of Parliament and assented to by the President becomes an Act.
- (10) “*Budget*” — Annual financial statement of the estimated receipts and expenditure of the



Government of India in respect of a financial year.

- (11) *“Breach of Privilege”* – Disregard of any of the privileges, rights and immunities either of the Members of Parliament/Legislature individually or either House of Parliament/Legislature in its collective capacity.
- (12) *“Business of the House”* — The business of the House is divided into (1) Government Business and (2) Private Members’ Business. Government Business is arranged in such order as the Chairman in consultation with the Leader of the House determines; Government Business for a whole week is announced in advance in the House by the Minister for Parliamentary Affairs. The time to be allocated for various Government and Private business is recommended by the Business Advisory Committee. Private Members’ Business is transacted during the last two and a half hours every Friday or such other day as is allotted for that purpose.
- (13) *“Calendar of Sittings”* — A provisional Calendar of Sittings shows the days on which Rajya Sabha is to sit and the nature of business to be transacted by it. It is circulated to Members along with the Summons for a Session.
- (14) *“Calling Attention”* – A procedure whereby a Member calls the attention of a Minister to a matter of urgent public importance, the Minister makes a brief statement thereon and thereafter the Members seek clarifications.
- (15) *“Casting Vote”* — The vote cast by the Chairman, or the person acting as such in the House and by the Chairman or person acting as such in a Committee, in the case of an equality of votes on a matter.
- (16) *“Chamber”* — The Semi-circular hall where the Members of Rajya Sabha meet and deliberate is known as Rajya Sabha Chamber. The Chamber is not allowed to be used for any purpose other than the sittings of the House. Chamber located immediately behind the Chairman’s Chair is known as Chairman’s Chamber.
- (17) *“Clauses”* — A series of numbered paragraphs into which a Bill is divided.
- (18) *“Closure”* — It is one of the means by which a debate may be brought to a close by a majority decision of the House, even though all Members wishing to speak have not done so. At any time after a motion has been made, any Member may move “That the question be now put”. Such a motion is generally made at the conclusion of a speech but also at times whilst a Member is addressing the House. When such a motion is made, the Chairman, unless he considers that the motion is an abuse of the Rules of Rajya Sabha or an infringement of the right of reasonable debate, puts the motion “That the question be now put”. The discretion that the Chairman exercises in the matter of accepting a proposal for closure or in refusing it, is absolute and not open to debate. No debate therefore is allowed on a closure motion. If the closure motion is not carried, the debate on the motion is resumed at the point where it was interrupted. If the closure motion is carried, the Chairman puts the question under debate without permitting any further amendment or discussion save as otherwise provided in the Rules.
- (19) *“Contempt of the House”* — Disobedience to the authority of the Houses of Parliament or any misconduct in the presence of the House or any of its Committees by Members of Parliament or by members of the Public admitted to the galleries of the House or to sittings of Committees as witnesses, constitutes contempt of the House. Acts like interrupting the

- proceedings of the House, refusal by a witness to make an oath, giving false evidence, presenting false, forged or fabricated documents to either House or its Committee, constitute contempt of the House.
- (20) “*Crossing the floor/Defection*” — Changing one’s allegiance from one party to another. It entails disqualification of a Member of Parliament/State Legislature. Tenth Schedule and articles 102(2) and 191(2) of the Constitution contain provisions regarding disqualification of Members on ground of defection.
- (21) “*Council*” – means the Council of States (Rajya Sabha)
- (22) “*Debate*” – A verbatim record of everything said in the House is reported by the official Reporter for each of the sittings of the House, except certain words, phrases and expression, if any, ordered by the Chair to be expunged or ordered by the Chairman not to be recorded, when Members speak without his permission.
- (23) “*Demand for Grants*” — Anticipated financial requirements of the Ministries/Departments for the forthcoming financial year that is brought before the Parliament for approval every year.
- (24) “*Dilatory Motion*” — A motion for the adjournment of the debate or a motion to retard or delay the progress of the business under consideration of the House. The debate on a dilatory motion must be restricted to the matter of such motion. If the Chairman is of opinion that such a motion is an abuse of the Rules of the House, he may either forthwith put the question thereon from the Chair or decline to propose the question.
- (25) “*Division*” — The mode of arriving at a decision on a proposed measure or question before the House by recording votes for or against it.
- (26) “*Draw of lot*” — A method applied to determine the relative precedence of private Members’ Bills and Resolutions, Notices of Questions, Half-an-Hour Discussions or any other Notice given by more than one Member simultaneously for being taken up on the same day.
- (27) “*Expunction*” — Deletion of words, phrases or expressions from the proceedings or records of Rajya Sabha by an order of the Chairman as being defamatory or indecent or unparliamentary or undignified. The portion of the proceedings of the House so expunged is indicated by asterisk and explanatory footnote is inserted in the proceedings as follows, “Expunged as ordered by the Chair”.
- (28) “*Finance Bill*” — A Bill ordinarily introduced every year to give effect to the financial proposals of the Government of India for the following financial year and includes a Bill to give effect to supplementary financial proposals for any period.
- (29) “*Financial Bill*” — Financial Bills are of two types:
- (a) A Bill making provision for any of the matters specified in sub-clauses (a) to (g) of clause (1) of article 110 of the Constitution is called a Money Bill. Such a Bill cannot be introduced except on the recommendation of the President and a Bill making such provisions cannot be introduced in Rajya Sabha.
- (b) A Bill which if enacted and brought into operation would involve expenditure from the Consolidated Fund of India. Such a Bill can be introduced in Rajya Sabha. It cannot be passed by either House of Parliament unless the President has recommended to that House the consideration of the Bill.

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- (30) “*Gazette*” — The Gazette of India.
- (31) “*Guillotine*” — Guillotine is a different form of closure. It means the putting by the Chairman of outstanding question or questions relating to the business in hand on expiry of the time allotted for the discussion. Unlike closure, the guillotine to be applied is not preceded by any motion. The Chair forthwith puts the question without further debate.
- (32) “*Half-an-Hour Discussion*” — A Member with the permission of the Chairman may raise a discussion on a matter of sufficient public importance which has been the subject of a recent oral or written question and the answer to which needs elucidation on a matter of fact.
- (33) “*Hear, hear*” — This exclamation by Members during the progress of a debate has been sanctioned by long parliamentary usage; but if it is used with immoderation or with undesirable intonation, it is declared to be out of order by the Chair.
- (34) “*Joint Sitting*” — A joint sitting of both Houses is a mechanism for resolving disagreement between the two Houses in respect of a Bill, other than a Money Bill or a Constitution Amendment Bill. Joint sittings of both Houses of Parliament can be held in the event of:—
- (a) a Bill passed by one House being rejected by the other House;
  - (b) the Houses having finally disagreed as to the amendments to be made; and
  - (c) either House not passing the Bill for six months after it was transmitted to it by the other House.
- (35) “*Leader of the Council*” — The Prime Minister, if he is a Member of the Council or a Minister who is a Member of the Council and is nominated by the Prime Minister to function as the Leader of the Council.
- (36) “*Leader of the Opposition*” — A Member of the House, who is, for the time being, the leader in that House of the Party in opposition to the Government having the greatest numerical strength and recognised as such by the Chairman. When there are two or more parties in opposition to the Government having the same numerical strength, the Chairman having regard to the status of parties recognises any one of the leaders of such parties as the Leader of the Opposition and such recognition is final and conclusive.
- (37) “*Leave of Absence*” — The formal granting of leave of absence from sittings of the House to its Members. A Member wishing to obtain permission of the House for remaining absent from meetings thereof is required to make an application under his signature stating the period for which he may be permitted to be absent from the meetings of the House along with the reasons for the same. If a Member remains absent from all sittings of the House for a period of sixty days without permission of the House, his seat may be declared vacant.
- (38) “*List of Business*” — This is the list of items of business scheduled to be taken up in Rajya Sabha on a particular day of sitting in the order in which they stand on it. The List of Business for a day is prepared with the approval of the Secretary-General and a copy thereof is made available to each Member before the commencement of the sitting of the House on that day.

- The List of Business is also commonly known as Agenda Paper or Order Paper for the day. The List of Business is generally issued 2 days in advance, and a Revised List of Business, which is the final agenda, is issued the day previous to the sitting (except in case of sittings on Mondays where only one List of Business is issued). A supplementary List of Business may be issued during the course of a day for any additional item of business to be taken up the same day.
- (39) “*Lobby*” — The covered corridor immediately adjoining the Chamber and co-terminus with it. The lobby has extended or elongated areas that are to be used as seating lounges by the Hon’ble Members.
- (40) “*Maiden Speech*” — The first speech of a Member after his election for the first time. Such a Member is, as a matter of courtesy, called upon by the Chairman to make his maiden speech in preference to others rising to speak at the same time. It is a recognised parliamentary convention that a Member making a maiden speech is not interrupted by another Member.
- (41) “*Matters raised with permission*” — Immediately after the laying of papers, a Member may raise an issue of urgent public importance with the prior permission of the Chairman.
- (42) “*Member in charge of the Bill* ” — The Member who has introduced the Bill and any Minister in the case of a Government Bill.
- (43) “*Memorandum of Business*” — It is meant for the use of the Chair to help him while calling the items listed in the Agenda paper of the day.
- (44) “*Message*” – A communication from the President to a House or Houses of Parliament under articles 86(2) and 111 of the Constitution and a communication sent from one House of Parliament to the other House.
- (45) “*Money Bill* ” — A Bill containing only provisions dealing with all or any of the matters specified in sub-clauses (a) to (g) of clause (1) of article 110 of the Constitution, is a Money Bill. Such a Bill is introduced in Lok Sabha on the recommendation of the President and a Bill making such provisions cannot be introduced in Rajya Sabha. If any question arises whether a Bill is a Money Bill or not, the decision of the Speaker of the Lok Sabha thereon is final.
- (46) “*Motion*” — A formal proposal made to the House by a member that the House do something, order something to be done or express an opinion with regard to some matter, and is so phrased that, if adopted, it will purport to express the judgment or will of the House.
- (47) “*Motion of Thanks*” — A formal motion moved in the House, expressing its gratitude for the Address delivered by the President under article 87(1) of the Constitution to both Houses of Parliament assembled together. It provides an opportunity for the discussion of the matters referred to in the Address.
- (48) “*Naming a Member*” — The drawing of attention of the House by the Chairman to the conduct of a member who disregards the authority of the Chair or abuses the Rules of the House by persistently and willfully obstructing the business thereof, with a view to action being taken to suspend him from the service of the House for a period not exceeding the remainder of the session.
- (49) “*Oath*” or “*affirmation*” — A solemn statement in the name of God or an affirmation made by the member of a Legislature before he takes his seat in the House affirming his

- allegiance to the Constitution and his resolve to uphold the sovereignty and integrity of the country.
- (50) “*Order, order*” — The Chairman sometimes says this to call the House to order, or to ask the House to hear the Chair or a member in possession of the House. Generally this call is made under various circumstances some of which are noted below:—
- (a) If the member seeking to intervene is not allowed to interrupt.
  - (b) If the member speaking is found to be irrelevant.
  - (c) If a member rises to speak when he should not.
  - (d) If a member is in any manner disorderly.
  - (e) If there is noise and confusion in the House and the Chair wants that order should prevail.
  - (f) If there is an occasion for the Chairman to speak on a matter of procedure at any time.
- (51) “*Ordinance*” — A law made by the President in exercise of the powers vested in him by article 123 of the Constitution.
- (52) “*Panel of Vice-Chairpersons*” — A panel of members of Rajya Sabha nominated by the Chairman, any one of whom may preside over the House in the absence of the Chairman and the Deputy Chairman when so requested by the Chairman, or in his absence, by the Deputy Chairman under rule 8 of *Rules of Procedure and Conduct of Business in the Council of States*.
- (53) “*Papers laid on the Table*” — The papers or documents laid on the Table of the House for purpose of bringing them on the record of the House by a Minister or by a private member or by the Secretary-General with the permission of the Chairman in pursuance of the provisions of the Constitution or the Rules of Procedure of Rajya Sabha or an Act of Parliament and the Rules and Regulations made there under. All papers so laid on the Table are either printed as part of the proceedings of the House or placed in the Library or kept in the appropriate file. All papers and documents laid on the Table are considered public. A member should not raise any matter in respect of a paper laid on the Table in the House. Instead, he should take it up with the Committee on Papers laid on the Table. Papers to be laid on the Table by Members are generally printed as a separate List of Business though deemed to be part of the List of Business. Papers being laid at short notice may however, be directly included in a supplementary list of business.
- (54) “*Parliamentary Bulletin*” — Parliamentary Bulletin means the Bulletin of Rajya Sabha. It is published in two parts. Part I contains a brief record of the proceedings of the House at each of its sittings; and Part II contains information on any matter relating to or connected with the business of the House or Committees or other matter which in the opinion of the Chairman may be included therein.
- (55) “*Personal explanation*” — A Member or a Minister against whom comments or criticism of a personal nature are made on the floor of the House is entitled to make, with the consent of the Chairman, personal explanation in his defence.
- (56) “*Point of Order*” —
- (a) A point relating to the interpretation or enforcement of the Rules of Procedure or such articles of the Constitution as regulate the business of the House raised in the

- House and submitted for the decision of the Chair.
- (b) As soon as a point of order is raised, the member who is in possession of the House should give way and resume his seat.
- (c) The decision of the Chairman as to whether a point raised is a point of order or not is final.
- (57) *“Precincts of Rajya Sabha”* — This includes the Chamber, the Lobby, the Galleries and such other places as the Chairman may from time to time specify.
- (58) *“Private Member”* — A member of the House other than a Minister.
- (59) *“Proposing the Question”* —
- (a) When a member moving a certain motion has concluded his speech, the Chair proposes the question to which the motion relates in the following form: ‘Motion moved’ and reads the text of the motion.
- (b) The discussion on the question commences after the question has been proposed by the Chair.
- (60) *“Prorogation”* — The termination of a session of Rajya Sabha by an order made by the President under article 85(2) (a) of the Constitution.
- (61) *“Putting the Question”* — When debate on a question is closed, the Chairman, rising from the Chair, states or reads the question to the House, beginning with “The question is, that”.
- (62) *“Question Chart”* — A chart circulated to members, along with the Summons for a session, which indicates the dates for answering questions and the last date for receiving notices of questions pertaining to various Ministries/ Departments.
- (63) *“Question Hour”* — The second hour of a sitting of the House, *i.e.* 12:00 noon to 1:00 pm, is allotted for asking and answering of questions.
- (64) *“Question of Privilege”* — A question involving a breach of privilege either of a member or of the House or of a Committee thereof or a contempt of the House.
- (65) *“Quorum”* — The minimum number of members required to be present at a sitting of the House or a Committee for valid transaction of its business. The quorum to constitute a sitting of the House is one-tenth of the total number of members of the House.
- (66) *“Resolution”* — The formal expression of the opinion of the legislative body with reference to some subject or a declaration of its intention to do something.
- (67) *“Roll of Members”* — A register in which newly elected members sign, after making and subscribing the oath or affirmation and before taking their seats for the first time in the House. It is kept on the Table of the House.
- (68) *“Session”* — A session of Rajya Sabha comprises the period commencing from the date and time mentioned in the order of the President summoning Rajya Sabha and ending with the day on which the President prorogues Rajya Sabha.
- (69) *“Short Duration Discussion”* — For raising a discussion on a matter of urgent public importance for which a notice has to be given by a Member supported by two other Members specifying clearly and precisely the matter to be raised.

- (70) “*Short Notice Question*” — A question relating to a matter of urgent public importance asked with notice shorter than fifteen clear days.
- (71) “*Sitting of the House*” — A sitting of the House is duly constituted when it is presided over by the Chairman or a member competent to preside over a sitting of the House under the Constitution or the Rules of Procedure of Rajya Sabha.
- (72) “*Special Mention*” — A procedure available to a Member who wishes to mention a matter of public importance in the House by reading out from the text not exceeding 250 words.
- (73) “*Standing Committee*” — Committee constituted by election by the House or nomination by the Chairman every year or from time to time which is permanent in nature.
- (74) “*Starred Question*” — A question to which a member wishes to have an oral answer on the floor of the House and which is distinguished by an asterisk.
- (75) “*Statutory Resolution*” — A resolution in pursuance of a provision in the Constitution or an Act of Parliament.
- (76) “*Subordinate Legislation*” — Rules, regulations, orders, schemes, bye-laws, etc. having the force of law, framed by the Executive or other subordinate authority in pursuance of the power conferred on it by the Constitution or delegated to it by an Act of Parliament.
- (77) “*Summons*” — An official communication issued by the Secretary-General of Rajya Sabha under the orders of the President to the members of Rajya Sabha informing them of the place, date and time of the commencement of a session of Rajya Sabha.
- (78) “*Supplementary Question*” — A question asked by any member when called by the Chairman for the purpose of further elucidating any matter of fact regarding which an answer has been given during the question hour.
- (79) “*Suspension of the rules*” — A member with the consent of the Chairman can move that any rule may be suspended in its application to a particular motion before the House and if the motion is carried the rule in question is suspended for the time being.
- (80) “*Table of the House*” — The Table just in front of the desk of the Secretary-General below the Chairman’s Chair. Papers which are required to be laid on the Table of the House are deemed to be placed on this Table.
- (81) “*Unstarred Question*” — A question which is not called for oral answer in the House. The written answer to such a question is deemed to have been laid on the Table.
- (82) “*Valedictory remarks*” — It is customary in every Session for the Chair to make the Valedictory remarks at the end of Session thanking Members and leaders of parties and groups for their cooperation in the conduct of business of the House.
- (83) “*Vote on Account*” — Vote on account refers to the withdrawal of advance amount authorised by Parliament to enable the Government to carry on its expenditure before the Demands are voted and general appropriation Bill is passed. Vote on account is generally taken for two months for a sixth or suitable portion of the estimated expenditure under various grants.
- (84) “*Walk Out*” — A form of protest resorted to by Members of Legislature in which they walk out of the House to show their disagreement or dissent with a matter under

debate/discussion in the House.

- (85) "*Whips*" — Members drawn from the party in power and the parties/groups in opposition to perform specified functions and form vital links in the internal organization of a party inside Parliament.
- (86) "*Withdrawal of Member from the House*" — The Chairman may direct any member whose conduct, in his opinion, is grossly disorderly, to withdraw immediately from the House, and any member so ordered to withdraw should do so forthwith and should absent himself

## 2.2 PARLIAMENTARY CUSTOMS AND CONVENTIONS

A Member elected for the first time has to make himself/herself familiar with the established parliamentary customs and conventions. These customs and conventions are based on the past practices, the rulings by Presiding Officers and on the unrecorded traditions of Parliament, which a Member comes to know through his/her personal experience in Parliament. A list of such customs and conventions (which may not be taken as exhaustive) is given below:

- (i) Before making and subscribing the oath or affirmation, it is customary for the Members to call on the Chairman. They also The Table Office advises the Members on the procedure for making and subscribing the oath or affirmation and give information on other matters concerning their membership and parliamentary business. Members may also contact Notice Office, Rajya Sabha which coordinates between the concerned offices/ sections and the Members.
- (ii) Every Member should, while coming to the House for a sitting, bring with him/her the identity card issued by the Secretary-General, Rajya Sabha in order to enable the Security Staff on duty in the premises of the House to easily recognise them, as it is not always easy for them to get acquainted with the names and appearances of a large number of Members.
- (iii) Before entering the House, a Member should sign, everyday, the Attendance Register placed in the Lobby. For the convenience of Members, the Attendance Register has been split-up into four parts according to their Division Numbers and each part is kept on a separate rostrum in the Lobby:
  - a. Division Nos. 1 to 61; and - Table-I  
Division Nos. 62 to 126;
  - b. Division Nos. 127 to 195; and - Table-IV  
Division Nos. 196 to 250.
- (iv) During the sittings of the House, a Member may receive one or more slips intimating that someone is waiting outside to see him/her on an urgent and important business. Members may meet the visitors who come to see them in the Reception Office adjacent to the main Parliament building. The Chamber Attendants who bring the slips to the Member will get the message in this respect conveyed to the Reception Office.



- (v) Members should say or do nothing on the floor of the House that is not warranted by the Rules of Procedure or by the rulings or precedents, or by the accepted and established customs and conventions of the House.
- (vi) The decorum and the seriousness of the proceedings of the House require that there should be no “Thanks”, “Thank You”, “Jai Hind”, “Vande Mataram” or any other slogans raised in the House.
- (vii) “Applause” or “Cheers” and “Laughters” are not recorded in the proceedings of the House.
- (viii) A notice for raising a matter in the House should not be given publicity by any Member or other person until it has been admitted by the Chairman and circulated to Members. A Member should not raise the issue of a notice given by him/her and pending consideration of the Chairman.
- (ix) Rulings are given by the Chair according to precedents of the House and where there is no precedent, the usual parliamentary practice is followed. Rulings given by the Chair should not be criticized directly or indirectly inside or outside the House.
- (x) Questions pertaining to the Rajya Sabha/ Lok Sabha Secretariat and the functions of the Chairman, Rajya Sabha/Speaker, Lok Sabha are not answered on the floor of the House.
- (xi) Reference to Presiding Officers of either House in debates is improper.
- (xii) Proposals for expenditure from grants relating to the Rajya Sabha/Lok Sabha Secretariat are not discussed on the floor of either House or in Parliamentary Committees.
- (xiii) Carrying and display of arms in the House is prohibited.
- (xiv) Production of exhibits on the floor of the House is not in order.

### **2.3 PARLIAMENTARY ETIQUETTE**

Observance of certain rules is integral to maintaining discipline and decorum in the House. Therefore, while the House is sitting, Members are expected to observe certain rules of parliamentary etiquette. These rules are based on the Rules of Procedure and Conduct of Business in the Rajya Sabha and also on the rulings given by the Chair from time to time. Some of the important rules of parliamentary etiquette which the Members generally have to observe in the House are listed below:

- (i) Members should be present in the House a few minutes before the scheduled time, which is ordinarily 11.00 A.M. At the appointed time in the House, the Marshal announces the arrival of the Chairman, who immediately thereafter enters the Chamber. Members should stop all conversation and rise in their

places. Members who enter the House at that time should stand silently in the gangway, till the Chairman takes the Chair and, thereafter, they should go to their seats.

- (ii) Every Member should bow to the Chair while entering or leaving the House and also before taking or leaving his/ her seat.
- (iii) While the House is sitting, every Member should enter and leave the Chamber in such a manner as not to disturb the proceedings in the House.
- (iv) A Member should never pass between the Chair and the Member who is speaking.
- (v) Members should not sit with their backs to the Chair.
- (vi) During a sitting, a Member may, if he/she requires, go out quickly by a back door close to his/her seat without causing any disturbance to the House.
- (vii) Members should not so converse amongst themselves as to disturb the proceedings of the House. Such talks, though not very audible at a distance, may considerably disturb the Chair due to special sound arrangements in the Chamber.
- (viii) Members, in their seats, should not read newspapers, periodicals, books or letters, not directly connected with, or necessary for the business before the House.
- (ix) When a Member wants to speak, he/she should rise in his/her place to attract the attention of the Chair. No Member should speak unless he/she has caught the “eye” of the Chair, and has been called upon by name or by a sign to speak.
- (x) No Member should raise in the House the subject matter of a notice or a communication sent by him/her to the Chairman, unless he/she has been specifically permitted by the Chairman to do so. If no intimation has been received by the Member, he/she should presume that the matter is either under consideration of the Chairman or it has been disallowed by him.
- (xi) Every Member should resume his/her seat as soon as the Chairman rises to speak, or calls out “Order” and also when any other Member is in possession of the Floor (*i.e.*, speaking with the permission of the Chair) or has interposed in the course of the debate to raise a point of order, or to offer a personal explanation.
- (xii) No Member should rise or leave the House when the Chairman is addressing the House. The Chairman should always be heard in silence.
- (xiii) Except with the prior leave of the Chair, no Member should read out a written speech, though notes may be referred to.
- (xiv) A Member is not allowed to read the speech for another Member during the latter’s presence in the House.

- (xv) Members should not leave the House immediately after they finish their speeches. Courtesy to the House requires that after finishing their speeches they resume their seats and leave the House only afterwards, if necessary.
- (xvi) When any Member offers a criticism of another Member or a Minister, the latter is entitled to expect that the critic should be present in the House to hear his/her reply. To be absent when the latter is replying, is a breach of parliamentary etiquette.
- (xvii) Members who participate in a debate should be present in the House when the Minister replies to the debate. Members are expected to extend this courtesy to the Minister.
- (xviii) It is desirable that as far as practicable, a Member should not be referred to by name, but in some other suitable way *e.g.*, ‘the Member who has last spoken’, ‘the Member representing such and such State’, ‘the Members from...’, etc. If unavoidably necessary, full name may be used.
- (xix) Repetition of the arguments of previous speakers, or one’s own, should be avoided. It may be resorted to rarely with a view to giving emphasis to a point.
- (xx) Personal reference (unless it is imperatively necessary for the purpose of the debate, being itself a matter in issue or relevant thereto) by way of imputation of motive to or questioning the *bonafides* of any Member, should not be resorted to.
- (xxi) Members, when in the Lobby, should talk to each other in a subdued tone so as not to disturb the proceedings of the House.
- (xxii) No Member should speak to the Gallery from inside the House, nor should he/she make any reference or appeal to it. Applause for any person sitting in the Gallery except for the visiting foreign dignitaries whose presence in the Special Box is brought to the notice of the House by the Chairman, is out of order.
- (xxiii) A Member, while speaking, should not address the individual Member directly but should always address the Chair, and make all remarks to other Members through the Chair.
- (xxiv) No Member should argue with another Member when the latter is speaking. He may, however, ask through the Chair, questions with a view to obtaining information from the Member who is speaking. But a Member who is addressing the House with the permission of the Chair, should not be interrupted by another Member persistently. It is open to the former not to yield but to go on with his speech, if the interruption is not for raising a point of order.
- (xxv) A Member should not interrupt any Member who is speaking by making noises or in any other disorderly manner.

- (xxvi) The Chairman may direct any Member whose conduct, in his opinion, is grossly disorderly, to withdraw immediately from the House, and any Member so ordered to withdraw should do so forthwith and should absent himself/herself during the remainder of the day's sitting.
- (xxvii) A statement made by a Minister from the records in his/her possession should be accepted as correct unless a specific point is raised to challenge it.
- (xxviii) A Member may, with the permission of the Chairman, make a personal explanation, although there is no question before the House, but in such case, no debatable matter may be brought forward, and no debate shall arise.
- (xxix) If any statement is attributed to have been made by another Member, and the latter says that he/she did not make that statement, the contradiction should be accepted without demur.
- (xxx) Words containing insinuations, offensive and unparliamentary expressions should be scrupulously avoided. When the Chair holds that a particular word or expression is unparliamentary, it should be immediately withdrawn without any attempt to raise any debate over it. Words or expressions held to be unparliamentary and ordered to be expunged by the Chair, are omitted from the printed debates.
- (xxxi) As Members enjoy exemption from prosecution for a statement made by them in the House, allegations should not be made by them against a fellow Member or a Member of the other House.
- (xxxii) A Member should speak only from the seat allotted to him/her. When a Member is not sitting in his/her own seat, he/she may not be called to speak or ask supplementary questions.
- (xxxiii) A Member while speaking should not:
- (a) refer to any matter of fact on which a judicial decision is pending;
  - (b) make a personal charge against another Member;
  - (c) use offensive expressions about the conduct of proceedings of Parliament or any State Legislature;
  - (d) reflect on any determination of the House, except on a Motion for rescinding it;
  - (e) use the President's name for the purpose of influencing the debate;
  - (f) utter treasonable, seditious or defamatory words;
  - (g) use his right of speech for the purpose of obstructing the business of the House; and

- (h) reflect on the conduct of persons in high authority unless the discussion is based on a substantive motion drawn in proper terms.
- (xxxiv) In their speeches, Members should not refer to Government officials by name.
- (xxxv) Two Members should not keep standing at the same time.
- (xxxvi) When a Member is making a maiden speech *i.e.*, when he/she is making a speech for the first time in the House, he/she should not be interrupted.
- (xxxvii) Members should not obstruct proceedings and should avoid making a running commentary when speeches are being made in the House.
- (xxxviii) Entering the House with coat hanging on the arms is improper and against the decorum of the House.
- (xxxix) Members should not stand in the passage of the Chamber. They must either be in their seats or go out.
- (xl) Members should not, as far as possible, approach the Chair personally in the House. They may send chits to the Chair, if necessary, through the Chamber Attendants.
- (xli) Members should not distribute within the precincts of the Parliament building, any literature, questionnaire or pamphlets, etc., unless permission has been obtained from the Chairman in writing in advance.
- (xlii) Members should not carry walking sticks into the Chamber unless permitted by the Chairman.
- (xliii) Members are prohibited from smoking in the Parliament House Complex including in the Parliament building.
- (xliv) Members are prohibited from doing unauthorized videography/photography of the proceedings of the House and circulation thereof.
- (xlv) Members should minimize the volume level on the Volume Selector provided at the right-side bottom of the screen of the multi-media device placed on their respective seats in the House, while leaving their seats so that no disturbance gets caused to the proceedings of the House.

## **2.4 . CODE OF CONDUCT FOR MEMBERS**

The Members of Rajya Sabha should acknowledge their responsibility to maintain the public trust reposed in them and should work diligently to discharge their mandate for the

common good of the people. They must hold in high esteem the Constitution, the Law, Parliamentary Institutions and above all the general public. They should constantly strive to translate the ideals laid down in the Preamble to the Constitution into a reality. The following are the principles which they should abide by in their dealings:—

- (i) Members must not do anything that brings disrepute to the Parliament and affects their credibility.
- (ii) Members must utilise their position as Members of Parliament to advance general well-being of the people.
- (iii) In their dealings, if Members find that there is a conflict between their personal interests and the public trust which they hold, they should resolve such a conflict in a manner that their private interests are subordinated to the duty of their public office.
- (iv) Members should always see that their private financial interests and those of the members of their immediate family\* do not come in conflict with the public interest and if any such conflict ever arises, they should try to resolve such a conflict in a manner that the public interest is not jeopardised.
- (v) Members should never expect or accept any fee, remuneration or benefit for a vote given or not given by them on the floor of the House, for introducing a Bill, for moving a resolution or desisting from moving a resolution, putting a question or abstaining from asking a question or participating in the deliberations of the House or a Parliamentary Committee.
- (vi) Members should not take a gift which may interfere with honest and impartial discharge of their official duties. They may, however, accept incidental gifts or inexpensive mementoes and customary hospitality.
- (vii) Members holding public offices should use public resources in such a manner as may lead to public good.
- (viii) If Members are in possession of a confidential information owing to their being Members of Parliament or Members of Parliamentary Committees, they should not disclose such information for advancing their personal interests.
- (ix) Members should desist from giving certificates to individuals and institutions of which they have no personal knowledge and are not based on facts.
- (x) Members should not lend ready support to any cause of which they have no or little knowledge.
- (xi) Members should not misuse the facilities and amenities made available to them.
- (xii) Members should not be disrespectful to any religion and work for the promotion of secular values.

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\*Immediate family includes spouse, dependent daughters and dependent sons.

- (xiii) Members should keep uppermost in their mind the fundamental duties listed in part IVA of the Constitution.
- (xiv) Members are expected to maintain high standards of morality, dignity, decency and values in public life.

## **2.5 Important Places in Parliament House / SamvidhanSadan/ Parliament House Annexe / Parliament House Annexe Extension Building**

A new Member visiting Parliament House Complex should know and make himself/herself familiar with different rooms, gangways and corridors. He/She should particularly know the locations of the following: —

### **Parliament House —**

|   |   |                                     |
|---|---|-------------------------------------|
| Rajya Sabha Chamber                               | - | Near Makar and Shardul Dwar         |
| Lok Sabha Chamber                                 | - | Near Makar Dwarans Hans Dwar        |
| Chairman's Chamber                                | - | Room No. RS-09, (Near Shardul Dwar) |
| Deputy Chairman's Chamber                         | - | Room No. RS-07 (Near Makar Dwar)    |
| Speaker's Chamber                                 | - | Room No. LS-08, (Near Makar Dwar)   |
| Office of the Leader of the House in Rajya Sabha  | - | Room No. G-30, Ground Floor         |
| Office of the Leader of Opposition in Rajya Sabha | - | Room No. G-19, Ground Floor         |
| Room of Secretary-General, Rajya Sabha            | - | Room No. RS-08, Ground Floor        |
| Room of Secretary-General, Lok Sabha              | - | Room No. LS-11, Ground Floor        |
| Prime Minister's Office                           | - | Room No. F-68, First Floor          |
| First Aid Post                                    | - | G-69, Ground Floor                  |
| Notice Office                                     | - | Room No. G-16, Ground Floor         |
| Table Office                                      | - | Room No. G-15, Ground Floor         |
| Bill Office                                       | - | Room No. S-25A, Second Floor        |
| Lobby Office                                      | - | Room No. S-25B, Second Floor        |
| Legislative Office                                | - | Room No. S-26, Second Floor         |
| Publications Counter                              | - | Room No. G-02, Ground Floor         |
| Stenographers' Pool                               | - | Room No. RS-26, First Floor         |

Canteen Facility

Ministers' Rooms

Committee Rooms

### **SamvidhanSadan —**

|  |   |   |
|--|---|---|
| Central Hall                               | - | Straight from Gate No. 1  |
| Party Offices                              | - | <b>GROUND FLOOR</b><br>INC, BJP, YSR Congress, DMK,<br>AIADMK, AITC, BJD<br><b>THIRD FLOOR</b><br><b>INC, CPI (M), RJD, SP, SS, BSP, NCP, SAD,</b><br><b>JD(U), TDP, TRS, LJP</b> |
| Committee Rooms                            | - | Room Nos. 62 & 63, First floor  |
| Office of the Chairman,<br>House Committee | - | Room No. -66, First Floor   |
| Refreshment Room                           | - | Room No. 70, Ground Floor.  |
| Sales Counter &                            | - | Room No. 26-A, Ground Floor   |
| Publications Counter                       |   |   |
| Post Office                                | - | Below the stairs adjacent to Table Office   |
| Railway Booking &                          |   |   |
| Reservation Office                         | - | Room No.131   |
| Air Booking Office                         | - | Room No.131-A, Third floor  |
| State Bank of India (SBI)                  | - | First Floor   |
| Press Rooms                                | - | 1st Floor, PH (Session time only)   |
| <b>Parliament House Annexe -</b>           |   | <b>BASEMENT</b>   |
| Medical Centre                             | - | Near VIP Gate   |
| Post Office                                | - | Near VIP Gate   |
| Telecom Centre                             | - | Near VIP Gate   |
| Committee Room 'E'                         | - | Near VIP Gate   |
|  |   | <b>GROUND FLOOR</b>   |
| Committee Rooms<br>(Main and A, B, C & D)  | - | Near Banquet Hall, Ground Floor   |
| State Bank of India (SBI)                  | - | Near Banquet Hall, Ground Floor   |
| Banquet Hall                               | - | Near Canteen, Ground Floor  |
| Auditorium                                 | - | Opposite SBI, Ground Floor  |
| Dining Room                                | - | Near Banquet Hall Ground Floor  |
| Income Tax Cell                            | - | Near Auditorium, Ground Floor   |



**SECOND FLOOR**

|                                       |   |                      |
|---------------------------------------|---|----------------------|
| Pay and Account Office                | - | Room No. 203         |
| IT Section                            | - | Room No. 209         |
| Members' Amenities Section            | - | Room No. 227         |
| Members' Salaries & Allowances Branch | - | Room No. 228         |
| Questions Branch                      | - | Room No. 229 and 223 |

**THIRD FLOOR**

|                        |   |              |
|------------------------|---|--------------|
| Liaison Officer (NDMC) | - | Room No. 314 |
|------------------------|---|--------------|

**FIFTH FLOOR**

|                                 |   |              |
|---------------------------------|---|--------------|
| Parliamentary Diplomacy Section | - | Room No. 527 |
|---------------------------------|---|--------------|

|                              |   |              |
|------------------------------|---|--------------|
| Liaison Officer (Telephones) | - | Room No. 520 |
|------------------------------|---|--------------|

**SIXTH FLOOR****Accommodation and**

|                    |   |                     |
|--------------------|---|---------------------|
| <b>Rent Branch</b> | - | <b>Room No. 602</b> |
|--------------------|---|---------------------|

**PARLAIMENT LIBRARY BUILDING**

|                           |   |                                  |
|---------------------------|---|----------------------------------|
| Parliamentary Library     | - | Ground and 1 <sup>st</sup> Floor |
| Member's Reading Room     | - | Ground and 1 <sup>st</sup> Floor |
| BPST Committee Rooms      | - | Ground and 1 <sup>st</sup> Floor |
| Committee Room No. G-074  | - | Ground Floor                     |
| Committee Room No. G-070  | - | Ground Floor                     |
| Banquet Hall              | - | 1 <sup>st</sup> Floor            |
| Children's Corner         | - | Ground Floor                     |
| Auditorium                | - | Ground Floor                     |
| Canteen: Refreshment Room | - | 1 <sup>st</sup> Floor            |

**PARLIAMENT HOUSE ANNEXE EXTENSION****Block A****First Floor**

Committee Rooms

Banquet Hall

**Second Floor**

Auditorium

Hon'ble Chairman's Chamber

**Block B**

Committee Chairmen's Rooms

Committee Sections

Offices of the Chairpersons of  
Parliamentary Committees, Rajya Sabha - III-F, Block-B

**2.6 PROCEDURE REGARDING ALLEGATIONS AGAINST MEMBERS  
(Rule 238A of the Rules of Procedure)**

No Member should make any allegation of a defamatory or incriminatory nature against any other Member or a Member of the Lok Sabha unless the Member making the allegation has given previous intimation to the Chairman and also the Minister concerned. The Chairman may prohibit the Member from making the allegation if he is of the opinion that such allegation is derogatory to the dignity of the Council or that no public interest is served by making such allegation.

**2.7 RULES TO BE OBSERVED BY MEMBERS DESIRING TO PARTICIPATE  
IN A DEBATE**

In the case of Half-an-Hour discussion or clarification on *suo motu* Statement of Ministers or Statement in response to Calling Attention notices, Members wishing to seek clarifications may send their names to the Table of the House or may catch the Chairman's eye, and speak when called.

In case of discussions on Short Duration Discussions, Bills, Resolution, *etc.* where total time for discussion is fixed or allocated by the Business Advisory Committee, time is further allocated party-wise in proportion to their numerical strength and Members wishing to participate may send their names to the Table or Table Office through the Leader/Whip of the Party, at least 30 minutes prior to the commencement of the discussion, for inclusion in the List of Speakers of that Party. Members permitted may participate when called on to do so by the Chair.

## **2.8 LANGUAGE TO BE USED BY MEMBERS IN DEBATE**

Under article 120 of the Constitution, the business of the House is transacted in Hindi or English. However, Members desirous of speaking in their mother tongue, can, with permission of the Chairman address the House in their respective mother tongue. Such a member should seek permission of the Chairman in writing, at the earliest possible opportunity, before making his speech.

## **2.9 SIMULTANEOUS INTERPRETATION OF PROCEEDINGS**

- (i) Entire proceedings of the House are simultaneously interpreted into English and Hindi. Arrangements also exist for providing simultaneous interpretation into Hindi and English of speeches made in Assamese, Bengali, Bodo, Dogri, Gujarati, Kannada, Kashmiri, Konkani, Malayalam, Maithili, Manipuri, Marathi, Nepali, Odia, Punjabi, Sanskrit, Santhali, Sindhi, Tamil, Telugu and Urdu. A Member desirous of making a speech in Assamese/ Gujarati/ Odia / Punjabi /Tamil / Telugu or Urdu is required to give at least one hour's notice to that effect to the Officer at the Table, stating also the language in which he/she wishes to make a speech. In the case of rest of the above-mentioned languages, this notice period is one day, i.e. 24 hours.

However, Interpretation from these languages into English and Hindi is not available for remarks, observations or interruptions in the midst of regular debates.

- (ii) A member in whose name a Question appears in the List of Questions for Oral Answers and who gives advance intimation for asking supplementary question in any of the aforesaid languages may put supplementaries during the Question Hour in that language. A Member who wishes to avail of this facility is required to give advance notice in this behalf in writing not later than 3:00 p.m. on the working day preceding the day on which the Question is listed for oral answer.
- (iii) Members can follow the proceedings in Hindi or in English by using Head-phones and language selector on the Multimedia panel at their seats.
- (iv) Necessary information as to how the simultaneous interpretation facility should be used is given in Para 2.10 below.
- (v) Ministers/Members who make written statements or who make speeches with the help of notes are required to send the texts of their statements or notes to the interpreters in advance to assist the latter in giving an authentic and unabridged interpretation of their statement and speeches.

## **2.10 USING MULTIMEDIA PANEL FOR SIMULTANEOUS INTERPRETATION FACILITY**

Each seat in the House is provided with a Multimedia Panel and a Head-phone.

- (i) The LANGUAGE icon is at the left side bottom of the Multimedia
- (ii) Panel. Volume Control icon is at the right side bottom of the Multimedia Panel.
- (iii) Socket for Head-phone - The single-pin plug at the end of the wire of the Head-phone has to be inserted into the socket next to the right side bottom of the Multimedia Panel.

## **SOME GENERAL HINTS FOR USING SIMULTANEOUS INTERPRETATION SYSTEM**

- (i) In order to disconnect the Head-phone, the plug may be held firmly and pulled out of the socket. Tugging of the wire may be avoided, otherwise the plug might become detached from the wire.
- (ii) The language selector may be adjusted for one language.
- (iii) When a Member is not using his/her Headphone or when he/she leaves his/her seat, he/she should make sure that the volume is turned off so that the proceedings of the House are not disturbed by the sound coming out of the Head-phone not in use.

## **2.11 OFFICIAL REPORT OF PROCEEDINGS**

- (i) Rule 260 of the Rules of Procedure and Conduct of Business in the Rajya Sabha requires that a full report of the proceedings of the Rajya Sabha be prepared and published.
- (ii) The work relating to the preparation of a verbatim record of the day-to-day proceedings of the Rajya Sabha is handled by a team of English and Hindi Reporters working under the charge of Joint Secretary (Reporting) who is the Head of the Reporting Service in the Secretariat. The Reporters' Section is located in Room Nos. L12 and L13 at Parliament House. During the sittings of the Rajya Sabha (and if so required, of any of its Committees), teams of Reporters (one English, one Hindi) are assigned 5 minutes' turns to take down in shorthand the speeches/discussions. The notes taken down in shorthand by the Reporters are transcribed on the computer

quickly so that copies of debates become available within a few hours after the House rises for the day, except on days when the House sits for unusually long hours in which case the later portion of the proceedings may be issued as a Supplement on the next day. The copies of Debates are generally issued in two Parts: Part I containing Questions, Starred and Unstarred, and their replies, and also Supplementary Questions to Starred Questions and their replies (from 12.00 noon to 1.00 p.m); and, Part II containing Proceedings (From 11.00 a.m. to 6.00 p.m., or until the House rises for the day, excluding Question Hour). The Debates are also uploaded on the internet and are available under the link <https://sansad.in/rs> →Business→ Verbatim Debates.

- (iii) Proceedings in English and Hindi/Urdu are covered by the Reporters as they take place in the House. In case a member speaks in any of the language other than Hindi mentioned in the Eighth Schedule to the Constitution, the translated text supplied by the Interpreters Section appears in the Debates with a footnote indicating the language in which the original speech was delivered in the House. According to the established practice, a Member wishing to speak in any language, other than English and Hindi may do so with the prior permission of the Chair and furnish an authenticated English or Hindi version of the speech to be included in the Debate. If the authenticated English or Hindi version of the speech is not provided the same day, then, the speech in question will be issued as a supplement on the next day.
- (iv) When prepared speeches or statements are read out by Ministers or Members and also when speeches are delivered with the help of copious notes, the prepared speeches, statements, notes, etc. are to be handed over to the Reporters by the Member after the speech has been made in the interest of accurate transcription; for the same reason, quotations, etc. read out by members should also be supplied to Reporters. In the case of quotations in regional languages, shlokas, etc., the English or Hindi translation of the quotations are filled in, taking the services of the Interpreters. Where the facility of interpretation is not available, the English or Hindi translation of the quotations should be filled in by the Member concerned when the transcript of the speech is sent to him for approval.
- (v) After the transcripts of speeches, interventions, etc. are ready, relevant copies thereof are sent by the Distribution Section to the Members, who had taken part in the Debates, for confirmation and for correction of any inaccuracies which might have crept in. These are not sent for the purpose of getting the literary form improved nor for any alterations, additions or deletions which will substantially change the content. Only minor corrections in respect of grammatical errors, misreporting of quotations, figures, names, etc. are permissible. The transcript after correction is required to be returned within two days to the R.S. Debates (Floor Version) Section. In case the transcript is not returned by 12 o' clock of the 3<sup>rd</sup> day following the day of the

speech, the transcript is taken as being confirmed and will be used for publishing the edited Debates which forms the official Report.

(VI) Members are welcome to download the proceedings from the Rajya Sabha website.

## **2.12 LEAVE OF ABSENCE FROM THE SITTINGS OF THE RAJYA SABHA**

- (i) Article 101 (4) of the Constitution provides that if for a period of sixty days, a Member of either House of Parliament is absent without permission of the House, from all meetings thereof, the House may declare his seat vacant:  
Provided that in computing the said period of sixty days no account shall be taken of any period during which the House is prorogued or is adjourned for more than four consecutive days.
- (ii) A Member wishing to obtain permission of the Rajya Sabha for remaining absent from meetings thereof under the said article has to make an application in writing, under the member's own signature, to the Chairman, stating the reasons and the period for which he/she may be permitted to be absent from the meetings of the Rajya Sabha (rule 214). No action is taken on a communication of a member which merely intimates that he will not attend the session but does not ask for leave. If a member is unable to sign the leave application himself due to some kind of illness, his/her respective party leader can apply on behalf of the Member, such application has also been entertained and leave granted to the Member on that basis.
- (iii) After the receipt of an application seeking leave for more than ten days the Chairman informed the House of the substance of the ground for asking leave and asks the House, "does he have permission of the House for remaining absent from the meetings of the House for such and such period?" If no one dissents, the Chairman announces: "Permission to remain absent is granted." But, if any dissenting voice is heard, the Chairman takes the sense of the House and thereupon declares its determination. The Secretary-General then communicates the decision of the House to the Member.
- (iv) The seat of a Member may be declared vacant under article 101 (4) of the Constitution, on a motion by the Leader of the House or by such other Member to whom he may delegate his functions in this behalf. When the motion is carried, the Secretary-General causes the information to be published in the Official Gazette and forwards a copy of the notification to the Election Commission for taking steps to fill the vacancy thus caused (Rule 215).

### **2.13 RESIGNATION OF SEAT IN THE HOUSE (Rule 213 of the Rules of Procedure)**

- (i) As per provision of clause (3) (b) of article 101 of the Constitution a member of the House can resign his seat by writing under his hand addressed to the Chairman of the Rajya Sabha and when his resignation is accepted by the Chairman his seat thereupon becomes vacant. If the Chairman is of the opinion that the resignation is not voluntary or genuine, he shall not accept such resignation.
- (ii) The Chairman, after he has accepted the resignation of a Member, informs the House that the Member has resigned his seat in the House and that he has accepted the resignation. If the House is not in session, the Chairman informs the House immediately after the House reassembles.
- (iii) Information of the resignation is published in the Gazette and in Parliamentary Bulletin Part II.

### **2.14 NOTICE OFFICE**

Notice Office acts as a liaison between Members of the Rajya Sabha and the Rajya Sabha Secretariat. It also serves as the Reception Office for the Members and as a single window interface between Members and various Sections/Branches of the Rajya Sabha Secretariat, other allied agencies. After being elected/nominated to the Rajya Sabha, the newly elected/nominated Member is to first contact or come to the Notice Office (Room No. G-16, New Building of Parliament, Tel. No. 23083082; 23083083) where he is required to fill in a set of Forms to complete certain formalities before the Member takes his oath. These Forms can also be downloaded from the Rajya Sabha website (<https://sansad.in/rs>) under the link 'More' - 'Downloads' - 'Parliamentary Notice Forms', 'Application Forms' and 'Forms for New Members'. Requests received from Members to allow their family Members, relatives and guests to witness their oath taking ceremony from the Distinguished Visitors' Gallery/Public Gallery are forwarded to the CPIC, Rajya Sabha for issuing the passes as per extant directions given by the competent authority from time to time on case to case basis.

#### **2.14.1 Notices of Bills, Motions, etc.**

The general procedure for giving notices is detailed in para 1.32. Information regarding permitted Special Mentions and Matter raised with permission is kept in the Notice Office on daily basis. In addition, miscellaneous papers/forms, TA/DA Bills, letters addressed to the Ministers of the Government of India and also other correspondence from Members intended for disposal in the Secretariat are received and forwarded by Notice Office to concerned Sections.

#### **2.14.2 Passes for Admission to Visitors' Galleries**

- (i) Admission to the Visitors' Galleries of the Rajya Sabha is regulated in pursuance of rule 264 of the Rules of Procedure and Conduct of Business in the Rajya Sabha.
- (ii) Admission Cards are required for the following galleries:
  - (a) Distinguished Visitors' Gallery (DVG); and
  - (b) Public Gallery.

**(a) Distinguished Visitor's Gallery (DVG)**

The Distinguished Visitors' Gallery is intended for use by the Members of State Legislatures in India (MLA/MLC), ex-Members of Central Legislature or of Parliament, Spouse/Children of sitting Members of Parliament, high officials of Government of India and State Governments, men of standing in public life, Members of the Diplomatic Corps, distinguished visitors from foreign countries and Governors of States in India and the like. Cards for admission to this Gallery may be obtained by Members on application addressed to the Secretary-General in the prescribed form available in Centralised Pass Issue Cell (CPIC) and on Rajya Sabha website in accordance with the regulations made in that behalf. The application form may be left in the Notice Office by 3 P.M. on the working day preceding the date of sitting for which the cards are required and the Cards may be collected, when it is ready, from the Centralised Pass Issue Cell (CPIC) of Rajya Sabha.

**(b) Public Gallery (PG)**

The Public Gallery is intended for the use of Members of the public generally. Application for cards for admission to this Gallery should be made to the Centralised Pass Issue Cell (CPIC) before 3.00 p.m. on the day previous to the date of the sitting of the House for which cards are required. In this regard the following procedure is observed:—

- \* Members are required to give full particulars in the application forms for Visitors' Cards in accordance with the printed instructions thereon. Printed application forms for Visitors' Cards are available in the Notice Office and also on the website of Rajya Sabha. No action can be taken on an application form which is incomplete.
- \* A Member has to deliver the application form personally or through his PA/PS/authorized Person to the Notice Office furnishing all the particulars of the visitors.
- \* As no person is allowed entry in the Parliament House without a proper pass, the persons for whom the pass is applied for should wait in the Reception Office outside the Parliament House and the card would be delivered to them by the Member, or any person authorized by the Member in writing.



- \* Cards are not issued for the whole day of the sitting of the Rajya Sabha. These are generally issued for a complete hour and not a part of an hour.
- \* Children below 10 years of age are not allowed admission to the Galleries.

Members are advised to bear in mind that the persons for whom Visitors' cards are applied should be known to them personally since they are responsible for any untoward or undesirable conduct of the Visitor in the Galleries/Parliament House.

### **2.14.3 Central Hall Passes**

Central Hall Passes on day-to-day basis are issued for sitting Members of State Legislatures (MLA/MLC), Ministers and ex-Ministers of States and spouses/children of Members on recommendations of a sitting Member of Rajya Sabha in the prescribed application form available in the Notice Office and on website of Rajya Sabha.

The form along with all the details as prescribed in the proforma is to be submitted to Notice Office during working hours on the day on which the pass is required.

### **2.14.4 Bar Coded Entry Pass for PAs/PSs to Members**

The Notice Office issue Bar-Coded Entry Pass for one PA/PS of Members of Rajya Sabha at a time for entry into Parliament House Complex to enable such PA/PS to assist the Member in his Parliamentary work. Member has to submit the application in the prescribed Proforma available in the Centralised Pass Issue Cell (CPIC) as also on the website of Rajya Sabha, containing complete details of the person along with two photographs in whose respect the pass is required. The Member has to take full responsibility for the conduct and character of his PA/PS. After receiving the application, a pass is prepared by Centralized Pass Issue Cell (CPIC) on recommendation of the Member of Rajya Sabha and given to the PA/PS concerned. A Member can change his PA/PS at his discretion. In such a case the previous pass is required to be surrendered before the issuance of a pass to new PA/PS. Renewal of the entry Pass can be made through a prescribed proforma available in Notice Office and the website of Rajya Sabha.

### **2.14.5 Members' Temporary Identity Cards**

Identity Cards for Sitting Members of Rajya Sabha are issued by the Centralised Pass Issue Cell (CPIC). However, Notice Office issue Temporary Identity Cards to newly elected/ Nominated Members of Rajya Sabha to facilitate their unhindered entry into Parliament House Complex, till the Permanent Identity Card is issued by the MS&A Branch.

### **2.14.6 Library Pass**

A Library Pass (with photo) can be issued to a person initially for one month during the Session/Inter-Session period on the recommendation of a sitting Member to enable interested persons to visit the Parliamentary Library. There is a prescribed Proforma, which

requires complete particulars of the person so sponsored. Library Passes are also issued on orders of Secretary-General, Rajya Sabha.

### **2.14.7 Car Park Labels**

To enable Members to have unhindered entry of their personal vehicle to the precincts of Parliament House Complex, Car Park Labels are issued by the Centralised Pass Issue Cell (CPIC) on receipt of an application in the prescribed form available in the Centralised Pass Issue Cell (CPIC) and on the website of Rajya Sabha. A copy of the registration certificate of vehicle for which the Label is sought need to be attached with the Application form. A Sitting Member is issued two parking labels ('MP' & 'P') and an ex-MP only one label ('Ex-MP').

A Label is issued for a specific vehicle only, which should be registered in the name of the Member or his spouse. If the vehicle is not registered in the name of the Member or his spouse, then the Member has to give an undertaking that the vehicle for which parking label is sought, is exclusively being used by him and he will be fully responsible for any misuse of the label. In case a Member disposes of a vehicle for which a label has been issued, he is required to return the label to CPIC. A new label for another vehicle in lieu thereof can be issued only after return of the old label. A label is valid for the calendar year for which it is issued and a new label is issued only against the return of the previous year's label. It is desirable in the interest of security that Members do not allow use of their labelled vehicle in the Parliament House premises by other persons.

## **2.15 STENOGRAPHIC ASSISTANCE TO MEMBERS**

The services of English and Hindi stenographers are made available to Members to assist them in typing out their notices of amendments, questions, resolutions, motions and other allied matters of public importance pertaining to the business of the House. The assistance is available in the Stenographers' Pool Room No. RS 26, First Floor, Parliament House.

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

### **Reprographic service for MPs :-**

A photocopier is working in Room No. 26-C, (situated in outer lobby), Samvidhan Sadan. Copies of documents on photocopier are done on payment for Members.

## **2.16 PUBLICATIONS COUNTER**

- (i) Publications Counter is situated in Room No. 26-A at the Ground Floor of Samvidhan Sadan. From this Counter, which works under the supervision of Legislative Section, Policy documents/publications received from the Government, reports of Parliamentary Committees presented to or laid on the Table of the House during the Session, etc. are distributed to Members on demand. Members may personally visit the counter or send their authorised representatives to receive the desired papers.
- (ii) All the Parliamentary Papers are electronically transmitted to Members Portal accounts. The Report of C&AG, sets of Union Budget, Annual Reports of Ministries are also transmitted electronically to Members Portal.

## **2.17 SECURITY ARRANGEMENTS IN PARLIAMENT HOUSE COMPLEX**

In wake of the prevailing security scenario in the country and threat perception to the Parliament of India, it is paramount to strengthen the security setup by implementing strict access control measures, hence the security personnel on duty establish the identity of each person entering the Parliament House Complex. Members are requested to co-operate with the security officials in Parliament House Complex and show their Identity Cards, if so requested.

Members are advised not to bring their guests/visitors inside the Parliament House Complex without valid passes. Visitors having valid passes may be taken inside the Parliament House Complex only through gates where Door Frame Metal Detectors have been installed.

### **2.17.1 Use of Radio Frequency Cards / New SCOSTA- based Smart ID cards**

Members have been issued Radio Frequency (RF) Cards/ New SCOSTA- based Smart ID cards, for gaining entry into the Parliament House Complex. To avoid inconvenience, Members should carry their New SCOSTA- based Smart ID cards during their movement inside the Parliament House and Radio Frequency (RF) Cards for rest of Parliament House Complex. RF Cards/ New SCOSTA- based Smart ID cards carried by the Members facilitate unhindered access at the entry gates and various barriers within the Parliament House Complex.

### **2.17.2 Passes for PA/PS and Drivers to the Members**

Centralised Pass Issue Cell issues passes in favour of PA/PS and drivers of the Hon'ble Members of Parliament.

### **2.17.3 Visitors' Gallery Checking Post**

In order to ensure a fool-proof security, the security officials on duty at the Public Gallery Checking Post, meticulously check the Admission Cards of the visitors. In case of any doubt about the identity of a visitor or any case of impersonation, the security official on duty, brings it to the notice of the supervisory officers and concerned authorities. In such cases, the Member on whose recommendation, the Cards for Admission to Gallery in favour of that visitor was issued, is required to identify and vouch for the visitor, in order to ascertain the facts and carry out further course of action. Members should, therefore, recommend passes for only those persons whom they are familiar with. Children below 10 years of age are not allowed admission to the visitors' gallery.

#### **2.17.4 Entry to Distinguished Visitors' Gallery**

Spouse of Member is also required to carry an Admission Card for Distinguished Visitors' Gallery, to see the live proceedings of the House.

#### **2.17.5 Entry to Public Gallery**

The security officials posted at the Public Gallery Entrance Gate ensure that no person without a valid pass gets admission into the gallery. They carefully check each visitor to ensure that no one carries restricted items *viz.* camera, firearms, stick, umbrella, handbag, briefcase, books, pamphlets or such other articles. In order to maintain the decorum of the House, any disturbance or untoward activity in the Public Gallery, which may disrupt the proceedings of the House, is strictly prohibited. In case of any such acts by any visitor in the gallery, he/she is taken into custody by the security personnel from the Parliament Security and other agencies on duty and after interrogation, he/she is dealt with in accordance with the directions of the Chair of the House.

#### **2.17.6 Stoppage of entry of Armed Escorts/ PSOs coming to Parliament House Estate**

The Armed Escorts/ Personal Security Officers (PSOs) of Ministers / Members are not permitted inside the Parliament House Complex. They should peel off from the vehicle at the respective Iron Gates itself.

#### **2.17.7 Entry of vehicles through Iron Gates of Parliament House Estate**

Modern Security Gadgets are installed in the vicinity of Iron gates within the Parliament House Estate. These security gadgets, equipped with safety features, are designed to allow access to valid LMV-NT vehicles *viz.* Motor Cars, Jeeps, SUVs only. To ensure safety and security of Members of Parliament and their vehicles, it has been decided that vehicles other than those subscribing to LMV-NT category *viz.* Motor Cars, Jeeps, SUVs, would not be permitted to gain access through Iron Gates of Parliament House Estate.

## 2.17.8 Security Gadgets installed at various access points

Technical Security Gadgets have been installed at all the access points within the Parliament House Complex. Radio Frequency (R.F.) Tags for persons and vehicles are issued to Hon'ble Members in order to facilitate smooth and unhindered access from all the access points. The Gadgets get activated and allow free passage only after sensing the R.F. Tags. The vehicular R.F. Tags for the personal vehicle of Members should be pasted on the left hand top front side of the wind screen and the personal R.F. Tags may be displayed properly so that sensor reads it.

Entry of vehicles into the Parliament House Complex is regulated through specified Iron Gate as under:

1. Iron Gate No.1 (IG-1/PH)  
(Near Vijay Chowk)
2. Iron Gate No. 2 (IG-2/PH)  
(Near round about Sansad Marg/ Red Cross Road)
3. Talkatora Gate No.1 (TKR-1/PHA)  
(Near round about GRG Road / Pandit Pant Marg.)
4. Talkatora Gate No. 2 (TKR-2/PHA) [Open round the clock]  
(Near round about Sansad Marg/ Red Cross Road)
5. Iron Gate No. 1 of Parliament Library Building (IG-1/PLB) [Entry only]  
(Opposite Gurudwara Rakabgunj)

Only vehicles displaying valid car parking labels issued by the Rajya Sabha / Lok Sabha Secretariats are permitted entry into Parliament House Complex. Members are requested to ensure that these car parking labels are prominently displayed on left-hand top of the wind screen of their vehicles. Members may not bring persons, not having valid entry pass into the Parliament House Complex in labelled vehicles. Members are requested to cooperate with security staff posted at the gates in the interest of security in the Parliament precincts.

Keeping in view the safety of vehicles while crossing the security gadgets installed at Iron Gates, the vehicles during entry / exit must maintain the restricted speed limit as specified and also displayed on signage board *i.e.*, 10 kms per hour, till the vehicle crosses the last barrier at the Iron Gate. Members may instruct their drivers for observance of speed regulations in the Parliament House Complex.

Members coming in self-driven vehicles should park their vehicles in the earmarked parking area. The Chauffer driven cars of Members can, however, be parked in the area adjacent to the Rail Bhawan.

### **2.17.9 Restriction of Entry / Exit for pedestrians through Iron Gates No. 1 Parliament House**

State-of-the-art Security Gadgets have been installed at Iron Gates, Parliament House to regulate vehicular movements and thereby strengthen the security arrangements of Parliament House Complex. It is, therefore, not advisable for pedestrians to cross these gadgets on foot. Members of Parliament are, therefore, requested to use Ferry services made available at all Iron Gates for their movement from Iron Gates to Building Gates, Parliament House and avoid movement on foot through these gates.

### **2.17.10 Rolling down of the window glasses of vehicles for proper identification**

It has been observed that the checking of the occupants of the vehicles approaching the access gates of the Parliament House Complex is sometimes delayed as the window glasses of the vehicles are rolled up. This makes the visibility inside the vehicle inadequate resulting in the delay in the identification of the occupants, which in turn delays the entry of other vehicles too. Hence, Members are requested that they may please roll down the window glasses of their vehicles while approaching the access gates to facilitate identification of the occupants by the Parliament security staff and faster entry into the Complex.

### **2.17.11 Car Calling Arrangements**

Car calling arrangements are available at Building Gate No.1, Samvidhan Sadan.

### **2.17.12 Visitors to alight at gate and obtain passes**

Security check barriers have been installed at Iron Gate No. 1, Parliament House, Talkatora Gates Nos. 1 & 2, Parliament House Annexe and Iron Gate No. 1 of Parliament Library Building (PLB), in order to prevent the entry of any unauthorised vehicle/s and to ensure proper security checking. Iron Gate No. 2 of Parliament House is Temporarily Closed. Visitors/ Guests accompanying Members and not having valid passes for entry into Parliament House Complex may approach Reception Office located at TKR-I & TKR-2 to obtain the entry passes for PH Complex.

Members of Parliament or former Members accompanying his/her family members/dependents who wish to visit Medical Centre at Parliament House Annexe (PHA) may approach Reception Office at Talkatora Road -1 (TKR-1/PHA) and Reception Office Talkatora Road -2 (TKR-2/PH), the supervisory officer will facilitate them by issuing Casual Entry Pass (CEP) for Medical Centre-PHA

### **2.17.13 Carrying or Display of Fire arms in Parliament Complex**

Carrying or Display of arms and ammunition in any part of the Parliament House Complex is strictly prohibited.

### **2.17.14 Restriction on distribution of literature, Pamphlets, Press Notes and Leaflets within the precincts of the House**

Distribution/ circulation of any literature, questionnaire, pamphlets, press notes, leaflets or any printed/ handwritten material is strictly prohibited inside the Parliament House Complex.

### **2.17.15 Arrangements for Members to meet persons coming to see them**

When any person comes to the Reception Office, Parliament with a valid letter issued by the Member to see him/her, a Casual Entry Permit (CEP) will be issued, permitting only for outer precincts and in non-restricted areas of Parliament House.

### **2.17.16 Access control in Parliament House Building**

#### **a) Makar Dwar :**

During Session period this gate is exclusively meant for sitting MPs of Lok Sabha & Rajya Sabha to gain access in Parliament House. During Inter Session period besides sitting MPs of Lok Sabha & Rajya Sabha all officers, staff and visitors holding valid entry pass may also gain access from this gate.

#### **b) Ashwa Dwar:**

It is used as a Ceremonial Entry Gate.

#### **c) ShardulDwar:**

It can be used for Entry/Exit of Ministers, sitting MPs of Rajya Sabha & Lok Sabha, Officers & staff of Lok Sabha & Rajya Sabha Secretariats, Ministry of Parliamentary Affairs and visitors holding valid pass for Parliament House.

## **2.18 OBITUARY REFERENCES**

- (i) It is customary to make obituary references in the Rajya Sabha on the passing away of sitting Members, ex-Members and outstanding personages and dignitaries. Generally, it is the Chairman who makes a reference to the passing away of a Member or an ex-Member or a dignitary. The House then stands in silence for a minute as a mark of respect to the memory of the deceased. These references are made immediately after the House meets, before the listed business (other than oaths/affirmations) is taken up.
- (ii) The procedure regarding adjournment of the House, on the death of sitting Members, Ministers, National Leaders and other outstanding persons, is as follows: —
  - (a) In the case of death of a sitting Member of Rajya Sabha who dies when Parliament is in session, the House will be adjourned for the day as soon as the message is received or on the following day if the message is received late.
  - (b) In the case of death of a sitting Member during the inter-session period, the House after making obituary reference, on the first day of the Session, may be adjourned for an hour as a mark of respect in memory of the departed.
  - (c) In the case of the death of a Minister who, at the time of his death, was not a Member of the Rajya Sabha, the House will be adjourned for the day, if the death took place in Delhi, in order to enable the Members to participate in the funeral or sending of the mortal body from Delhi.
  - (d) In the case of the death of the head of a national political party, the House may be adjourned for the day if -
    - (a) the deceased was a sitting Member of the Lok Sabha at the time of his death,
    - (b) his party was represented in the Rajya Sabha and had been recognised by the Chairman either as a Party or Group in the House, and
    - (c) the death took place in Delhi, in order to enable the Members to participate in the funeral or sending of the mortal body from Delhi.
    - (d) In the case of the death of an outstanding personality or national leader or a foreign dignitary, the Chairman, in consultation with the Leader of the House, decides in each case whether the House should be adjourned for the day or not.

## **2.19 ARREST AND DETENTION, ETC. AND RELEASE OF MEMBERS (Rules 222A, 222B and 222C of the Rules of Procedure)**

Since it is the right of the House to receive intimation regarding arrest/detention, etc. of its Members, therefore, it has been provided under Rules 222A and 222B of the Rules of Procedure and Conduct of Business in the Council of States that the Chairman, Rajya Sabha has to be informed immediately by the authorities concerned when a Member is



arrested/ detained/ convicted or released under the law. Such information is required to be furnished to the Chairman by the authorities in the appropriate form set out in the Second Schedule to the Rajya Sabha Rules. On receipt of such communications, the Chairman informs the House if it is in session and in case it is not in session, these are notified in Parliamentary Bulletin Part II for the information of Members (Rule 222C).

## CHAPTER 3

### PARLIAMENTARY COMMITTEES

#### 3.1 STANDING (HOUSE) COMMITTEES OF RAJYA SABHA

The following are the Standing (House) Committees of Rajya Sabha consisting exclusively of Members of Rajya Sabha, as provided in the Rules of Procedure and Conduct of Business in the Council of States:—

| Name of the Committee                    | Number of Members in the Committee |
|--|------------------------------------|
| 1. Business Advisory Committee           | 11                                 |
| 2. Committee on Papers Laid on the Table | 10                                 |
| 3. Committee on Petitions                | 10                                 |
| 4. Committee of Privileges               | 10                                 |
| 5. Committee on Rules                    | 16                                 |
| 6. Committee on Subordinate Legislation  | 15                                 |
| 7. Committee on Government Assurances    | 10                                 |
| 8. House Committee                       | 10                                 |
| 9. General Purposes Committee            | No fixed number                    |
| 10. Committee on Ethics                  | 10                                 |

The functions, etc. of each of these Committees are described below in brief:

### **3.1.1 Business Advisory Committee (Rules 30 - 37 of the Rules of Procedure)**

The Business Advisory Committee is constituted under Rule 30(1) of the Rules of Procedure and Conduct of Business in the Rajya Sabha. It consists of eleven members, including the Chairman and the Deputy Chairman. Members of the Committee are nominated by the Chairman, Rajya Sabha. The Chairman, Rajya Sabha is the Chairman of the Committee. If the Chairman is for any reason unable to preside over any meeting of the Committee, the Deputy Chairman acts as the Chairman for that meeting. The Quorum for a meeting of the Committee is five (Rule 32). The Committee holds office until a new Committee is constituted.

A few other Members belonging to different political parties, which are not represented on the Committee, are specially invited to attend the sittings of the Committee as Special Invitees.

The function of the Committee is to recommend the time that should be allocated for the discussion of the stage or stages of such Government Bills and other business as the Chairman in consultation with the Leader of the House may direct for being referred to the Committee. The Committee may also indicate in the proposed time-table the different hours at which the various stages of the Bill or other business are to be completed.

All proposals for late sittings of the House, dispensing with the Question Hour or lunch hour, extension of sittings of the House beyond the normal hours of adjournment and fixing additional sittings/cancellation of sittings are placed before the Committee for its recommendation.

The time-table with regard to the business of the Rajya Sabha as settled by the Committee is reported by the Chair to the House and is then notified in Parliamentary Bulletin Part-II.

The Committee may also generally identify matters of public interest in respect of which Calling Attention or Short Duration Discussion notices have been received, and which could be listed for being taken up in the House with the permission of the Chairman.

During the Budget Session, the Committee also decides on the Ministries whose working may be taken up for detailed discussion in the second half of the Session. The Committee also performs such other functions as are assigned to it by the Chairman from time to time.

### **3.1.2 Committee on Papers Laid on the Table (Rules 212H - 212O of the Rules of procedure)**

The Committee on Papers Laid on the Table is constituted under Rule 212H of the Rules of Procedure and Conduct of Business in the Rajya Sabha. It consists of ten members nominated by the Chairman Rajya Sabha (Rule 212I). The Chairman of the Committee is appointed by the Chairman, Rajya Sabha from amongst the members of the Committee, provided that if the Deputy Chairman is a member of the Committee, he is appointed as its Chairman (Rule 212J). If the Chairman of the Committee is absent from any meeting, the Committee chooses another member to act as Chairman of the Committee for that meeting. The Committee holds office till the new Committee is constituted. The quorum for a meeting of the Committee is five {Rule 212K(1)}.

The Committee was set up on the 3<sup>rd</sup> March, 1982 to examine papers and documents tabled in the Rajya Sabha as part of a constitutional or statutory obligation of the Government, in order to keep the Council and its Members informed of the activities and actions of the Government and Government funded or Government aided bodies.

After a paper is laid on the Table of the Council by a Minister, the Committee considers:

- (a) Whether there has been compliance with the provisions of the Constitution or the Act of Parliament or any other law, rule or regulation in pursuance of which the paper has been so laid;
- (b) Whether there has been any unreasonable delay in laying the paper on the Table of the Council and if so, whether a statement explaining the reasons for such delay has also been laid along with the paper, and whether those reasons are satisfactory; and
- (c) Whether the paper has been laid both in English and Hindi and if not, (i) whether a statement explaining the reasons for not laying the paper in Hindi has also been laid along with the paper and (ii) whether those reasons are satisfactory (Rule 212H).

The Committee performs such other functions in respect of the papers laid on the Table as may be assigned to it by the Chairman, Rajya Sabha or the Council from time to time.

The reports of the Committee are presented to the House by the Chairman of the Committee or, in his absence, by any member of the Committee (Rule 212M).

A member wishing to raise any matter with regard to tabling of Government papers has to approach the Committee and not raise the same in the House (Rule 212O).

### **3.1.3 Committee on Petitions (Rules 147 - 153 of the Rules of Procedure)**

The Committee on Petitions is constituted under Rule 147 of the Rules of Procedure and Conduct of Business in the Rajya Sabha. It consists of ten members nominated by the Chairman, Rajya Sabha. The Chairman of the Committee is appointed by the Chairman, Rajya Sabha from amongst the members of the Committee, provided that if the Deputy Chairman is a member of the Committee, he is appointed as its Chairman. If the Chairman of the Committee is absent from any meeting, the Committee chooses another member to act as the Chairman for that meeting. The Committee holds office till a new Committee is constituted. The quorum for a meeting of the Committee is five (Rule 148).

The functions of the Committee are to examine every petition referred to it and, if the petition complies with the rules, to report to the House on specific complaints made in the petition after taking such evidence as it deems fit and to suggest remedial measures, either in a concrete form applicable to the case under consideration or to prevent recurrence of such cases. The reports of the Committee are presented to the House by the Chairman of the Committee or in his absence, by any member of the Committee. A copy of the Report, after its presentation to the Council, is also sent to the first petitioner and to the Member countersigning the petition, if any.

On the 22<sup>nd</sup> June, 1976 the Chairman, Rajya Sabha, issued a direction to the Committee enabling it to frame rules for its internal working. Thereafter, the Committee at its sitting held on 30<sup>th</sup> August, 1976 adopted a set of rules for its internal working. Under these rules, the Committee pursues with the Government the recommendations made in its reports presented to the House in order to ensure their effective implementation. The Ministries/Departments of the Government are asked to inform the Committee within six months from the date of presentation of the report, about the action taken or proposed to be taken by them on the reports. Where the Ministries/Departments find difficulty in implementing any recommendation, they are required to state the nature of the problem giving convincing reasons for the satisfaction of the Committee. The Committee is empowered, wherever necessary, to present further reports on the petitions considered earlier by it.

### **3.1.4 Committee of Privileges (Rules 187- 203 of the Rules of Procedure)**

Parliamentary Privileges are available to Members so that they may perform their Parliamentary duties without let or hindrance. Article 105 of the Constitution of India governs the powers, privileges and immunities of Parliament and its Members. Members can raise questions of breach of privilege in the House with the consent of the Chairman, Rajya Sabha. Members desirous of raising a question of breach of privilege are required to give notice under Rule 188.

The questions of privileges may be referred to the Committee of Privileges either by the Chairman or by the House. Generally, the Chairman considers the questions of privileges in the light of the facts and circumstances of the case and if he is of the view that there is *prima facie* a case of breach of privilege involved in the matter, he may refer it to the Committee of Privileges for examination, investigation and report.

The Committee of Privileges is constituted under Rule 192 of the Rules of Procedure and Conduct of Business in the Rajya Sabha. It consists of ten members nominated by the Chairman, Rajya Sabha. The Chairman of the Committee is appointed by the Chairman, Rajya Sabha from amongst the members of the Committee. If the Chairman of the Committee is absent from any meeting, the Committee chooses another member to act as the Chairman for that meeting. The quorum for a meeting of the Committee is five (Rule 194). The Committee holds office till a new Committee is constituted.

The Committee examines every question of privilege referred to it either by the House or by the Chairman and determines with reference to the facts of each case whether a breach of privilege is involved and, if so, the nature of the breach, the circumstances leading to it and makes such recommendations as it deems fit. The Committee can also report to the House the procedure that may be followed by the House in giving effect to the recommendations made by the Committee.

The reports of the Committee are presented to the House by the Chairman of the Committee or in his absence by any member of the Committee. After the report is presented, a motion for consideration of the report may be moved by the Chairman of the Committee or any other member of the Committee. As a practice, the motion for consideration of the report is moved only in case some action is recommended by the Committee. Any member may give notice of amendment to the motion for consideration of the report in such form as may be considered appropriate by the Chairman. After the motion for consideration of the report has been carried, the

Chairman or any member of the Committee or any other Member, as the case may be, may move that the House agrees, or disagrees or agrees with amendments, with the recommendations contained in the report.

### **3.1.5 Committee on Rules (Rules 216- 220 of the Rules of Procedure)**

The Committee on Rules is constituted under Rule 217 of the Rules of Procedure and Conduct of Business in the Rajya Sabha. It consists of sixteen members including the Chairman, Rajya Sabha and the Deputy Chairman. Chairman, Rajya Sabha is the Chairman of the Committee. Members of the Committee are nominated by the Chairman. If the Chairman is for any reason unable to act as the Chairman of the Committee, the Deputy Chairman acts as the Chairman of the Committee in his place. If the Chairman or the Deputy Chairman, as the case may be, is for any reason unable to preside over any meeting, the Committee chooses another member to act as the Chairman of the Committee for that meeting. The Committee holds office till a new Committee is constituted.

The Committee meets to consider matters relating to rules of procedure and conduct of business in the Rajya Sabha and recommends any amendments or additions to the rules that may be deemed necessary. The quorum for a meeting of the Committee is seven.

The reports of the Committee are presented to the House by the Deputy Chairman or in his absence by any member of the Committee. After a report is presented, a motion for consideration of the report may be moved by the Deputy Chairman or in his absence by a member of the Committee designated by the Chairman. Members, by giving prior notice, can move amendments to the motion for consideration of the report. After the motion for consideration of the report has been carried, the Deputy Chairman or in his absence any member of the Committee designated by the Chairman may move that the House agrees, or agrees with amendments, with the recommendations contained in the report.

The amendments to the rules, as approved by the House, come into force on such date as the Chairman may appoint.

### **3.1.6 Committee on Subordinate Legislation (Rules 204- 212 of the Rules of Procedure)**

The Committee on Subordinate Legislation of Rajya Sabha has been set up under Rule 204 of the Rules of Procedure and Conduct of Business in the Council of States to scrutinize and ensure that powers to make rules, regulations, bye-laws, schemes or other statutory instruments hereinafter referred to as the 'Order' conferred by the Constitution or delegated by Parliament have been properly exercised within such conferment or delegation, as the case may be.

The Committee scrutinizes all 'Orders' whether laid on the Table of the Council or not, issued in exercise of powers delegated by the Parliament as also those framed in exercise of powers conferred by the Constitution of India.

- (i) The Committee on Subordinate Legislation of Rajya Sabha was first constituted on the 30<sup>th</sup> September, 1964. The Committee consists of fifteen members who are nominated by the Chairman, Rajya Sabha.
- (ii) The Committee holds office until a new Committee is constituted. The quorum for a meeting of the Committee is five {Rule 207(1)}.
- (iii) The Parliament enacts laws from time to time by way of Central “Acts” and these Acts are implemented by the various Ministries/Departments of the Government of India, *i.e.*, the Executive. It is a well-recognized principle that the law enacted by Parliament cannot be comprehensive enough so as to visualize each and every eventuality that may arise during the course of its implementation and make a provision for it in the Act, in anticipation. In order to cover such contingencies, the Central Acts generally contain a provision authorizing the Central Government to frame rules/regulations, etc., in certain specified areas to enable the Government to carry out the objective of the Act. These rules/regulations framed in exercise of the powers conferred by an Act of Parliament are termed as “Subordinate Legislation”. In a similar manner, framing of Subordinate Legislation is also contemplated in the Constitution of India.
- (iv) Directions issued by the Chairman, Rajya Sabha (10.4.1984)
  - “(a) The Committee on Subordinate Legislation may examine all ‘Orders’, whether laid before the Council or not, framed in pursuance of the provisions of the Constitution or a statute delegating power to a subordinate authority, to make such orders.
  - (b) The Committee may examine provisions of Bills which seek to —
    - (1) delegate powers to make ‘Orders’, or
    - (2) amend earlier Acts delegating such powers, with a view to see whether suitable provisions for the laying of the ‘Orders’ before the Council have been made therein.
- (c) The Committee may examine any other matter relating to an ‘Order’ or any question of Subordinate Legislation arising therefrom.”
- (v) Rule 209 of the Rules of Procedure and Conduct of Business in the Rajya Sabha lays down the functions of the Committee as follows:
 

‘After each rule, regulation, bye-law, scheme or other statutory instrument (hereinafter referred to as the ‘Order’) framed in pursuance of the Constitution or the legislative functions delegated by Parliament to a subordinate authority and which is required to be laid before Parliament, is so laid before the Council, the Committee shall, in particular consider:

  - (a) Whether the Order is in accordance with the provisions of the Constitution or the Act pursuant to which it is made;
  - (b) Whether the Order contains matter which in the opinion of the Committee should more properly be dealt within an Act of Parliament;

- (c) Whether the Order contains imposition of taxation;
- (d) Whether the Order directly or indirectly bars the jurisdiction of the Courts;
- (e) Whether the Order gives retrospective effect to any of the provisions in respect of which the Constitution or the Act does not expressly give any such power;
- (f) Whether the Order involves expenditure from the Consolidated Fund of India or the public revenues;
- (g) Whether the Order appears to make some unusual or unexpected use of the powers conferred by the Constitution or the Act pursuant to which it is made;
- (h) Whether there appears to have been unjustifiable delay in its publication or laying before Parliament; and
- (i) Whether for any reason, the form or purport of the order calls for any elucidation.’

Besides the functions as enumerated in Rule 209, the Committee goes into matters, where the ‘Orders’ as contemplated in the Constitution or envisaged in an Act of Parliament have not been framed or the framing thereof has been inordinately delayed.

In practice, the Committee scrutinizes all ‘Orders’ made by the Government of India or by any other subordinate authority ultimately responsible to the Government and which are published in the Gazette of India or laid on the Table. The Committee, however, does not scrutinize the ‘Orders’ which are made by the State Governments in exercise of the powers conferred on them by an Act of Parliament (for instance, ‘Orders’ made under the Motor Vehicles Act or Labour Laws enacted by Parliament). Similarly, the Committee does not scrutinize the rules which are made by the Supreme Court under Article 145, by the High Courts under the Code of Civil Procedure, and the rules made by the President in consultation with the Chairman of the Rajya Sabha and the Speaker of the Lok Sabha under Article 98(3) of the Constitution.

During the course of scrutiny of the rules, regulations, etc., if any point in regard to exercise of rule-making power by the subordinate authority arises, clarifications are sought from the concerned Ministry/Department. The matter is then placed before the Committee, indicating the points referred and the Ministry’s comments thereon, in the form of a Memorandum, giving details of the provisions objected to and the grounds of objection. The Committee considers the memorandum and comes to its own conclusion. If it is considered necessary, the representatives of the Ministry are called to appear before the Committee to be heard in person for seeking further elucidations. The Committee may also call for views/suggestions of individuals or organizations on rules/regulations in appropriate cases for having relevant inputs before finalizing its recommendations. The observations and recommendations of the Committee on various points scrutinized by the Committee find place in its reports.

The Committee scrutinizes all the rules/regulations/statutory orders laid before the Council of States from time to time with a view to ensure that these are laid timely and properly. The Committee presents a separate report to the House in respect of the Subordinate Legislation laid



before the Council during each session, pointing out the deficiencies and also making appropriate recommendations.

The Committee examines all new central Acts which provide for framing of Subordinate Legislation and takes up with the Government the timely framing of Subordinate Legislation contemplated therein.

The Committee also examines and scrutinizes representations having a bearing on the rules and regulations and other delegated legislation, which are presented to it by individuals, associations, institutions and private bodies. The Committee hears the petitioners, representatives of such associations and institutions and seeks clarifications on the points mentioned in the representations and also seeks necessary clarifications from the departments concerned before making its observations or recommendations.

The Committee, sometimes, undertakes on-the-spot study **visits** with a view to gain first-hand knowledge of facts.

The Committee presents its report to the Rajya Sabha. The Committee has its own procedure for pursuing its recommendations and ensuring implementation thereof. The Committee also reports implementation matters to the House.

### **3.1.7 Committee on Government Assurances (Rules 212A- 212G of the Rules of Procedure)**

The Committee on Government Assurances which came into existence on the 1<sup>st</sup> July, 1972 for the first time in the Rajya Sabha is constituted under Rule 212 (A) of the Rules of Procedure and Conduct of Business in the Rajya Sabha. The Committee consists of ten members nominated by the Chairman, Rajya Sabha and holds office until a new Committee is constituted. The Chairman of the Committee is appointed by the Chairman, Rajya Sabha from amongst the members of the Committee. If the Chairman of the Committee is absent from any meeting, the Committee may choose another member to act as the Chairman for that meeting. The quorum for a meeting of the Committee is five {Rule 212D(1)}.

The functions of the Committee are to scrutinise the assurances, promises, undertakings, etc., given by the Ministers, from time to time on the floor of the House and to report on (a) the extent to which such assurances, promises, undertakings etc., have been fully or satisfactorily implemented; and (b) whether such implementation has taken place within the minimum time necessary for the purpose or whether there has been an inordinate delay in the implementation of assurances and if so, the reason therefor.

The Committee determines its own procedure in respect of all matters relating to the consideration of any question of assurances, promises, undertakings etc., in the Committee. The Chairman of the Committee has been authorized to grant extension of time for implementation of assurances in respect of cases where request of Ministries for such extensions from time to time does not exceed the period of one year.

The Report of the Committee is presented to the Rajya Sabha by the Chairman of the Committee or in his absence, by any member of the Committee. Apart from specific cases of assurances, the report generally contains analysis of cases where the Government has taken a long time in the implementation of assurances, cases of requests for extension of time in implementation of assurances, assurances which do not appear to have been fully or satisfactorily implemented, review of pending assurances, and assurances which have been recommended for dropping.

All the relevant details relating to assurances, *e.g.* Assurance No., source and date, subject, extent of Assurance, reasons for pendency, extension given with date, date of the laying of Implementation Report and date of dropping, etc., are available on Rajya Sabha Website with a software driven search facility.

### **3.1.8 General Purposes Committee (Rules 278 - 285 of the Rules of Procedure)**

The General Purposes Committee is constituted under Rule 279 of the Rules of Procedure and Conduct of Business in the Council of States. It consists of the Chairman, the Deputy Chairman, members of the Panel of Vice-Chairmen, Chairmen of all Standing Parliamentary Committees of Rajya Sabha, Leaders of recognized Parties and Groups in Rajya Sabha and such other members as may be nominated by the Chairman. The Chairman, Rajya Sabha, is the *ex-officio* Chairman of the Committee. The Committee holds office until a new Committee is constituted. The quorum for a meeting of the Committee is one-third of its total membership (Rule 280). Its functions are to consider and advise on such matters concerning the affairs of the House as may be referred to it by the Chairman from time to time.

The Committee has considered a variety of subjects of procedural, ceremonial and functional nature. A record of the decisions of the Committee is maintained and circulated to its members under the direction of the Chairman.

The Committee may, if it deems 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 Chairman or the House, notwithstanding that such matter is not directly connected with, or does not fall within or is not incidental to, its terms of reference. The Report of the Committee is presented to the Council by the Deputy Chairman or in his absence, by any member of the Committee. The Committee, with the approval of the Chairman, may make detailed rules of procedure to supplement the provisions contained in the rules in Chapter XXIII.

### **3.1.9 House Committee (Rules 212P-212W of the Rules of Procedure)**

The House Committee was set up for the first time in 1952. The House Committee consists of ten members nominated by the Chairman, Rajya Sabha. The Chairman of the Committee is appointed by the Chairman, Rajya Sabha from amongst the members of the Committee. The Committee holds office till a new Committee is constituted. The quorum for a meeting of the Committee is three {Rule 212S(1)}

The functions of the Committee are - (i) to deal with all matters relating to the allotment of residential accommodation to Members of the Rajya Sabha and to exercise supervision over facilities for accommodation so allotted, telephone, medical and other amenities accorded to Members in their residences and hostels in Delhi/New Delhi; and (ii) to make appropriate recommendations with regard to matters of common interest to Members of both Houses of Parliament pertaining to their residences and other amenities.

### **3.1.10 Committee on Ethics (Rules 286-303 of the Rules of Procedure)**

The Committee on Ethics was constituted on the 4<sup>th</sup> March, 1997 by the Chairman, Rajya Sabha to oversee the moral and ethical conduct of its Members and to examine the cases referred to it with reference to ethical and other misconduct of Members. Leaders/Deputy Leaders/Chief Whips/Whips of Parliamentary Parties/Groups in Rajya Sabha are normally nominated as Members of the Committee on Ethics.

Chapter XXIV relating to Committee on Ethics (Rules 286-303) was added to the Rules of Procedure and Conduct of Business in the Council of States *w.e.f.* the 20<sup>th</sup> July, 2004. Under these rules, the Chairman, Rajya Sabha nominates ten members to the Committee. The Committee holds office until a new Committee is constituted. Casual vacancies in the Committee are filled by the Chairman, Rajya Sabha (Rule 287).

The Chairman of the Committee is appointed by the Chairman, Rajya Sabha from amongst the members of the Committee. If the Chairman of the Committee is absent from any meeting, the Committee shall choose another member to act the Chairman for that meeting (Rule 288). The quorum for a meeting of the Committee is five (Rule 289).

The Committee has the following functions (Rule 290), namely:—

- (a) to oversee the moral and ethical conduct of Members;
- (b) to prepare a Code of Conduct for Members and to suggest amendments or additions to the Code from time to time in the form of reports to the Council;
- (c) to examine cases concerning the alleged breach of the Code of Conduct by Members as also cases concerning allegations of any other ethical misconduct of Members; and
- (d) to tender advice to Members from time to time on questions involving ethical standards either *suo motu* or on receiving specific requests.

The Report of the Committee is presented to the Council by the Chairman of the Committee or in his absence by any member of the Committee (Rule 298). As soon as may be, after a report has been presented, a motion in the name of the Chairman of the Committee or any member of the Committee may be put down that the report be taken into consideration (Rule 299). Any Member of the Council may give notice for amendment to the motion for consideration of the report in such form as may be considered appropriate by the Chairman (Rule 300). After the motion for consideration of the report has been carried, the Chairman or any member of the

Committee or any other Member, as the case may be, may move that the Council agrees, or disagrees or agrees with amendments, with the recommendations contained in the report (Rule 301).

### **3.1.10.1 Declaration of Assets and Liabilities**

The Committee also acts as record keeper and overseer of the declaration of assets and liabilities by Members, under the Members of Rajya Sabha (Declaration of Assets and Liabilities) Rules, 2004, framed by the Chairman, Council of States under sub-Section (3) of Section 75A of the Representation of the People Act, 1951 and Rule 292 of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha).

Under Rule 3 of the Members of the Rajya Sabha (Declaration of Assets and Liabilities) Rules, 2004 every elected Member of the Council is required to furnish in Form-I the following information to the Chairman, Rajya Sabha within ninety days from the date of his taking oath or making affirmation:—

- (a) the movable and immovable property of which he, his spouse and his dependent children are jointly or severally owners or beneficiaries;
- (b) his liabilities to any public financial institution; and
- (c) his liabilities to the Central Government or to the State Governments.

Information so furnished by Members, is appropriately entered in a register known as “Register of Assets and Liabilities”. The information contained in the Register shall be made available to any person with written permission of the Chairman (Rule 4 *ibid.*).

Every Member after initial declaration shall also notify changes, if any, in the information so furnished by him as on the 31<sup>st</sup> day of March every year, by the 30<sup>th</sup> June of that year.

“Assets and Liabilities” includes declaration of movable and immovable assets of the Members of Rajya Sabha, their spouse and dependent children, owned in India as well as abroad and liabilities of the Members in India and abroad.

### **3.1.10.2 Declaration of Pecuniary Interests**

Members of Rajya Sabha are required to furnish declarations regarding five pecuniary interests *i.e.*, Remunerative Directorship, Regular Remunerated Activity, Shareholding of Controlling Nature, Paid Consultancy and Professional Engagement in the prescribed form for registration in “Register of Members’ Interests”. The information contained in the Register shall be made available to the Members for inspection on request. It may also be given to the general public in accordance with such rules and procedure laid down by the Committee (Rule 293).

Every Member shall furnish the information as per the prescribed form within ninety days from the date on which he makes and subscribes oath or affirmation for taking his seat and shall also

notify the changes, if any, in the information so furnished by him as on the 31<sup>st</sup> March every year, within ninety days from that date.

“Pecuniary Interests” means declarations by the Members of Rajya Sabha in respect of their pecuniary interests, in India as well as abroad.

Whenever a Member has a personal or specific pecuniary interest (direct or indirect) in a matter being considered by the Council or a Committee thereof, he shall declare the nature of such interest notwithstanding any registration of his interests in the Register, and shall not participate in any debate taking place in the Council or its Committees before making such declaration (Rule 294). The said rule also lays down the procedure to be followed when the vote of a Member is challenged on a division in the House, on the ground of personal, pecuniary or direct interest in the matter to be decided.

**Besides above ten Committees the functions of other Committees consisting exclusively of Members of Rajya Sabha are as under:-**

### **3.1.11 Committee on Members of Parliament Local Area Development Scheme (MPLADS)**

The Committee on Members of Parliament Local Area Development Scheme (MPLADS), Rajya Sabha was constituted by the Chairman, Rajya Sabha on the 5<sup>th</sup> September 1998. There is no fixed membership of the Committee. It consists of one Member each from the Major Parties (*i.e.*, Parties having a strength of five or more Members) in the Rajya Sabha. The Deputy Chairman, Rajya Sabha, is appointed as the Chairman of the Committee. The Chairman, Rajya Sabha, at his discretion, may also nominate a Member from amongst the Parties having strength of less than five seats in the House. Presently, the Committee consists of twelve members including Deputy Chairman, Rajya Sabha who is the Chairman of the Committee. The Ministry of Statistics and Programme Implementation is the nodal Ministry pertaining to the MPLAD Scheme and responsible for the policy formation, release of funds and prescribing monitoring mechanism for implementation of the Scheme. The salient features of the Scheme are:—

- (i) The works under the Scheme are to be developmental in nature, based on the locally felt needs and should lead to creation of durable assets of national priorities which should be available for public use at large. However, there is a list of works which are not permissible under the Scheme.
- (ii) Elected Members of Lok Sabha can select/recommend works in their own constituencies. Elected Members of Rajya Sabha representing the whole of the State as they do, may select works for implementation in one or more districts within the State as they may choose. Nominated Members of Lok Sabha and Rajya Sabha may select works for implementation in one or more districts any where in the country.

- (iii) The annual MPLADS fund entitlement per MP is Rs. 5 crores. Each Member will have a choice to suggest to the District Collector works to the tune of Rupees 5 crores. The per year allocation of Rs. 5 crores will be released in two instalments of Rupees 2.5 crores each. The first instalment will be released in the beginning of the financial year. The second instalment of the fund will be released only when the balance amount of unsanctioned works is less than Rs. 1 crore and the unspent balance is less than Rs. 2.5 crores and also Utilization Certificate for the previous financial year and the Audit Certificate for the funds released for MP concerned in the year prior to the previous year have been furnished by District Authority.
- (iv) Community infrastructure and public utility building works are also permissible for registered Societies/Trusts under the Scheme, provided that the Society/Trust is engaged in the social service/welfare activity and has been in existence for the preceding three years.
- (v) In the event of “Calamity of severe nature” in any part of the country, an MP can recommend works up to a maximum of Rs. 1 crore for the affected district.
- (vi) The Committee on MPLADS, Rajya Sabha does not directly involve itself with the monitoring of the projects executed under MPLADS. It, however, conducts periodic site visits to assess the works executed/being executed under MPLADS.

The MPLAD Scheme is administered through a set of Guidelines framed by the Ministry of Statistics and Programme Implementation. The Guidelines are revised by the Ministry from time to time to incorporate suggestions and demands of Members of Parliament and to keep pace with changing times. The Committee on MPLADS provides valuable inputs and suggestions for revision of the Guidelines. The Committee looks into all aspects of the list of works permissible under the guidelines. The Committee monitors the timely release of funds by the Ministry to the District Collectors, proper and timely execution of the recommended works by the Members and suggests measures for removal of bottlenecks. It forwards the grievances of the Members to the Ministry and suggests measures for their speedy disposal. It also considers the proposals received from the Government/M.Ps requiring relaxation in the Guidelines and gives suitable recommendations.

The Committee holds meetings at regular intervals to examine various issues referred to it by the Members, Ministry of Statistics and Programme Implementation and Lok Sabha Committee on MPLADS and recommends amendments to the guidelines wherever necessary.

The Reports of the Committee are presented to the House by the Chairman of the Committee.

### **3.1.12 Committee on Information and Communication Technology Management in Rajya Sabha**

This Committee was constituted by the Chairman, Rajya Sabha on the 18<sup>th</sup> March, 1997 and it considers issues ranging from norms for provision of computer hardware and software to be made available to Members from time to time to application of Information Technology in the functioning of Rajya Sabha and taking steps to increase the use of electronic mode for information

dissemination to Members. The Committee functions to give effect to the Provision of Computer Equipment (Members of Rajya Sabha and Officers) Rules, 2008. There is no fixed membership of the Committee. It consists of one Member each from the Major Parties in the Rajya Sabha. The Chairman, Rajya Sabha, at his discretion, may appoint any Member from amongst the members of the Committee, as its Chairman. The Chairman, Rajya Sabha, at his discretion, may also nominate a Member from amongst the Parties having strength of less than five seats in the House to the Committee.

### 3.2 STANDING COMMITTEES (General)

As per the rules governing the Standing (House) Committees, they hold office until new Committees are constituted. Normally, they are re-constituted when the strengths of Parties in the Rajya Sabha undergo major changes.

The nominations of Members and appointment of Chairmen (except GPC, Business Advisory Committee and Committee on Rules, where the Chairman, Rajya Sabha is himself the Chairman of these Committees) are made by the Chairman, Rajya Sabha, based on the quota of each Major Party (*i.e.*, Parties having a strength of five or more Members), worked out on the basis of their numerical strength and the names of Members obtained from the respective Party Leaders. The nominations of Members from smaller parties (having a strength of less than 5) including nominated/independent Members are made by the Chairman, Rajya Sabha taking into account their individual preferences, if any, and their areas of interest/specialization. Casual vacancies in the Committees arising from time to time are filled up by the Chairman, Rajya Sabha and in case a vacancy is caused by a Member belonging to a Major Party, the same is generally filled by nomination of a Member from the party to which the outgoing Member belonged and, for this purpose, suggestion is invited from the party leader. The quorum to constitute sittings of these Committees is by and large 50% of their membership except the Committee on Subordinate Legislation and General Purposes Committee, where the quorum prescribed is nearly one-third of their membership.

In so far as the General Purposes Committee (GPC) and the Committee on Ethics are concerned, the procedure is slightly different. Under Rule 279 (1) of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha), the Deputy Chairman, Rajya Sabha, Members of the panel of the Vice-Chairmen, Chairmen of all Standing Parliamentary Committees of the Council, leaders of recognized parties and groups in the Council are nominated to the General Purposes Committee in addition to such other Members as may be nominated by the Chairman, Rajya Sabha. The Chairman, Rajya Sabha is the *ex-officio* Chairman of the Committee. This Committee is generally re-constituted after the process of re-constitution of the Department-related Parliamentary Standing Committees and the House Committees is over.

As regards the Committee on Ethics, it is not re-constituted every year and though Rule 287(1) provides that the Chairman, Rajya Sabha shall, from time to time, nominate a Committee on Ethics consisting of ten members, yet in actual practice, the leaders of Major Parties, as per their numerical strength in the House, are nominated to be the members of the Committee and in case the leaders happen to be Ministers or otherwise cannot spare themselves, then the Deputy Leaders or Chief Whips/Whips of the parties are considered for nomination. After

accommodating the leaders of major parties, if any vacancy is still left, then other Members from smaller parties/Nominated/ Independent Members are nominated by the Chairman, Rajya Sabha on this Committee having regard to their areas of interest/specialization. Casual vacancies in the GPC and the Committee on Ethics are filled up in the same manner. Under Rule 288(1) the Chairman, Rajya Sabha also nominates the Chairman of the Committee on Ethics from amongst its members.

### **3.3 FINANCIAL COMMITTEES**

#### **3.3.1 Committee on Public Accounts (Rules 308 - 309 of the Rules of Procedure and Conduct of Business in Lok Sabha)**

The Committee on Public Accounts is primarily a Committee of the Lok Sabha and it has been provided in the Rules of Procedure and Conduct of Business in Lok Sabha. The Committee consists of not more than fifteen Members from the Lok Sabha and seven Members from the Rajya Sabha for being associated with the Committee. They are elected by the respective Houses every year from amongst their Members according to the principle of proportional representation by means of the single transferable vote. The Speaker, Lok Sabha appoints the Chairman of the Committee from amongst the members of the Committee. The term of office of members of the Committee is one year; it can, however, be extended in a special case by a motion adopted by the Houses. A Minister is not elected to the Committee and if any Member after his election to the Committee is appointed a Minister, he ceases to be a member of the Committee from the date of such appointment.

A new Committee is elected every year before the expiry of the term of office of the outgoing Committee, but it enters upon office only on the expiry of the term of the previous Committee. Usually, the Committee is set up after the general elections when the new Lok Sabha is constituted and, thereafter, every year.

The main function of the Committee is to examine the Appropriation Accounts and the Annual Finance Accounts of the Government of India and such other Accounts laid before Parliament as the Committee may think fit. The Committee also examines statements of accounts of corporations, autonomous and semi-autonomous bodies (excluding public undertakings which have been allotted to the Committee on Public Undertakings).

The report of the Committee is laid on the Table of the Rajya Sabha simultaneously with its presentation to the Lok Sabha. Generally, the Committee's reports are not discussed unless there is a specific issue of serious nature.

#### **3.3.2 Committee on Public Undertakings (Rules 312A – 312B of the Rules of Procedure and Conduct of Business in Lok Sabha)**

The Committee on Public Undertakings too is primarily a Committee of the Lok Sabha and it has been provided in the Rules of Procedure and Conduct of Business in Lok Sabha. The Committee consists of fifteen Members of the Lok Sabha and seven Members of the Rajya Sabha for being associated with the Committee. The procedure in this respect is the same as is adopted in the case of the Committee on Public Accounts. The term of office of members of the Committee is one year; it can, however, be extended in a special case by a motion adopted by the Houses. A



Minister is not elected to the Committee and if any Member after his election to the Committee is appointed a Minister, he ceases to be a member of the Committee from the date of such appointment.

The functions of the Committee are to examine the working of the Public Undertakings specified in the Fourth Schedule to the Rules of Procedure and Conduct of Business in Lok Sabha. Every Report of the Committee is laid on the Table of the Rajya Sabha simultaneously with its presentation to the Lok Sabha.

### **3.4 DEPARTMENT-RELATED PARLIAMENTARY STANDING COMMITTEES (Rules 268—277 of the Rules of Procedure)**

The following Department-related Parliamentary Standing Committees are constituted under Rule 268 of the Rules of Procedure and Conduct of Business in the Council of States and Rule 331C of the Rules of Procedure and Conduct of Business in Lok Sabha:

1. Committee on Commerce;
2. Committee on Home Affairs;
3. Committee on Education, Women, Children, Youth and Sports;
4. Committee on Industry;
5. Committee on Science and Technology, Environment, Forests and Climate Change;
6. Committee on Transport, Tourism and Culture;
7. Committee on Health and Family Welfare;
8. Committee on Personnel, Public Grievances, Law and Justice;
9. Committee on Agriculture;
10. Committee on Information Technology;
11. Committee on Defence;
12. Committee on Energy;
13. Committee on External Affairs;
14. Committee on Finance;
15. Committee on Consumer Affairs, Food and Public Distribution;
16. Committee on Labour;

17. Committee on Petroleum and Natural Gas;
18. Committee on Railways;
19. Committee on Urban Development;
20. Committee on Water Resources;
21. Committee on Chemicals and Fertilizers;
22. Committee on Rural Development;
23. Committee on Coal and Steel; and
24. Committee on Social Justice and Empowerment.

Each of the above mentioned Department-related Parliamentary Standing Committees is related to the Ministries/Departments as specified in the Third Schedule to the Rules of Procedure and Conduct of Business in the Council of States and consists of 31 members - 10 members nominated by the Chairman from amongst the Members of the Rajya Sabha and 21 members nominated by the Speaker from amongst the Members of the Lok Sabha. As per Rule 74(1) relating to the Select Committee on Bills, which applies *mutatis mutandis* to the Department-related Parliamentary Standing Committees, the quorum of the Committee shall be one-third of the total number of members of the Committee. Out of the 24 Committees, the Committees mentioned against serial No. 1 to 8 are under the administrative control of the Chairman, Rajya Sabha and their Chairmen are appointed by him from amongst the members of the Committee belonging to the Rajya Sabha. The remaining 16 Committees are under the administrative control of the Speaker, Lok Sabha who appoints their Chairmen from amongst the members of the Committees belonging to Lok Sabha. A member of the Department-related Parliamentary Standing Committee holds office for a term not exceeding one year at a time. Allocation of seats in the Department-related Parliamentary Standing Committees to all the parties is done on the basis of proportional representation. Based on the numerical strength of various parties in Rajya Sabha, total slots available to each party in all the 24 Committees, as also the maximum slots available to each party in every Committee are determined. This allocation of slots is communicated to Leaders of all the Major Parties/groups in Rajya Sabha for recommending the names of their Members for nomination by Chairman, Rajya Sabha to the Committees. Nomination of Members belonging to smaller parties/ groups and Independent/Nominated Members is done by the Chairman, Rajya Sabha on the basis of requests received, professional background of the Member etc., subject to availability of vacancies in the Committees.

In case of Major Parties, any request for nomination/change in nomination should come through the concerned Party leader. A Member appointed as a Minister shall not be nominated as, or continue as, a member of the Committee.

These Committees are entrusted with the following functions:

- (a) to consider the Demands for Grants of the related Ministries/ Departments and report thereon. The report shall not suggest anything of the nature of cut motions;

- (b) to examine Bills, pertaining to the related Ministries/ departments, referred to the Committee by the Chairman or the Speaker, as the case may be, and report thereon;
- (c) to consider the annual reports of the Ministries/ Departments and report thereon; and
- (d) to consider national basic long-term policy documents presented to the Houses, if referred to the Committee by the Chairman or the Speaker, as the case may be, and report thereon.

These Standing Committees are barred from considering matters of day-to-day administration of the related Ministries/Departments.

After the general discussion on the Budget in the Houses is over, the Houses are adjourned for a fixed period (Budget recess), of about 3-4 weeks. During this period the Demands for Grants of related Ministries/Departments are considered by these Committees which also hear oral presentation from the Ministries. The Committees present their reports to both Houses at the commencement of the second half of the Budget Session.

At other times, Department-related Committees meet to consider Bills introduced in either House and referred to them, or matters of policy, including Annual Reports of the Ministries. Reports of Department-related Committees, after being presented/ tabled in the Houses are sent to the Ministries concerned and the recommendations are of only a persuasive value as considered advice of a Parliamentary Committee.

Committees are assisted and served by Committee Sections, each headed by a Committee Officer/Under Secretary, and supervised by the Deputy Secretary and Additional Director/Director. A Joint Secretary generally coordinates the management of the respective Committee Sections. The Committee Sections make arrangements for the Committee meetings, circulate papers for the meetings, provide background material, maintain the minutes and draft the Committee Reports under supervision of their Senior Officers.

Committee meetings are generally of two types:—meetings to consider memoranda and/or consider draft reports and meetings to hear evidence.

Meetings to hear evidence are formal and structured and all questions to the witnesses are to be put by Members with the permission of the Chairman.

The proceedings of the Committees are confidential. No Member or witness can divulge it to anybody.

### **3.5 JOINT PARLIAMENTARY COMMITTEES**

#### **3.5.1 Joint Committee on Offices of Profit**

The Committee is constituted on adoption of a motion to that effect by the Lok Sabha and concurred in by the Rajya Sabha. The Committee consists of fifteen members—ten from the Lok Sabha and five from the Rajya Sabha — elected by the respective Houses according to the principle of proportional representation by means of the single transferable vote. A casual vacancy occurring in the Committee from amongst Members of the Rajya Sabha is filled through a motion adopted by the Lok Sabha recommending to the Rajya Sabha to fill that vacancy. The Committee

is constituted for the duration of each Lok Sabha. The Chairman of the Committee is appointed by the Speaker from amongst the members of the Committee.

The function of the Committee is generally to examine the composition and character of Government Committees and to recommend in relation to them what offices should or should not disqualify holders thereof for being chosen, or for being, a Member of Parliament under Article 102(1)(a) of the Constitution of India. The Committee also recommends from time to time any amendments in the Schedule to the Parliament (Prevention of Disqualification) Act, 1959. The Committee's report is presented to the Lok Sabha and laid on the Table of the Rajya Sabha simultaneously.

### **3.5.2 Library Committee**

The Library Committee was first constituted by an announcement made by the Speaker in the Provisional Parliament on the 21<sup>st</sup> November, 1950. This Committee is neither provided in the Rules of Procedure and Conduct of Business in the Council of States nor in the Rules of Procedure and Conduct of Business in Lok Sabha. The Committee consists of eight members – five from the Lok Sabha nominated by the Speaker and three from the Rajya Sabha nominated by the Chairman. The Deputy Speaker, Lok Sabha is the *ex-officio* Chairman of the Committee. The main function of the Committee is to advise on matters concerning the Parliament Library and assist Members of Parliament in fully utilizing the library services. The term of the Committee is one year. The Committee does not present any report to the Houses or the Speaker.

### **3.5.3 Committee on Empowerment of Women**

This Committee is provided in the Rules of Procedure and Conduct of Business in Lok Sabha. The Committee consists of not more than thirty members, twenty members nominated by the Speaker from amongst Members of Lok Sabha and ten members nominated by the Chairman, Rajya Sabha from amongst Members of Rajya Sabha. A Minister shall not be a member of the Committee, and if a Member, after his nomination to the Committee, is appointed as a Minister, he shall cease to be a member of the Committee from the date of such appointment. The Chairman of the Committee is appointed by the Speaker from amongst the members of the Committee. The term of office of members of the Committee is one year. The functions of the Committee on Empowerment of Women are:

- (i) to consider the report submitted by the National Commission for Women and to report on the measures that should be taken by the Union Government for improving the status/conditions of women in respect of matters within the purview of the Union Government including the Administrations of the Union territories;
- (ii) to examine the measures taken by the Union Government to secure for women equality, status and dignity in all matters;
- (iii) to examine the measures taken by the Union Government for comprehensive education and adequate representation of women in Legislative bodies/services and other fields;
- (iv) to report on the working of the welfare programmes for the women;

- (v) to report on the action taken by the Union Government and Administrations of the Union territories on the measures proposed by the Committee; and
- (vi) to examine such other matters as it may deem fit or are specifically referred to it by the House or the Speaker and the Rajya Sabha or the Chairman, Rajya Sabha.

The Report of the Committee is presented to Lok Sabha and a copy thereof is simultaneously laid on the Table of Rajya Sabha.

### **3.5.4 Committee on the Welfare of Scheduled Castes and Scheduled Tribes**

This Committee is provided in the Rules of Procedure and Conduct of Business in Lok Sabha. The Committee consists of thirty members — twenty from the Lok Sabha and ten from the Rajya Sabha—elected by the respective Houses according to the principle of proportional representation by means of the single transferable vote. The term of office of the Committee is one year. A Minister is not elected to the Committee and if any Member after his election to the Committee is appointed a Minister, he ceases to be a member of the Committee from the date of such appointment.

The functions of the Committee are to consider reports of the National Commission for the Scheduled Castes and the National Commission for the Scheduled Tribes submitted under Articles 338(5)(d) and 338A(5)(d), respectively of the Constitution and to report to the Parliament as to the measures that should be taken by the Union Government and action taken by Government on the measures proposed by the Committee; to examine the measures taken by Government to secure due representation of the SCs/STs in Services, etc., and to report on the working of welfare programmes for the SCs/STs in the Union Territories.

The Committee is generally set up after the general elections when the Lok Sabha is constituted and thereafter every year. A motion is moved and adopted for the purpose in the Lok Sabha recommending to the Rajya Sabha to nominate ten Members on the Committee. The Lok Sabha message in respect of the motion is reported to the House by the Secretary-General and thereafter on a motion being moved by the Minister of Parliamentary Affairs in the Rajya Sabha and its adoption by the House, the election programme is notified in Rajya Sabha Parliamentary Bulletin Part - II. The names of the Rajya Sabha Members elected to the Committee are conveyed by a message to the Lok Sabha by the Secretary-General.

### **3.5.5 Committee on Welfare of Other Backward Classes (OBCs)**

This Committee is not provided in the Rules of Procedure and Conduct of Business of any of the Houses. It was constituted for the first time through a Motion adopted by the Lok Sabha at its sitting held on 21<sup>st</sup> December, 2011 and concurred to by the Rajya Sabha on 22<sup>nd</sup> December, 2011. The Committee consists of thirty members— twenty from the Lok Sabha and ten from the Rajya Sabha—elected by the respective Houses according to the principle of proportional representation by means of the single transferable vote. The term of office of the Committee is one year from the date of its first sitting. A Minister is not elected to the Committee and if any Member after his election to the Committee is appointed a Minister, he ceases to be a member of the Committee from the date of such

appointment. The Chairman of the Committee is appointed by the Speaker, Lok Sabha, from amongst the members of the Committee.

The functions of the Committee are:-

- (i) To consider the reports submitted by the National Commission for Backward Classes under Article 338B of the Constitution and to report to both the Houses as to the measures that should be taken by the Union Government in respect of matters within its purview including the Administrations of the Union Territories (UTs);
- (ii) To report to both the Houses on the action taken by the Union Government and the Administrations of the UTs on the measures proposed by the Committee;
- (iii) To examine the measures taken by the Union Government to secure due representation of the OBCs, particularly the Most Backward Classes, in services and posts under its control (including appointments in the public sector undertakings, statutory and semi-Government Bodies and in the UTs) having regard to the provisions of the Constitution;
- (iv) To report to both the Houses on the working of the welfare programmes for the OBCs in UTs;
- (v) To consider generally and to report to both the Houses on all matters concerning the welfare of OBCs which fall within the purview of the Union Government including the Administrations of UTs; and
- (vi) To examine such matters as may be deemed fit by the Committee or are specifically referred to it by the House or the Speaker.

The Committee is generally constituted after the general elections when the Lok Sabha is constituted and reconstituted every year. The procedure for constitution/re-constitution of the Committee is similar to that of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes. In all other aspects, the Rules of Procedure of Lok Sabha relating to Parliamentary Committees apply to this Committee, with such variations and modifications as the Speaker may make.

### **3.6 STATUTORY JOINT COMMITTEES**

#### **3.6.1 Joint Committee on Salaries and Allowances of Members of Parliament**

The Joint Committee on Salaries and Allowances of Members of Parliament is a statutory Committee constituted under the Salary, Allowances and Pension of Members of Parliament Act, 1954, for the purpose of making rules under that Act. It consists of five members from the Rajya Sabha nominated by the Chairman and ten members from the Lok Sabha nominated by the Speaker. A member of the Joint Committee holds office for one year from the date of his nomination and any casual vacancy in the Joint Committee is filled by nomination by the Chairman or the Speaker, as the case may be. The Joint Committee elects its own Chairman. The Committee has also been empowered to regulate its procedure. The Committee does not present any report.

The function of the Committee is to make, after consultation with the Central Government, rules to provide for matters like medical, housing, telephone facilities, etc. and generally for regulating the payment of various allowances to which Members of Parliament are entitled under the Act. The rules made by the Committee do not take effect until they are approved and confirmed by the Presiding Officers of both the Houses and are published in the Gazette.

### **3.7 ADHOC COMMITTEES**

Apart from the Committees mentioned above, Committees may be setup on *ad hoc* basis to enquire into and report on specific matters or subjects. Such Committees may be constituted either (i) by the House on a motion moved and adopted, or (ii) by the Chairman on the basis of the desire or consensus in the House, or (iii) jointly by both the Houses on the motion adopted by one House and concurred in by the other, or (iv) by the Presiding Officers of both the Houses in consultation with each other. They are called *ad hoc* Committees because they become *functus officio* after presentation of the report or conclusion of the assigned function or by efflux of time. *Ad hoc* Committees have been set up from time to time by all these modes. Specified number of Members are nominated by the Speaker, Lok Sabha and the Chairman, Rajya Sabha, as the case may be.

Some of the Committees constituted on *ad hoc* basis by the Presiding Officers for particular purposes, have also been re-constituted for the last few years on the basis of period assessment of their need. These *ad hoc* Committees, in which Members of Rajya Sabha are associated, are - Railway Convention Committee, JPC on Food Management in Parliament House Complex, JPC on Installation of Portraits/Statues of National Leaders and Parliamentarians in Parliament House Complex, JPC on Maintenance of Heritage Character and Development of Parliament House Complex, and JPC on Security in Parliament House Complex.

## **3.8 PARLIAMENTARY FRIENDSHIP GROUPS (PFGs)**

### **3.8.1 Introduction**

To encourage bilateral relations, Indian Parliamentary Group (IPG) has decided to constitute Parliamentary Friendship Groups with other countries, in the Indian Parliament.

Each Friendship Group shall consist of at least Twelve sitting Members of Parliament (8 from Lok Sabha and 4 from Rajya Sabha) in proportion to the strength of Parties/Groups in Lok Sabha and Rajya Sabha.

The Speaker, Lok Sabha, shall appoint the President of the each Friendship Group.

The management and control of all affairs of the Friendship Groups shall vest in the Executive Committee of the IPG.

### **3.8.2 Aims and Objectives**

- (i) to maintain political, economic, social and cultural contacts between two countries;
- (ii) to create favourable conditions for continuous development of inter-Parliamentary contacts, especially in the organization of talks, mutual exchanges and co-operation between the two Parliaments;
- (iii) to assist in having exchanges of information and experiences on issues related to Parliamentary activities;
- (iv) to promote co-operation between the delegations of the two countries while participating in the deliberations of international organizations and also in carrying out consultations on issues of mutual interest, as and when such opportunity arises; and
- (v) to increase ties between member countries; and
- (vi) to study and evolve an insight into the best Parliamentary practices that are worth replicating.

### **3.8.3 Meetings**

Meetings of the Friendship Groups are arranged on the sidelines of visiting Foreign Parliamentary Delegations/Committees/Friendship Groups. These meetings are held within the Parliament House complex.



## CHAPTER 4

### AMENITIES TO MEMBERS

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#### 4.1 SALARY, ALLOWANCES AND PENSION

The salary, allowances and pension to the Members are regulated by the provisions of the Salary, Allowances and Pension of Members of Parliament Act, 1954 and the Rules made thereunder.

##### 4.1.1 Salary

A Member is entitled to receive a salary at the rate of one lakh rupees per month during the whole of his term of office.

##### 4.1.2 Daily Allowance

A Member is entitled to Daily Allowance at the rate of two thousand rupees per day for attending session of the House or a sitting of a Committee of the House or a Joint Committee of both Houses and any other business connected with his duties as a Member of Parliament is transacted. A Member is also entitled to daily allowance, in the case of a session for a period of not exceeding three days immediately preceding the commencement of the session and not exceeding three days immediately succeeding the adjournment *sine die* of the House and in the case of a sitting of a Committee or any other business, for a period of not exceeding two days immediately preceding the commencement of the business of the Committee or other business and not exceeding two days immediately succeeding the conclusion of the business of the Committee or other business subject to his presence at the place of residence on duty. Daily allowance is admissible only when the Member signs the register maintained for the purpose. For entitlement of daily allowance for the intervening holiday(s), the Member has to sign the attendance register on the day immediately preceding and succeeding the holiday(s).

##### 4.1.3 Constituency Allowances

A Member is entitled to receive constituency allowance at the rate of rupees seventy thousand per month during the whole of his term of office.

##### 4.1.4 Office Expense Allowance

A Member is entitled to receive Office Expense Allowance of rupees sixty thousand per month bifurcated as under:

- (i) Rupees twenty thousand for meeting expenses on stationery items and postage; and
- (ii) Rupees forty thousand for engaging person(s) for obtaining secretarial assistance. However, one such person shall be computer literate. Member is required to intimate the name of person(s) so engaged, to the Secretariat in the prescribed form available with the MS&A Branch for arranging payment to them.

#### **4.2 TRAVELLING ALLOWANCES FOR FORWARD AND RETURN JOURNEYS PERFORMED FOR ATTENDING OFFICIAL BUSINESS**

- (i) A Member is entitled to travelling allowances for every journey performed by him in India for attending a session of the House or a meeting of a Committee or for the purpose of attending to any other business connected with his duties as a Member from his usual place of residence to the place where the session or the meeting is held or the other business is to be transacted and for the return journey from such place to his usual place of residence.
- (ii) For the journeys performed by rail, free rail travel against the railway pass issued to Member.
- (iii) For the journeys performed by air, an amount equal to one air fare for each such journey.
- (iv) For the journeys performed by road, a road mileage at the rate of rupees sixteen per kilometer. However, for the journeys performed by road between places connected by express mail or super-fast rail or steamer, the Member shall be entitled to travelling allowance not exceeding the amount which would have been admissible had he performed such journey by rail/steamer, whichever is less.
- (v) Members residing within a distance of 300 kilometers from Delhi are entitled to road mileage for the journeys performed by road, irrespective of rail connection.
- (vi) Members residing in the States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim or Tripura are entitled to road mileage for the journeys performed by road from their usual place of residence to their nearest airport, irrespective of rail connection.
- (vii) For the purpose of claiming travelling allowance for attending a Session of Parliament or a sitting of a Committee, Members are required to travel only after the issue of summon for attending a Session or after the issue of Notice of meeting for attending the meeting of a Committee.
- (viii) A Member is entitled to travel by any other route to reach his destination on the same day to avoid inconvenience when connecting flights are not available by the shortest route.
- (ix) The spouse of a Member is entitled to travel by air/rail/road from the usual place of the residence of the Member to Delhi and back during every session of Parliament subject to the condition that total number of each such journey either to Delhi or back shall not exceed eight in a year.
- (x) The spouse of a Member residing within a distance of 300 kilometers from Delhi is entitled to road mileage for the journeys performed alone by road, irrespective of rail connection. Similarly spouse of Members residing in the States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim or Tripura are entitled to road mileage for the journeys performed alone by road from their usual place of residence to their nearest airport, irrespective of rail connection.
- (xi) In the cases where the air ticket is lost, the Member is required to produce a certificate from the concerned airlines for having performed the journey by air.

### 4.3 TRAVELLING ALLOWANCES FOR INTERMEDIATE JOURNEYS

Where a Member absents himself for less than fifteen days during a session of the House of Parliament or a sitting of a Committee for visiting any place in India, he is entitled to receive travelling allowances in respect of such journey to such place and for the return journey:—

- (i) if the journey is performed by rail, equal to one first class fare for each such journey irrespective of the class in which the Member actually travels; and
- (ii) if the journey is performed by air during a sitting of the Committee equal to one fare by air for each such journey.

Such, travelling allowances excluding the air-fare shall, however, not exceed the total amount of daily allowances which would have been admissible to the Member for the days of absence if he had not remained so absent.

### 4.4 ALLOWANCES DURING SHORT INTERVALS BETWEEN TWO SITTINGS OF A COMMITTEE OR THE TERMINATION OF ONE SESSION AND THE COMMENCEMENT OF ANOTHER SESSION ETC.

- (i) Where the interval between the adjournment of the House of Parliament or one sitting of a Committee and the re-assembly of the House or the next sitting of the Committee at the same place does not exceed five days, a Member who elects to remain at such place during the interval is entitled to receive daily allowance at the rate of rupees two thousand for each day of residence at such place. But if the Member leaves such place during the interval, his absence from the place will be treated as absence during a session of the House or a sitting of the Committee.
- (ii) A Member is entitled to receive travelling allowances in respect of every journey performed by air for visiting any place in India during the interval not exceeding five days between two sittings of a Department related Standing Committee when a House of Parliament is adjourned for a fixed period during the Budget Session.

Provided that such travelling allowances, excluding the air fare, shall not exceed the total amount of daily allowances which would have been admissible to such Member, if he had not remained so absent.

### 4.5 RAIL TRAVEL FACILITIES

- (i) Every Member is provided with a non-transferable Identity Card- *cum*-Railway Pass, which entitles him and spouse to travel in First Class Air-conditioned or Executive Class at any time, by any railway in India, alongwith a companion in AC two-tier. Such pass is valid for the whole term of his office. This card also authorizes the Member for entry into

Parliament premises and the Secretariat Offices of the Government of India at New Delhi. The card should therefore be kept carefully in the personal custody of the Member. On the expiration of the term of the Member, the pass is required to be surrendered to the Rajya Sabha Secretariat.

- (ii) For the travel of the spouse by rail from the usual place of residence of the Member to Delhi and back, a separate First Class Air-conditioned or Executive Class non-transferable railway pass is issued to the Member, on request. The Spouse railway pass is required to be surrendered to the Rajya Sabha Secretariat on the expiry of the term of the Member.

#### **4.6 AIR JOURNEYS**

- (i) Every Member is entitled to 34 free single air journeys in a year from any place in India to any other place in India for self or along with spouse or any number of companions or relatives. Out of this 34 free air journeys, spouse or companion of a Member is entitled to travel alone upto to a maximum of 8 air journeys a year to visit such Member. However, where the number of journeys performed by any Member by air in a year is less than 34, the balance of journeys not availed by him shall be carried forward to the following year. Air journeys performed in excess of 34 in a year, subject to a maximum of eight would be adjusted from the 34 air journeys available for the following year.
- (ii) For the journeys by air, a Member is entitled to travel in Executive/Business class of any Airlines.

#### **4.7 SPECIAL FACILITY TO BLIND AND PHYSICALLY INCAPACITATED MEMBERS**

- (i) A Member who is blind or physically incapacitated, with the approval of the Chairman of the Council of States, shall be entitled to have his attendant travel in the same class in which he is travelling by air and in case of rail journey, in First Class AC or executive class instead of AC II tier.
- (ii) A physically incapacitated Member who cannot travel either by air or rail is entitled for road mileage for the entire journey performed by him by road along with an attendant.

#### **4.8 TRAVELLING AND DAILY ALLOWANCES FOR ATTENDING THE MEETINGS OF THE CONSULTATIVE COMMITTEES OF THE GOVERNMENT OF INDIA**

The Members serving in the Consultative Committees for various Ministries of the Government of India are entitled to travelling allowances as are admissible for attending other Parliamentary Committees.

## **4.9 ALLOWANCES FOR JOURNEYS ABROAD**

Where a Member performs a journey outside India in the discharge of his duties as such Member, he is entitled to travelling and other allowances in respect of such journeys as provided in the Members of Parliament (Allowances for Journeys Abroad) Rules, 1960.

## **4.10 SALARY AND TRAVELLING AND DAILY ALLOWANCES BILLS**

### **4.10.1 Specimen Signatures and Declaration of 'Usual Place of Residence'**

A Member, on being elected, is required to furnish three copies of his specimen signatures duly attested on the prescribed form available in the MS&A Branch or Notice Office of the Rajya Sabha Secretariat. The Member is also required to fill in a form declaring his usual place of residence for the purpose of claiming his travelling allowance. The Member shall also fill-in the Nomination Form available in the MS & A Branch.

### **4.10.2 Salary Bills**

The salary bills of Members of the Rajya Sabha are prepared by the Rajya Sabha Secretariat every month and passed on directly to the Pay and Accounts Officer, Rajya Sabha, for arranging the payment. Salary bills are not required to be signed by the Members. Members are required to intimate their bank account details to the Secretariat for making the payment.

### **4.10.3 Travelling and Daily Allowances Bill**

- (i) For the purpose of claiming TA/DA, the Member is required to tender claims to the MS&A Branch in the prescribed form (Arrival/ Departure Report/Intermediate Journey form) with complete details of their journey chronologically along with used original air-tickets/counterfoils, boarding pass and in the case of *e*-ticket, electronic ticket duly countersigned by the Member. Travelling and Daily Allowances Bills of Members are prepared by the Rajya Sabha Secretariat on the basis of the information furnished by the Member. The TA/DA claims are required to be signed by the Members at the places indicated therein after affixing revenue stamp. The bills so prepared are sent to the Pay and Accounts Officer, Rajya Sabha for arranging the payment.
- (ii) The forms prescribed for furnishing the Arrival, Intermediate Journey and Departure Reports are available in the Rajya Sabha Notice Office and MS&A Branch of the Secretariat.
- (iii) In the cases where the air ticket is lost, the Member is required to produce a certificate from the concerned airlines for having performed the journey by air.
- (iv) Members are required to record in the columns provided in their Travelling and Daily Allowances Bills their account details for making the payment.

#### **4.10.4 Deductions**

Deductions on account of house rent, telephone charges, conveyance advance, C.G.H.S. and other government dues are made from the salary bills of the Members.

#### **4.11 REIMBURSEMENT OF MEDICAL EXPENSES**

Members of Parliament during their term of office are entitled to the reimbursement of medical expenses incurred by them on the treatment of self/family Members as admissible to the Officers of Central Civil Services, Class-I, having their headquarters in Delhi or New Delhi under the Contributory Health Service Scheme for Central Government employees. For this, a Member has to tender the claim in the prescribed form available in MS&A Branch. The claim supported with the cash memos receipts, should be duly countersigned by the authorized Medical Attendant and submitted in MS&A Branch. Such claims are processed under CGHS rules for reimbursement. In certain cases approval from concerned C.G.H.S./Ministry of Health and Family Welfare is also obtained, if required.

#### **4.12 PROCEDURE FOR MEDICAL TREATMENT ABROAD**

A Member desirous of availing medical treatment abroad for himself or for a member of his family has to approach the Standing Committee of the Ministry of Health and Family Welfare constituted for this purpose for obtaining necessary approval. The Standing Committee, after having satisfied that the ailment or treatment can be treated only outside India issues a certificate to Rajya Sabha Secretariat for taking further necessary action in the matter. On receipt of such certificate, sanction of the competent authority is obtained and conveyed to concerned authorities abroad for necessary action.

#### **4.13 LOSS OF IDENTITY CARD-CUM-RAILWAY PASS**

The loss of Identity Card-cum-Railway Pass of the Member or the spouse Railway Pass should be immediately reported to the Chairman, Rajya Sabha and the nearest Police Station.

#### **4.14 ADVANCE FOR PURCHASE OF CONVEYANCE**

A Member is entitled to an advance not exceeding Rupees four lakh or the actual price of the conveyance, which is intended to be purchased, whichever is less. Advance granted, together with simple interest at prevailing rates as applicable to Central Government servants, is recoverable from the salary bill of the Member concerned in not more than 60 equal monthly installments, which shall not extend beyond the tenure of his Membership. While drawing the conveyance advance,

Member shall execute an Agreement and after purchase of conveyance, he shall further execute a mortgage bond hypothecating the conveyance to the Central Government as security for the advance. The conveyance purchased from the advance shall also be insured against full loss by fire, theft and accident, by which the Insurance Company agrees to pay to the Central Government in respect of loss or damage to the conveyance. (All relevant forms are available with MS&A Branch).

#### **4.15 PENSION TO EX-MEMBERS OF PARLIAMENT**

A former Member who has served any period as Member of the Provisional Parliament or either House of Parliament is entitled to a minimum pension of Rupees twenty-five thousand per month and for the period exceeding five years, the Member shall be entitled to an additional pension of Rupees two thousand per month for every year in excess of five years. The period more than nine months will be rounded off to a complete year for the purpose of receiving additional pension of Rupees two thousand per month.

An ex-Member is not entitled to any pension for the period during which he holds the elected office of the President, Vice-President, Governor of a State or Administrator of any Union Territory or if he becomes a Member of the Council of States or the House of the People or any Legislative Assembly/Legislative Council of a State or Union Territory or the Metropolitan Council of Delhi or for the period during which he is employed on a salary under the Central Government or any State Government or any Corporation owned or controlled by the Central/State Government or any local authority or becomes otherwise entitled to any remuneration from such Government, Corporation or local authority.

Further, if an ex-Member is entitled for any other pension, he/she will also be entitled for Parliamentary Pension under Section 8A Sub-Section (1) of the Salary, Allowances and Pension of Members of Parliament Act, 1954, in addition to such other pension.

In case the salary received by an ex-M.P. from such other sources as mentioned above is less than the pension payable to him, he is entitled to receive only the balance as pension.

For grant of pension, an ex-Member is required to apply in the prescribed application form (in duplicate) to the Secretariat of the House of Parliament in which he had served last.

#### **4.16 FAMILY PENSION**

Spouse or dependant of a deceased Member/Ex-Member who is neither a sitting Member nor drawing any Ex-MP Pension is entitled for the remaining period of life of spouse or dependant, who so long continues to be a dependant, a Family Pension equivalent to 50% of the Pension otherwise admissible to such deceased Member/Ex-Member.

#### **4.17 COMPUTER EQUIPMENT**

The facility of computer equipment is made available to the Members through the "Scheme of Financial Entitlement of Members of Rajya Sabha for Computer Equipment". As per

the Scheme, Members can purchase computer equipment (Desktop and Laptop computer, Pen drive, Printer, Scanner, UPS, Handheld Communicator/Computer/Smart phone, Data Internet Cards, MS Office Suite, etc.) using their financial entitlement. The present financial entitlement of a Member for purchasing computer equipment and software under the Scheme is as follows:

- (i) Rs.2,50,000/- if elected/nominated to Rajya Sabha for a term of more than three years;
- (ii) Rs.2,00,000/- if elected/nominated to Rajya Sabha in bye election on a casual vacancy for a term of three years or less; and
- (iii) Additional Rs.1,50,000/- would be available to a Member after a period of three years of his term subject to condition that minimum period of term left is not less than three months.

The adequacy of the amounts of financial entitlement is reviewed by the Committee on Information and Communication Technology Management in Rajya Sabha annually and revision, if any, takes effect prospectively.

Members can avail of the Scheme by purchasing the computer equipment from a vendor and passing on the proof of payment to the Systems Division (Room No. 209, PHA; temporarily operating from Room no. 123, Samvidhan Sadan, New Delhi, Tel: 23034727, 23035321) for reimbursement. On certification by the Systems Division, the MS&A Branch makes the reimbursement to the Member.

The computer equipment purchased by a Member under the Scheme remains with him even after he ceases to be a Member. Arrangements for insuring and maintenance of the Computer equipment are to be made by the Member himself/herself.

Members can obtain more information on the Scheme and rules governing it by approaching the Systems Division, Room No. 209, Parliament House Annexe, New Delhi (Tel. 23034074, 23034325) or temporarily from Room no. 123, Samvidhan Sadan, New Delhi, (Tel: 23034727, 23035321).

E-mail facility is provided to Members by the National Informatics Centre (NIC) free of charge. For availing this facility, a form is required to be filled up by the Member mentioning the desired username for the e- mail facility. The forms are available with Systems Division or can be downloaded from the Rajya Sabha Website (<http://sansad.in/rs>) under the link Downloads→Application Forms/Forms for New Members→Systems Division.

Members are also supplied electronic copies of Parliamentary Papers and other information digitally in their Members Portal accounts. This is a mandatory account opened for all Members of the Rajya Sabha by submission of a duly filled-in form, after creation of the official e-mail ID. This form is also available with Systems Division or can be downloaded from the Rajya Sabha Website (<http://sansad.in/rs>) under the link Downloads→Application Forms→Systems Division.



Various training programmes for the Members and their personal staff are organized by the Secretariat in collaboration with the NIC to inform and update them about the Rajya Sabha website, Members Portal and various IT facilities/applications useful for them.

#### 4.18 ACCOMMODATION

On being elected/nominated to Rajya Sabha, Members are provided transit accommodation in State Guest Houses/Bhawan still they are allotted regular accommodation by House Committee, Rajya Sabha.

On receipt of applications from the Members, they are put up to Chairman, House Committee who in turn allots accommodation to them subject to availability, keeping in view the guidelines on the subject. House Committee at its meeting held on 19.4.2017 adopted the following guidelines for allotment of bungalows to Members :-

| <u>Sl. No.</u> | <u>Category of M.P.</u>  | <u>Entitlement of Bungalows/Flats</u>    |
|----------------|--|--|
| 1              | Former Union Cabinet Minister <u>and</u> Former Speaker of Lok Sabha/ Former Governor of a State/Former Chief Minister of a State/Former Chief Election Commissioner | - Type VIII                              |
| 2 (i)          | Former Union Cabinet Minister/Former Governor of State/Former Chief Minister of State/ Former Speaker of Lok Sabha   | - Type VII                               |
| (ii)           | Members who have completed three *full Terms in Lok Sabha/Rajya Sabha  |  |
| 3 (i)          | Former Ministers of State in the Union Cabinet   | - Type VI bungalows/ MS Flats/Twin flats |
| (ii)           | Former Deputy Chairman, Rajya Sabha/Former Deputy Speaker, Lok Sabha   |  |
| (iii)          | Former Deputy Chief Ministers in States  |  |
| (iv)           | Former Cabinet Ministers/Speakers in States  |  |
| (v)            | Members who have completed one *full term in Lok Sabha/Rajya Sabha   |  |
| (vi)           | Nominated Members  |  |
| (vii)          | Floor leaders of national parties in Rajya Sabha, recognized by the Election Commission  |  |
| (viii)         | Former Members of State Legislative Assembly /Legislative Council  |  |

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\*One full term in Lok Sabha means the period from the date of constitution of Lok Sabha to the date of its dissolution. One full term in Rajya Sabha means the period from the date of election of a Member to Rajya Sabha, to the date of cessation of his Membership, due to his retirement/resignation/removal etc., irrespective of the time period of his Membership.

## 4 First term Members of Parliament

- Type V single Flats/  
Bungalows

The Committee, in its meeting held on 19.04.2017, authorized its Chairman that in exceptional circumstances/special cases, Chairman, House Committee may allot accommodation, higher than entitlement to a Member, on a case to case basis.

Members are entitled to rent free residential accommodation in the form of flat/hostel accommodation. If a Member is allotted housing accommodation in the form of a bungalow at his/her request by the House Committee, Rajya Sabha, he/she shall pay normal licence fee if he is entitled to such accommodation .

- (i) Members of the Rajya Sabha can retain residential accommodation for a maximum period of one month after retirement/resignation etc. as per the terms of allotment.
- (ii) In the case of death of a Member, however, the members of his/her family can retain the accommodation on the same terms as were applicable to the Member immediately before his/her death, for a maximum period of six months after which the allotment is deemed to have been cancelled.

**4.18.1** The following are the localities where residential accommodation belonging to Rajya Sabha Pool is available for allotment to Members of the Rajya Sabha.

**(i) Bungalows**

Ferozeshah Road; Dr.Rajender Prasad Road; Gurudwara Rakabganj Road; Mahadev Road; Ashoka Road; Humayun Road; Janpath; Shahjahan Road; Lodhi Estate; Lodhi Garden; Pandara Park; Pandara Road; Mathura Road; Teen Murti Lane; Purana Quila Road; Tughlak Lane; Copernicus Lane; BRM Lane; RS Shukla Lane; Safdarjung Lane; Tughlak Road; Zakir Hussain Marg [Total number of bungalows-82( subject to variation)].

**(ii) Flats**

North Avenue, North Avenue duplex, South Avenue, Meena Bagh, Swarn Jayanti Sadan (SWAJAS), Brahmaputra, SWAJAS Deluxe and Gomti MS Flats at BabaKharak Singh Marg, MP Flats at Deen Dayal Upadhyaya Marg (DDU Marg). [Total number of flats – 194 (subject to variation)]

**(iii) Hostel Accommodation**

In Vithalbhai Patel House (V.P. House), normal residential unit comprising one double and one single suite or three single suites, are allotted to Members of Rajya Sabha. [Total number of units-30 (subject to variation)]

Suits in Western Court Hostel are allotted to Members/guests of Members of Raya Sabha for their short term stay i.e., for 2-3 days. [Total number of units-20 (subject to variation)]

#### 4.18.2 General Maintenance of Members' Residences

The following CPWD Enquiry Offices are concerned with the general maintenance and upkeep of the Members' residences:.

| <u>Sl. No.</u> | <u>Service Centre</u>                                | <u>Location</u>                                       |
|----------------|--|---|
| (a)            | C.P.W.D. Service Centre, North Avenue                | Near Flat No. 89                                      |
| (b)            | C.P.W.D. Service Centre, South Avenue                | Near Flat No. 161                                     |
| (c)            | C.P.W.D. Service Centre, Ferozeshah Road             | Near Bungalow No. 5                                   |
| (d)            | C.P.W.D. Service Centre, V.P. House                  | Wing no. 1 (Opposite Constitution Club), Ground Floor |
| (e)            | Reception Office of the Western Court Hostel         | Located in the same premises                          |
| (f)            | C.P.W.D. Service Centre, Meena Bagh                  | Sunehari Bagh   |
| (g)            | CPWD Service Centre, B.D. Marg                       | Near Narmada MP Flats complex.                        |
| (h)            | CPWD Service Centre, Deen Dayal Upadhyaya (DDU) Marg | A-2 Tower, near parking, inside DDU Complex           |

Note: For redressal of grievances of Members relating to CPWD, Shri Yashpal, Assistant Engineer (Civil) (Contact No. 23324084 (O), 9818753626 (M), would be available at SWAJAS, Dr. B.D. Marg, New Delhi-110001 during office hours on all working days.

#### 4.18.3 Servant Quarters and Motor Garages

Servant quarters and motor garages in respective residential localities are also allotted to Members subject to availability, on receipt of the requests from Members.

#### 4.18.4 Supply of Electricity and Water:

- (i) The light, power and water connections for bungalows/flats can be obtained from the New Delhi Municipal Corporation on deposit of security money which varies according to the loads sanctioned for different premises. No security deposit is necessary in the case of

Vithalbhai Patel House where sub-meters have been provided by Government. Charges on account of electricity/water consumption in excess of the permissible limit of free consumption in Vithalbhai Patel House are recovered by the Directorate of Estates separately on the basis of actual consumption. The exact amount to be deposited by a Member may be ascertained direct from the Liaison Officer, N.D.M.C. (Tel. No. 23034314), Room No. 314, Parliament House Annexe, New Delhi

- (ii) Payments on account of N.D.M.C. dues including security deposits can be made in Room No. 314, Parliament House Annexe. If any difficulty is felt in the matter of connection/restoration of electricity/water/power connection in their bungalows/flats, Members are advised to contact N.D.M.C. on telephone No. 23034314. Under the Housing and Telephone Facilities (Members of Parliament) Amendment Rules, 1956 (as amended in 2001), every Member in respect of any accommodation allotted to him/her, is entitled, without payment of charges to the supply of a maximum of 50,000 units electricity per annum and 4000 kilo-litres of water per annum free of charge beginning 1<sup>st</sup> January of every year.
- (iii) Electricity in Flats located at Deen Dayal Upadhyaya (DDU) Marg, New Delhi is provided by BSES. Hence, BSES may be contacted for connection/disconnection of electricity to enable BSES to provide proper service and billing in this regard. Contact details of the Liaison Officer of BSES are mentioned in the letter of allotment.

#### **4.18.5 Guest Accommodation**

Members are allotted accommodation for their guests in the 'Western Court Hostel' (WCH), on payment of rent in advance. A good number of guests do come to Members, particularly during the Parliament Sessions. Since the accommodation in Rajya Sabha Pool is limited, it becomes difficult to allot accommodation when Members send their requests at short notice. The proforma for booking of guest accommodation in WCH is available in M.A. Section and Notice Office as well as on the website <http://sansad.in/rs> Guest accommodation in WCH is made as per the terms and conditions laid down for the purpose (as mentioned in the proforma itself).

Members are allotted guest accommodation in V.P. House, North Avenue, South Avenue and Meena Bagh under very exceptional circumstances, for an initial period of three months, on payment of rent as per the guidelines framed by House Committee for the purpose. Forms are available for the said purpose in M.A. Section and Notice Office as well as on the website <http://sansad.in/rs>.

The guidelines regarding allotment of guest accommodation, as finalized by the House Committee are as under:

- (i) Guest accommodation will continue to be allotted to sitting Members of Rajya Sabha by the Chairman, House Committee, subject to availability, only if the guest is a former Member of Rajya Sabha.
- (ii) Guest accommodation may be allotted only in V.P. House. Residential flats (North Avenue, South Avenue, etc.) will normally not be allotted. However, in exceptional circumstances, Chairman, House Committee may allow the use of these flats as guest accommodation.
- (iii) Request of the ex-MP for allotment of guest accommodation alongwith the undertaking of the sponsoring Member should be submitted in a prescribed form. Requests for allotment of guest accommodation, if not received in prescribed form, will not be processed.
- (iv) No Member will be allotted more than one guest accommodation (for long term).
- (v) The guest accommodation would be allowed for a maximum period of three months only on advance payment of market rent. However, in exceptional circumstances, extension beyond this period for another three months may be granted by the Chairman, House Committee on valid grounds.
- (vi) The sponsor Member will ensure that the guest accommodation is transferred in his/her name in the official records from the date of its allotment. All the liabilities, including rent, etc. would be borne by the sponsor Member, irrespective of whether the allotment is transferred in his/her name or not. The Member will also be liable for payment of dues, if any, in case the guest overstays beyond the allotment period.
- (vii) Requests of Members for carrying out renovation work in the guest accommodation allotted to them will not be entertained.
- (viii) The request of Members for allotment of servant quarter and motor garages alongwith the guest accommodation will not be entertained.
- (ix) Members will be allotted two ACs, one refrigerator and one water purifier, from the old stock available with CPWD, in the guest accommodation.

#### **4.18.6 Canteens**

There are canteens both in the North and South Avenues adjoining to the C.P.W.D. Service Centres where Indian style food is served. Catering arrangements also exist in the Western Court Hostel.

#### **4.18.7 Clubs and Common Halls**

Common Halls have been provided for relaxation and recreation of Members in North and South Avenues near Services Centres above the M.P.s Canteens. There is also the Constitution Club in the Vithalbhai Patel House for the benefit of Members. All Members are entitled to become members of this club on payment of the prescribed subscription.

#### **4.18.8 Telephone Facilities:**

- (i) A Member of the Rajya Sabha is entitled to have three telephones, one at his local Delhi address, one at his/her usual place of residence or a place selected by him/her within the State s/he represents or resides and one telephone for the internet connectivity purposes to be installed at his/her office/residence situated at Delhi or at his/her usual place of residence or at a place selected by him within his constituency or State or within the State in which he/ resides.
- (ii) A Member, on his/her request, is entitled to avail one mobile phone connection of Mahanagar Telephone Nigam Limited (MTNL) with national roaming facility and another of Mahanagar Telephone Nigam Limited or Bharat Sanchar Nigam Limited (BSNL) with national roaming facility for utilization in his constituency.
- (iii) As per the Housing and Telephone Facilities (Members of Parliament) Rules, 1956 as amended upto date, a Member is not required to make any payment in respect of installation charges, monthly rental and local call charges to the extent of 1,50,000 local calls pooled in respect of the three telephones and two mobile phones.
- (iv) A Member is entitled for a total of 1,50,000 free local calls per annum in respect of the three telephones and two mobile connections. If a Member does not utilize the free telephone calls available to him/her on the three telephones provided to him/her in any year, the balance unutilized telephone calls are carried forward to the subsequent years, till his/her seat become vacant.
- (v) Excess telephone calls made, over and above the pooled total of 1,50,000 free local calls per annum in respect of the three telephones, may be adjusted against the 1,50,000 free local calls allowed on the three telephones for the next year.
- (vi) A Member is liable to make payment in respect of charges of local calls made in excess of the total calls available to him/her.
- (vii) The Chairman of a Parliamentary Committee shall be exempted from payment of any charges for local calls made from the telephone installed at his residence in Delhi/New Delhi.
- (viii) A Member is also entitled to a provision of high speed broadband on the Fiber to the home(FTTH) with we-fi services at his residence in Delhi from the Mahanagar Telephone Nigam Limited (MTNL) and shall not be liable to make payment up to a maximum of 2200/- per mensem which shall be paid directly to the Mahanagar Telephone Nigam Limited towards charges for this facility.

#### 4.18.9 Medical Facilities

Under the Central Government Health Scheme, as extended to Members of Parliament, the following Wellness Centres/dispensaries function in New Delhi in the areas where Government accommodations to Rajya Sabha MPs are provided, to cater to the medical needs of Members and their families:-

| Sl. No. | Members' residential localities allocated   | Wellness Centre                       |
|---------|---|---------------------------------------|
| 1       | Brahmaputra, SWAJAS, Dr. B.D. Marg, MS flats, BKS Marg, Talkatora Road, North Avenue, GRG Road, Mother Teresa Crescent Road, Windsor Palace, Ashoka Road, Pt. Pant Marg, Mahadev Road.  | D31<br>North Avenue                   |
| 2       | South Avenue, Dalhousie Road, Janpath, Kushak Road, Akbar Road, Satya Marg, Meena Bagh, Teen Murti Lane, Safdarjung Road/ Lane, Sardar Patel Marg.                                      | D32<br>South Avenue                   |
| 3       | Humayun Road, Lodhi Road, Meena Bagh, Lodhi Estate, Akbar Road, Amrita Shergill Marg, Pandara Road, Shahjahan Road, Golf Link, Motilal Nehru Marg, Tughlak Road, Dr. Zakir Hussain Marg | D2<br>Pandara Road                    |
| 4       | Ferozeshah Road, Janpath, Windsor Place, Ashoka Road, V.P. House, Western Court, Raisina Road, Canning Lane, Dr. B.R.M. Lane  | D34<br>Telegraph Lane                 |
| 5       | R.P. Road, Mathura Road, Todar Mal Rd, Aurangzeb Road, Ashoka Road, Copernicus Lane.  | D33<br>Dr. Harish Chandra Mathur Lane |
| 6       | C-I/II Lodhi Garden, Purana Quila Road, Mathura Road, Lodhi Estate, Pandara Road.   | D44,<br>Dr. Zakir Hussain Marg        |

Note: - If, a Member resides outside the areas covered above, he/she will be allocated the CGHS dispensary situated near his/her residence.

The following Ayurvedic, Homeopathic and Unani wellness centres also function in the areas where Government accommodations to Rajya Sabha MPs are provided under CGHS:

| Sl. No. | Wellness Centre | Address   |
|---------|-----------------|---|
| 1       | Ayurvedic       | 1. Flat no. 119-121, North Avenue<br>2. Kalibari, near RML gate no. 6 |
| 2.      | Homeopathic     | 1. Udyan Marg, Near Kalibari<br>2. Flat no. 154, South Avenue         |
| 3.      | Unani           | Flat no. 31, South Avenue   |

Under the Central Government Health Scheme, only a Member and his/ her 'Family', which includes wife or husband, as the case may be, children or step-children and the parents, who are dependent on and are residing with the Member, are entitled to the benefits under the Scheme. No other member of the family is entitled to the benefits under the Scheme.

| S.No. | Family Member | Dependency Criteria  |
|-------|---------------|--|
| 1     | Spouse        | Irrespective of age and income   |
| 2     | Son           | Age up to 25 years or starts earning or gets married, whichever is earlier unless suffering from any permanent disability <sup>[1]</sup> .   |
| 3     | Daughter      | Till starts earning or gets married whichever is earlier, irrespective of age. Wholly dependent widowed / divorced / separated/ abandoned daughter(s) along with her dependent children are also eligible. |
| 4     | Step-children | Wholly dependent step-children are eligible if they qualify conditions for son & daughter mentioned above.   |
| 5     | Parents       | Only lady Members can have either her parents or her parents-in-law as her dependents. Wholly dependent step-mother is also eligible.  |
| 6     | Siblings      | Include wholly dependent unmarried/ widowed/ separated/ abandoned sister(s), minor sister, widowed sister and minor brother)   |

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(1) Disability will be as defined in Section 2(1) of the PERSONS WITH DISABILITIES (EQUAL OPPORTUNITIES, PROTECTION OF RIGHTS AND FULL PARTICIPATION) ACT, 1995] (No. OF 1996) which includes Blindness, Low Vision, Leprosy Cured, Hearing Impairment, Locomotive Disability, Mental Retardation and Mental illness.



Note: Each dependent family member should not have monthly income more than ₹9000 + D.A. applicable. This Clause is to be fulfilled by each & every dependent family Member except in case of spouse

With a view to determining the entitlement of a person to avail of the benefits under the C.G.H.S., separate laminated individual plastic cards indicating the particulars of persons entitled to the benefits, are issued. For this purpose, Members are requested to fill in the prescribed application for which may be obtained from the Notice Office, or the Members' Amenities Section or website <https://sansad.in/rs>.

#### **4.18.10.1 Treatment Outside Delhi/ New Delhi**

42. Members of Parliament and their families are entitled to receive medical attendance through CGHS in those cities where CGHS is in operation, provided their residences fall within the areas covered by the Scheme. CGHS facilities are provided to Members, on production of their Identity Cards to the CGHS authorities of the city. Families of Members are entitled to medical treatment at any CGHS wellness centres at these places on production of CGHS cards, issued for their medical treatment at Delhi.

#### **4.18.10.2 Treatment in cities where CGHS is not in Operation**

43. In case a Member or any of his family member(s) falls ill at a place where CGHS is not in operation, they are governed by the Central Government Services (Medical Attendance) Rules, 1944.

#### **4.18.11 Medical Centre and First Aid Posts**

##### **4.18.11.1 First Aid Post in Parliament Building**

A First Aid Post functions in room no. G-69, Near Garud Dwar, Sansad Bhawan, (Tel.No.-23082117) to meet emergent medical requirements. If any function is held in the Central Hall, Samvidhan Sadan, this facility is also provided to the Members in the inner Lobby of the Samvidhan Sadan. The timings of the First Aid Post are as under:-

- (1) Session days From 10:00 AM up to one hour beyond the adjournment of the House.
- (2) Inter-Session (on all working days) 10:00 AM to 6:00 PM (Daily)

#### **4.18.11.2 Medical Centres in Parliament House Annexe**

For the convenience of the Members of Parliament, a Medical Centre has been set up in the Parliament House Annexe. The facilities available at the Centre are as follows:-

1. Complete medical check up and its follow up.
2. Laboratory investigations for blood, urine, stool, sputum, etc.
3. Bio-chemical tests like blood-sugar, blood-urea, serum cholesterol, etc.
4. ECG examination.
5. X-Ray/Ultrasound investigation.
6. Physio-Therapy Unit.
7. First-Aid treatment.

The Centre also looks after emergency cases before transporting them to the Hospital by ambulance which is stationed at the Parliament House Annexe. The Centre functions from 10.00 A.M. to 5.00 P.M. on all working days. On Saturdays (except 2<sup>nd</sup> Saturdays) it functions from 10.00 A.M. to 1.00 P.M. The services of a Surgeon, Dermatologist, Gynecologist, Eye Specialist, ENT Specialist, Dental Surgeon and Orthopedic Surgeon etc. are also available here on some specific days.

#### **4.18.11.3 First Aid Post in Vitthalbhai Patel House**

A First Aid Post also functions from 10.00 a.m. to 2.00 p.m. and 3.00 p.m. to 5.00 p.m. on all working days in Room No. 12, Vitthalbhai Patel House.

#### **4.18.12 Issuance of FASTags to Members**

National Highways Authority of India (NHAI) has rolled out cashless payment mechanism (FASTag) at Toll Plazas on National Highways (Electronic Toll Collection [ETC]) on Pan India basis. FASTags are issued free of cost for two vehicles of Members of Parliament (one vehicle for New Delhi and one vehicle of his/her choice in State).

#### **4.18.13 Railway Booking and Reservation Office**

A combined Railway Booking and Reservation Office functions from 10.00 A.M. to 5.00 P.M. on all week days (excluding Saturdays and Sundays) in Room No. 131, 3<sup>rd</sup> Floor, Samvidhan Sadan.

#### **4.18.14 Booking of Air Passages**

An IRCTC Reservation Counter is also setup at Parliament House Annexe, for Members and their spouses.

#### **4.18.15 State Bank of India**

A Branch Office of the State Bank of India functions on all working days (excluding 2nd & 4th Saturdays and Sundays) from 10.00 a.m. to 4.00 p.m. daily, throughout the year, in Room No 57, First Floor, Samvidhan Sadan. A Branch of State Bank of India also functions on all working days (excluding 2nd & 4th Saturdays and Sundays) from 10.00 a.m. to 4.00 p.m. on the Ground Floor in the Parliament House Annexe. During Session periods the working hours of the State Bank of India branches at Parliament House/Parliament House Annexe are extended till 6.00 p.m. for the convenience of the Members.

#### **4.18.16 Post Office**

A Post Office on the Ground Floor of the Samvidhan Sadan near lift No. 5 functions on all working days throughout the year (excluding Sundays). This Office functions from 10.00 a.m. to 4.00 p.m. but services like savings bank, registration of letters and parcels, sale of stamps, etc. are available only upto certain fixed hours, which are notified by the Post Office from time to time. A Post Office also functions in the Parliament House Annexe.

#### **4.18.17 Transport Facilities:**

Transport service is provided to Members of Parliament to commute between their residences in Delhi and Parliament House/Parliament House Annexe, on payment of a token amount of Rs.10/- for each trip. In view of the inconvenience being felt by MPs in carrying small change/ coins, an additional facility of issuing advance coupons @ Rs.10/-each has been made. The advance coupons are issued in the form of booklet of 100 coupons each. This facility is provided in addition to the existing system of issuing tickets in the vehicles. Members may purchase these coupons in advance as per their requirement and use them as and when they travel in the vehicles provided by the Rajya Sabha Secretariat.

The said coupons can be purchased in advance from the drivers of the vehicles or from M.A. Section, Room No. 227, Parliament House Annexe. Members may also make the payment *vide* QR Code through UPI.

A Transport Desk has been provided at Cabin No. 008, (Basement) Parliament House Annexe, to facilitate provisioning of transportation facilities to Members. Two telephone connections, bearing numbers 23035139 and 23035183 have been provided at the Transport Desk, in order to enable Members to seek deployment of transport for their use.

This transport facility is for the use of Members only. The PA of a Member will be permitted to use this facility only if he is accompanying the Member with whom he is attached.

It is mandatory under Section 138(3) CMVR/177 of the Motor Vehicles Act to wear the seat belt while sitting in the front as well as rear seat of a vehicle. Therefore, Members who sit in the vehicles, have to wear the seat belt while commuting.

#### **4.18.18 Filing of Tax Returns**

During the session periods an Income-tax Cell is set up by the Ministry of Finance (Department of Revenue), in Room No. 145 (telephone no. 4062) in Parliament House Annexe to assist members in filing their tax returns and other connected forms.

#### **4.18.19 Catering Arrangements in Parliament House**

Refreshment facilities are available to the Members in Sansad Bhawan, Samvidhan Sadan, Parliament House Annexe and Parliament Library Building.

#### **4.18.20 Milk Stall and Milk Bar:**

The Delhi Milk Scheme is running a Milk Stall each in Samvidhan Sadan and 'B' Wing of Parliament House Annexe (Extension Building) where milk and milk products of the Delhi Milk Scheme are on sale.

## CHAPTER – 5

### LIBRARY AND REFERENCE, RESEARCH, DOCUMENTATION AND INFORMATION SERVICE

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#### 5.1 OBJECTIVE OF THE SERVICE

Parliament Library and Information Management in Lok Sabha is managed by the Parliament Library and Reference, Research, Documentation and Information Service, (LARRDIS) of Lok Sabha Secretariat. It primarily caters to the information needs of Members of Parliament by providing, *inter alia*, research and reference material on legislative and other important matters coming up for discussion before the two Houses - the Lok Sabha and the Rajya Sabha. To achieve this objective, the Service, consisting of professional and non-professional staff, is divided into the following functional divisions: (i) Library Division (ii) Reference Division (iii) Research Division (iv) Documentation Division and (v) Press and Public Relations Division. The team of officers in each Division is led by an Additional Director/Joint Director. The five Divisions function under the overall charge of Directors. Nomenclature and the allocation of work to these Divisions are subject to change, depending upon the functional exigencies.

#### 5.2 PARLIAMENT LIBRARY

Parliament Library, with its present holding of around 1.90 million volumes of printed books, reports, Government publications, U.N. reports, debates, gazettes, and other documents, including periodicals, newspapers and publications brought out by the Lok Sabha Secretariat, is one of the finest and richest repositories in the country. The Library has a collection of more than 3,06,299 books and is currently subscribing to 88 Indian and foreign newspapers and 365 periodicals in Hindi, English and Indian regional languages.

Books and publications for the Library are selected from the entire field of human activity relating to almost all subjects with special emphasis on legislative requirement of Members, the only exception being books on advanced technologies, pure science and light fiction.

The Library database can be accessed on Internet as well as on Intranet by Members and other users through Digital Sansad Homepage *i.e.* [sansad.in/ls](http://sansad.in/ls) → Knowledge Centre → Parliament Library → Catalogue Search.

*Parliament Library Bulletin* is a monthly bulletin which contains bibliographical details of new additions that can be accessed through Digital Sansad Homepage.

#### 5.3 LOCATION OF THE LIBRARY

The Parliament Library is located in the 'A' Block of Parliament Library Building (*Sansadiya Gyanpeeth*).

#### **5.4 WORKING HOURS**

Parliament Library remains open on all working days from 1000 hrs. to 1800 hrs. However, during the Session periods, the Library functions from 0900 hrs. to 1900 hrs. or till half-an-hour after the rising/adjournment of both the Houses, whichever is later. During the Session period, Library also remains open from 1000 hrs. to 1400 hrs. on all Saturdays, Sundays and other Gazetted holidays except on National Holidays and the festival of Holi.

#### **5.5 ISSUE AND RETURN OF PUBLICATIONS**

The issue of books from the Library and return thereof is regulated by Library Rules, which are available at <https://sansad.in/lis/library/about>.

#### **5.6 STACKING ARRANGEMENTS**

Books on a wide range of subjects are stacked in the First Basement and First Floor of Parliament Library Building. All the books by and on Mahatma Gandhi and Jawaharlal Nehru have been stacked at Ground Floor, as separate sections, namely, the 'Gandhiana' and 'Nehruana'.

Reports of Parliamentary Committees, Law Reports, Periodicals, Union/ State and foreign Government reports, publications of United Nations and its allied agencies, literature regarding public undertakings and other autonomous and semi-autonomous bodies have been stacked in the Second Basement of the Parliament Library Building. Bound volumes of newspapers and periodicals are stacked in the first and second basement, respectively.

#### **5.7 RARE AND ART BOOKS**

The Parliament Library possesses a rich collection of over a thousand rare books on history, politics, law and history, art, painting, sculpture and architecture. Books on Indian art cover a broad canvas of Indian history depicting different stages in its evolution. The most important rare document in the possession of Parliament Library is the original calligraphed Constitution of India (in Hindi and English) containing the signatures of the founding fathers of the Constitution. The book titled, '*History of Late Revolution of the Great Mogol Empire*' by Mons F. Bernier, published in 1671, is the oldest book in the collection of the Parliament Library.

#### **5.8 LITERATURE ON INDIAN LANGUAGES**

The Parliament Library has been laying great emphasis on enriching its collection of books in various Indian languages. A separate wing has been maintained in the library for this purpose constituting more than 37500 books in 22 regional languages. Apart from Hindi and Sanskrit, the library has books in Assamese, Bengali, Bodo, Dogri, Gujarati, Kannada, Kashmiri, Konkani, Maithili, Malayalam, Manipuri, Marathi, Nepali, Odia, Punjabi, Santhali, Sindhi, Tamil,

Telugu and Urdu.

## 5.9 NEWSPAPERS AND PERIODICALS

The Parliament Library at present acquires 365 journals and 88 printed newspapers, including 3 foreign newspapers for reference and use of Members. The newspapers include 30 in English, 18 in Hindi and 40 in Indian regional languages; and 285 journals in English, 48 in Hindi and 32 in Indian regional languages.

## 5.10 E- RESOURCES

The Parliament Library offers following e-resources to its users:

- a) 94 e-journals along with their hard copies are subscribed by Parliament Library;
- b) Magzter, a cross-platform digital news stand is subscribed by Parliament Library for Members with access through their respective e-mails. It is an online platform for newspapers and magazines which can also be accessed at the four Smart Reading Zones located at Circulation Counter and Reading Room of Parliament Library, Reading Hall at *Samvidhan Sadan* and Library at Parliament House;
- c) JSTOR- an electronic archives of leading journals, e-books etc. is also subscribed which provides access to more than 12 million journal articles, books, images and primary sources in 75 disciplines.;
- d) Parliament Library has subscribed to the legal software/portals and premium editions of newspapers for the use of Members and research scholars;
- e) Online Newspapers and Periodicals - 68 newspapers and 94 periodicals in Hindi, English and regional languages are available online from their respective websites. In addition, The Times (London) is also available online which can be accessed with the User ID and Password in the Parliament Library;
- f) Flipbooks- Several Flipbooks have been created including Copy of the Calligraphed Constitution of India, Constituent Assembly Debates and Directions by the Speaker, Lok Sabha and the same are available at <https://sansad.in/ls/library/flipbooks>;
- g) e-Bioprofiles- Lok Sabha Secretariat has prepared brief Bioprofiles of a large number of Indian National Leaders which are available at <https://sansad.in/ls/library/bioProfiles>;
- h) e-Documentation-Indexing of articles published in latest periodicals/journals is done by Documentation Section. The articles may be searched online by 'author', 'title', 'year', and 'subject' of the articles etc. E-versions of '*Parliamentary Documentation*' and '*Sansadiya Pralekhan*' are also available at <https://sansad.in/ls/library/parliamentaryDocumentation>;
- i) e-News Clippings- Images of selected English/Hindi press clippings on topical interest are scanned by Press Clipping Section. These clippings can be retrieved through subject and keywords;
- j) Audio Speeches - Selected speeches of 13 Prime Ministers of India are available at <https://sansad.in/ls/knowledge-centre/speeches>;
- k) e-Manifestos of National Political Parties of India are available at <https://sansad.in/ls/library/manifestos>.

## 5.11 LIBRARY ON SOCIAL MEDIA

Parliament Library has marked its presence across social media platforms by creating its accounts on Facebook, Twitter, Instagram and Koo with an aim to create wider awareness about its resources and activities since 2022.

Besides, Parliament Library has initiated several services in order to optimize the use of its collection and the facilities. Some of which are as follows:-

- i) Parliament Library has taken a new initiative of opening the library for various categories of users viz. Research Scholars; Officials recommended by Universities, Colleges, Ministries, Departments and Institutions; Academicians; Teachers; Professors; and Media persons accredited to Lok Sabha and Rajya Sabha. Accordingly, the e-portal - "Parliament Library - Online Application portal for Entry" is operational since August 2022 at the web address:- <http://parlibindiaentrypass.nic.in/> to facilitate online booking. There are two categories of users- General Public and Research Scholars/Academicians/Accredited Press Correspondents.
- ii) The Parliament Library has become a member of the DELNET (Developing Library Networks) which facilitates in accessing books/documents/periodicals available in more than 7,000 libraries in India on loan basis.
- iii) As a part of Centenary Celebration of the Parliament Library, a collage on its great journey and its rich collection has been installed in the Members' Reading Room. A Coffee Table Book of Parliament Library and the logo of the Parliament Library were also released to mark the occasion.
- iv) Display of digital collection and short films on Parliament Library run on LED TVs installed at the Circulation Counter and Reading Room in the PLB.
- v) The Hon'ble Chairperson of the Library Committee issued letters to every member of the Lok Sabha and Rajya Sabha requesting that they submit their written works for inclusion in the Parliament Library's collection.
- vi) A project of digitization of 1.5 crore pages of selected documents viz. Papers laid on Table, Rare Books, Committee Reports, etc. has been initiated from February 2023.
- vii) Glass and wooden receptacles have been placed in Parliament Library for showcasing the replica of original calligraphed Constitution of India in the Reading Room, Circulation Counter at PLB and Reading Hall at *Samvidhan Sadan*.
- viii) Parliament Library has authorized Khadi and Village Industries Commission (KVIC) and Tribal Co-operative Marketing Development Federation of India



Limited (TRIFED) for sale of replica of calligraphed Constitution of India through their outlets.

- ix) Book Exhibition and floral tributes for dignitaries (*on the occasion of their birthday*) are held in the Central Hall of the *Samvidhan Sadan*.
- x) Parliament Library also participates in exhibitions organized by National Book Trust in the New Delhi World Book Fair at the Supreme Court of India and at All India Presiding Officers Conferences held from time to time.

## **5.12 SPECIAL LIBRARY FACILITIES FOR MEMBERS**

Apart from catering to the information needs of the Members of Parliament and other users by way of issuing books, reports, debates and other documents; attending to on-spot references and preparing select bibliographies on various subjects and personalities, Parliament Library has also launched a slew of special library services for the Members such as:

- a. Hotline/dedicated phone lines in the Parliament Library – Two dedicated phone lines (011-23794236 and 23792406) were launched to provide easy access of the Library to the Members and to provide desired assistance to them;
- b. Library Interface on Members' Portal - Interface of the Library has been initiated on the Members' Portal so that Members can send online requests/ suggestions regarding books and other documents;
- c. Home Delivery of Books - Books are now delivered at the residence of Members in Delhi and National Capital Region under a new initiative called “Delivery of Books at the Doorsteps”;
- d. Discussion Room for Members - A Discussion Room has been set up in Room No. G-052 in Parliament Library building for the use of Members; and
- e. Free of cost Photocopying and Typing Facility – The facility for photocopying and typing (both in English and Hindi) are available free of cost at the Members' Reference Desk, Room No. 045, *Samvidhan Sadan*, Room No. G-079, Parliament House and Reprography Unit, Room No. G-037, Parliament Library Building.

## **5.13 FACILITY FOR VISUALLY IMPAIRED/PRINT DISABLED PERSONS**

Arrangements have been put in place to provide facility of digital access information system to the visually challenged/print disabled users visiting the Parliament Library through the aid of related software and computer hardware.

## **5.14 READING ROOM FACILITIES**

Reading facilities are provided in Members' Reading Room at the Ground Floor and First Floor of the Parliament Library for the Members who desire to study in the Library with Computers having internet connectivity. Members may also reserve books in the reading area for easy reference. Research scholars and others may also use the Library to study for specified periods only.

### **5.15 DISPLAY OF BOOKS/PERIODICALS**

New books added to the Library are on display for a period of one week in the Library (Ground Floor), PLB. Jackets of some of the books both in Hindi and English are displayed on the board at Members' Reference Desk, Parliament House. During this period, the books are not issued. However, Members can get these books reserved, by filling in a prescribed form available at the Counter, for issue on the expiry of the period of the display. Besides, latest newspapers, journals and periodicals, Research, Reference notes, Legislative notes and other important parliamentary publications are also displayed in the Members' Reading Rooms of the Library.

Besides, four dedicated book corners have been created in the Members' Reading Room, Parliament Library to display books written on and by:

1. High Dignitaries such as Presidents and Vice Presidents of India, Prime Ministers of India, Speakers and Deputy Speakers of Lok Sabha.
2. Dr. B.R. Ambedkar the Chairman of Drafting Committee of the Constituent Assembly of India.
3. Sitting Members of Lok Sabha and Rajya Sabha (more than 100 sitting Members of Parliament have authored books).
4. Prof. Ramdhari Singh Dinkar, former Member of Parliament and an eminent Hindi poet.

### **5.16 DOCUMENTATION SERVICE**

The Documentation Service of Parliament Library is primarily responsible for indexing/documenting all the important and current articles published in periodicals/journals (English and Hindi) received in the Parliament Library. The indexed articles for a fortnight are fed into the e-Granthalaya software and published in the form of publications titled 'Parliamentary Documentation' (English) and 'Sansadiya Pralekhan' (Hindi).

Full text of each article is scanned, PDF file is created and linked with the bibliographical details. Full content of the article can be accessed and retrieved through the Title Link through the Parliament Library Homepage within the premises of Parliament House Complex. The electronic version of 'Parliamentary Documentation' and 'Sansadiya Pralekhan' are being sent to Members of Parliament and officers of the Lok Sabha and the Rajya Sabha Secretariats at their e-mail addresses. The Publications are also available at <https://sansad.in/ls/library/parliamentaryDocumentation> (in English) and <https://sansad.in/ls/hi/library/parliamentaryDocumentation> (in Hindi). Weekly current articles in English and Hindi are also available on the websites. One copy each of the publications is bound and preserved in the library.

### **5.17 ACTS, BILLS, GAZETTES, DEBATES AND PAPERS LAID ON THE TABLE SECTION**

The Section consists of two units *viz* Acts and Bills Unit; and Gazettes, Debates and Papers Laid on the Table Unit.

- (a) **Acts and Bills Unit**— The Unit is located in Room No. FB-060 in ‘I’ Block of the Parliament Library Building. It preserves and maintains the record of all the Central Government Acts and Ordinances, Government and Private Members' Bills (available since 1921), Joint Select Committee Reports (since 1921), Government of India (Allocation of Business Rules) 1961, State Governments and Foreign Acts (as and when received) for the reference and use of Members, research scholars and other users. The volumes of India Code are also maintained by the Unit. The bound volumes/sets of Central Acts/ Constitutional Amendments/ Ordinances promulgated (available since 1948), Government Bills/Private Members’ Bills ‘As Introduced/Passed in Lok Sabha/Rajya Sabha’ along with a list of Bills (number-wise) are available in the Unit. The Unit accesses the Government Bills to be introduced one day before to facilitate prompt and timely delivery of copies of the Bills to Members and other users through the ‘e-Transmission Portal’. Amended copies of Central Acts are also kept in the Unit.
- (b) **Gazettes Debates and Papers Laid on the Table Unit** —The Unit is located in Room No. FB 025 of ‘G’ Block of the Parliament Library Building. It maintains the debates of the Central Legislative Assembly, Constituent Assembly, Provisional Parliament, Lok Sabha, Rajya Sabha, State Legislatures and some foreign Parliaments (Australia, Canada, New Zealand, Pakistan, U.K. and U.S.A.) and indices of Lok Sabha and Rajya Sabha for reference and research purpose by Members and their PSs/PAs, Officers of both the Secretariats of Parliament, media persons, research scholars and others engaged in the study of the working of the Parliamentary institutions. The Unit also maintains the Gazette of India upto 2015 and Gazettes from States/Union Territories. Gazette of India has been switched to e-publishing with effect from 1<sup>st</sup> October 2015. Original Verbatim of the proceedings of Lok Sabha and bound volumes of Papers Laid on the Table are also maintained in the Unit. The synopses of the proceedings of both the Houses are also maintained. All these documents have been stacked in Basement I and Basement II of ‘G’ block of Parliament Library Building.

It is for the information of Members that Lok Sabha Debates have been digitized and can be accessed by visiting <https://eparlib.nic.in>.

## 5.18 MEMBERS' REFERENCE SERVICE

The Members Reference Service facilitates dissemination of factual, objective and up-to-date information, on demand, to the Members on important legislative measures and other subjects of economic, socio-political, constitutional and legal interest.

Members’ Reference Service provides broadly the following facilities to the Members:

- (i) Supply of on-the-spot reference material from published documents and other sources;
- (ii) Collection of latest information, factual data, statistics, etc. in response to reference requirements of Members;

- (iii) Preparation of Legislative Notes on important Bills introduced/Ordinances promulgated; Reference Notes on contemporary topics; Information Folders; Background Notes, etc. by anticipating reference needs of Members; and
- (iv) Updation and revision of ad hoc publications brought out by the LARRDIS from time to time such as Parliament of India: A Study (brought out at the end of term of each Lok Sabha); President's Rule in States and Union Territories; Presidential Ordinances; and Union Council of Ministers.

### **Online Reference Service through Members' e-Portal**

With a view to enhance efficiency and ensure timely delivery, Legislative Notes/Reference Notes and material on specific subject /issue can be requested/provided online to Members through the Members Portal. Digital copies of these Notes are also uploaded on the Lok Sabha website and Intranet for easy access.

However, Members also have the option of sending written requisitions to the Members' Reference Service in the prescribed form, available at the Members' Assistance Desks located in Parliament House and Parliament Library Building. Such requests may clearly specify the points on which information is desired and the date/time by which it needs to be furnished. They may also convey their requirements telephonically. The reference requirements of Members are met either in English or Hindi, depending on their choice.

### **Briefing Session for Members of Parliament on important Bills**

Members Reference Service also organizes Briefing Sessions for Members on important legislative business before the House. During the Briefing Sessions, senior officers from the Ministries concerned brief the Members about the Bill to be introduced and address their queries.

## **5.19 RESEARCH AND INFORMATION SERVICE**

The research and information needs of the Members of Parliament are met by the Research and Reference Divisions of the Lok Sabha Secretariat. The officers and staff in these Divisions have been functionally organised into nine Divisions *viz.* Economic and Financial Affairs Wing; Educational and Scientific Affairs Wing; Legal and Constitutional Affairs Wing; Parliamentary Affairs Wing; Political Affairs Wing; Social Affairs Wing; Journal of Parliamentary and Information Section; Practice and Procedure Unit; and Who's Who Cell & Ad-hoc Publications.

The task of these Research Divisions is, to assess, *inter alia*, in advance the information requirements of Members by anticipating and identifying subjects of current parliamentary interest, including legislative measures on which Parliament is likely to undertake discussions and which may generate demands from Members for detailed information.

Every effort is made to keep Members informed of the current developments, both national and international, in various fields by bringing out Brochures, Information Bulletins, Background Notes, Fact Sheets, etc. from time to time. The objective information contained in these handouts is based on authentic published sources and continuous efforts are made to keep them up-to-date.

Apart from this, the Research Division prepares a large number of Briefs, Background Notes and Research Notes for Indian Parliamentary Delegations going to other countries on goodwill visits or for participating in International Parliamentary Conferences/Seminars held under the auspices of the Inter Parliamentary Union (IPU), the Commonwealth Parliamentary Association (CPA), the Association of SAARC Speakers and Parliamentarians, the Commonwealth Speakers and Presiding Officers. Factual notes on countries to be visited by Indian Delegations or on countries wherefrom various Delegations come to India are also prepared.

The Parliamentary Research and Information Support to Members (PRISM) has been created to provide round the clock research support to the Members. It also provides research support to the Departmentally Related Standing Committees and Financial Committees by preparing Background Notes/Write-ups for them.

As part of constant and ongoing endeavour to provide research support to the Members, the Division regularly sends communication and updates to the Members and apprise them about the Legislative, Research, and Reference Notes that are prepared and uploaded on the website of Lok Sabha for their benefit.

The Division has also brought out a large number of Books, Booklets, Brochures, etc. from time to time, delineating the various aspects of parliamentary functioning and also on parliamentary practices and procedures. In addition, information folders on brief profiles of national leaders whose statues and portraits are unveiled in the Parliament House Complex, are also brought out by it.

### **5.19.1 Journal of Parliamentary Information (JPI)**

The Research Division also brings out a quarterly publication *viz.* The Journal of Parliamentary Information (JPI). The Journal serves as an authentic recorder of developments in practice and procedure and parliamentary events and activities in Indian and foreign Legislatures. It carries articles on constitutional and parliamentary subjects from Members and other experts in the field.

### **5.20 WHO'S WHO CELL AND AD-HOC PUBLICATIONS UNIT**

The Who's Who Cell and Ad-hoc Publications Unit is entrusted among others with the task of collecting the biographical information about the newly elected Members after every General Election and the constitution of the new Lok Sabha. The information furnished by

Members or obtained from official sources is edited to prepare bioprofiles and bring out biographical publications. The Unit brings out various publications *viz.* (i) A Brief Introduction of Members of Lok Sabha containing brief biographical sketches of Members with their permanent addresses and contact details; (ii) A detailed Who's Who of Lok Sabha (English and Hindi versions), containing detailed bio-data of Members along with category-wise information, such as Women Members, State-wise, Party-wise, Term-wise lists of Members and the statistical data relating to the age, education, legislative experience etc. of Members; (iii) 'Bio-Profiles Handbook' for the use of the Delegates attending the various national and international conferences and seminars; and other similar publications of ad-hoc nature. While bringing out the printed copies of Who's Who of Lok Sabha, the Cell suitably edits the information furnished by Members, cross-checks it from authentic sources and gets it vetted from the Members concerned.

Another important task of the Cell is the updation of information relating to Members on the Lok Sabha website (<https://sansad.in/lS/Members>) as and when any change is desired by the Member or necessitated by other circumstances. In addition, the Cell examines various requests received under the RTI Act, 2005 and furnishes information concerning Members of the Lok Sabha, from the first Lok Sabha onwards, with regard to the information contained in their bioprofiles and the statistical details concerning Members.

## 5.21 CHILDREN'S CORNER

Children's Corner in the Parliament Library is a unique arrangement insofar as legislature Libraries are concerned. It is housed in Room No. G-131, Ground Floor, 'E' Block, PLB. Decorated in a befitting manner, the Children's Corner has in its holdings about 2,400 books in English, 1600 books in Hindi and 100 books in regional languages besides a number of CDs & DVDs pertaining to different subjects. Eleven periodicals/ newsletters of children's interest in Hindi and English are being subscribed for the Children's Corner. The documents/CDs/DVDs available in the Corner are for consultation/use in the Library only and are not issued. The Children's Corner also has a well-developed Multimedia Centre equipped with computers with internet facility. Children are encouraged to make use of the computers as an educational tool.

The children in the age group of 8 to 17 years particularly those of under-privileged/marginalized sections of the society are provided easy access to the vast resources of Parliament Library.

Membership of the Children's Corner is open to:

- (a) Children/grand children of Members of Parliament and former Members who have obtained Membership of the Parliament Library;
- (b) Children of the permanent employees of the Secretariats of Parliament and Ministry of Parliamentary Affairs;
- (c) Children of the journalist accredited to the Press Gallery of Lok Sabha and Rajya Sabha;
- (d) Children sponsored by recognized schools; and recommended by sitting Members of Parliament.

Membership is initially given for a period of 6 months on submission of prescribed form

with requisite documents and is renewable on a half yearly basis.

Special events like essay writing competitions, drawing competitions and elocution competitions are organized to make the Corner a lively and interactive hub of activity, wherein small groups of children from recognized schools and registered NGOs participate along with the children having Membership of the Children's Corner.

Membership Form can be obtained from Children's Corner and can also be downloaded from the website of Parliament Library *i.e.*, <https://parliamentlibraryindia.nic.in>.

## **5.22 PRESS CLIPPING SERVICE**

The Press Clipping Service caters to the basic information needs of Members and helps the Research and Reference Divisions in their work in connection with the preparation of Fact Sheets, information Bulletins, Occasional/ Background Papers, study material for meeting the anticipated or specified needs of the Members, Officers and staff working for them. In order to assist the users and keep them abreast of the relevant and up-to-date news items, editorial comments and articles on important developments in legislative, political, economic, socio-cultural, scientific and technological fields, the Press Clipping Section regularly uploads the relevant Newspaper Clippings on the website.

Since January 2016, the Press Clipping Service is fully computerised. PDF files are prepared of selected news items and these PDF files are uploaded on a specially designed database, which can be retrieved from the Lok Sabha intranet under "Press Clipping Service (LARRDIS)". The service namely "Articles written by Members of Parliament" was also introduced in November 2023 and these articles may be accessed through the link placed on the Lok Sabha Intranet, <https://lsintranet.sansad.in/newsnic3/memberarticle.aspx>.

The news clippings belonging to pre-January 2016 era are maintained chronologically in subject folders and stacked in proper sequence. These folders are not issued out and are consulted in the Reading Rooms of Parliament Library and the Press Clippings Section.

The important clippings of lasting value and interest and those having a bearing on constitutional, parliamentary and legal subjects are retained permanently.

## **5.23 AUDIO-VISUAL & TELECASTING UNIT**

In the light of advancements made in the electronic media and the need to make the citizens aware of the deliberations in Parliament, Rajya Sabha and Lok Sabha Secretariats have taken several steps to record and telecast/broadcast proceedings of the Parliament. A beginning was made in this direction, when for the first time, the President's Address to Members of both Houses of Parliament was telecast 'live' on 20 December, 1989. Subsequently, an Audio-Visual Library was set up in 1992 for viewing and preserving available records of the proceedings.

This Unit looks after the work of collection of material, accessioning, preservation and preparation of computerized database for quick retrieval of video recordings of the parliamentary proceedings and other events like Conferences, Seminars, Symposia, Workshops, Telefilms on different aspects of parliamentary practices and procedures and Lok Sabha/Sansad Television Channel Programmes. Facilities for viewing/ listening to video records are available to Members. Members can obtain online copies of the required footages from the Audio-Visual and

### Telecasting Unit and Audio-Video Library.

Since the beginning of 17<sup>th</sup> Lok Sabha, video clips of Members participation are made available to the respective Members online through Members' Portal. Participation of Members in the proceedings of Rajya Sabha is also being supplied through Member's Portal *w.e.f.* 258<sup>th</sup> Session of Rajya Sabha. These are also made available in public domain and the same can be accessed through public portal of 'Digital Sansad' Website and App.

Digitization of all legacy audio/video recordings of Lok Sabha and Rajya Sabha proceedings have been undertaken by the Unit. In order to showcase the history of functioning of the Parliament and reach out to the people in India and abroad, a YouTube channel (Digital Sansad - Parliament of India) has been launched in November 2022. Historic speeches of former Presidents and Prime Ministers, prominent leaders and parliamentary events have been uploaded onto the channel.

As an extension of telefilming and televising of parliamentary proceedings, video films were prepared on different parliamentary practices and procedures and other related topics for use of Members of Parliament and others. Six Parliamentary films have so far been prepared, viz., "Private Members' Bills", "Parliamentary Questions", "Parliamentary Etiquette and Manners", "Financial Committees", "Enriching the Debates in Legislatures" and "How to be an Effective Parliamentarian".

Audio-Visual and Telecasting Unit coordinates with Doordarshan/All India Radio for telecasting/ broadcasting of proceedings of national and international conferences/ seminars besides other important parliamentary functions held in the Parliament precincts and elsewhere. The Unit makes all necessary arrangements for effective and uninterrupted telecast/broadcast by providing infrastructural and other assistance to all concerned agencies.

## **5.24 PRESS AND PUBLIC RELATIONS WING**

Press and Public Relations (PPR) Wing caters to the needs of the media persons and to provide all possible facilities to enable them to cover the day to day proceedings of Lok Sabha. It facilitates liaison with various Government and private media organizations for publicity of parliamentary and other activities of Lok Sabha. The Wing also deals with matters relating to the Press Gallery of the Lok Sabha including the issue of Press Gallery passes and provision of functional facilities to media persons covering the proceedings of the House.

In order to encourage paperless office methods, digital copies of parliamentary papers are circulated to media persons through email and other mobile applications.

Media persons have been extended Media Lounge facility in Room No. UN 18-19, North Utility Area of Parliament House. A Media Briefing Room with facilities for conducting interviews/press byte/briefing etc with Members of Parliament is also provided for in Room No. UN-20, North Utility Area of Parliament House.

Press Conferences of Speaker/Deputy Speaker/Chairpersons of Parliamentary Committees of Lok Sabha are arranged by the PPR Wing. Meetings of Speaker/Deputy Speaker/Secretary-



General, Lok Sabha with correspondents accredited to the Press Gallery are also arranged by this Wing.

Photographs for inclusion in the Lok Sabha "Who's Who" containing biographical sketches of Members are collected by this Wing soon after the constitution of a new House. For this purpose, a temporary studio is set up to take photographs of newly elected Members.

For easy identification of a Member in the House by the Speaker, a Chart showing Members' photographs and their names, Party affiliation and Division numbers is prepared by this Wing which is placed on the Table of the Speaker in the Chamber. This is also made available for use by Officers of the House.

A set of handy Information Folders on various aspects of parliamentary practice and procedure and other activities is brought out in Hindi and English for distribution among Members and other dignitaries, Press correspondents and visitors to the Parliament, with the objective of wider dissemination of knowledge about the working of parliamentary institutions.

As part of public outreach, social media has been extensively used as a tool to connect with the public for keeping them informed about parliamentary proceedings, Committee Meetings, visits of parliamentary delegations and other important parliamentary events. PPR Wing handles Social Media accounts of Lok Sabha Secretariat on Twitter, Facebook, Instagram and Koo.

In another important development, Social Outreach and Communication (SO&C) Unit has been constituted for greater outreach to the masses. An extensive and robust database of parliamentarians, former parliamentarians, present and former Presiding Officers of State Legislatures and Foreign Parliaments and other dignitaries has been created and updated from time to time.

PPR Wing also brings out publications on various milestones in the history of Parliament of India. Publications on 'Achievements of the 1st Year of the 17th Lok Sabha' and 'Historic Monsoon Session of 2020' titled '*Sansad - Aat se Vartman ki Ore*' has been brought out. PPR Wing also compiles Statement of Work on the business transacted in the House during a Session, after the conclusion of the Session, which is available online at [www.pprloksabha.nic.in/statofwork.aspx](http://www.pprloksabha.nic.in/statofwork.aspx). As a step towards the paperless office, all Press Releases, Committee reports, etc. are issued electronically.

The Wing sets up Round the clock Control Rooms for adequate publicity during visits of Indian Parliamentary Delegations led by Speaker, Lok Sabha abroad and visits of foreign delegations to India. Similarly Media Centres are set up during conferences, symposia and workshops held in and outside New Delhi.

## **5.25 DIGITAL SANSAD WEBSITE**

Digital Sansad Website has been designed and developed which facilitates the users to access the homepages of President of India, Rajya Sabha and Lok Sabha through a single link at "sansad.in". The data released on the website is organized logically through user-friendly drop-down menu. Navigation of information across the pages is also available. It is a one stop solution to access the information pertaining to both Houses of Parliament.

(a) **Knowledge Centre:** Knowledge Centre contains Parliament Digital Library (PDL), PRIDE and Parliament Library:

**1. Parliament Digital Library-** Digital Library provides access to the various parliamentary documents, debates from the 1<sup>st</sup> to 17<sup>th</sup> Lok Sabha, Reports of Parliamentary Committees, Presidential Addresses to Parliament, Budget Speeches, Prime Minister Speeches, debates over Confidence/No-confidence Motions, Government Bills and various publications of the Lok Sabha Secretariat. The video files of Budget Speeches and Prime Minister's speeches are also available.

It provides search facility to search for debates, questions and other parliamentary resources, including historical debates, since 1854 based on key words/phrases. As on date, a total of 12,81,450 digital files [full text and tagged] are available on PDL portal and sansad.in. As on date, digitized pdf files of following documents have been uploaded on the portal:

- i. Historical Debates:** The treasured Historical debates of 5032 dates from 1854-1952 such as Indian Legislative Council Debates (1854-1920), Legislative Assembly Debates (1921-1947), Council of State Debates (1921 to 1946), Constituent Assembly of India (Draft Making 1946-1950), Constituent Assembly of India (Legislative) (1947-1949) and Provisional Parliament Debates (1950-1952);
- ii. Parliamentary Documents:** All Presidential Addresses to Parliament (1947 to 2024, 173 files including 85 in Hindi) and all Budget Speeches, General and Railways (1947 to 2024-203 files) are part of this Portal. 243 Resume of work, including 39 in Hindi; 264 Parliamentary Bulletin Part I including 48 in Hindi are also uploaded. Total 12,016 Reports of various Parliamentary Committees like Financial Committees, Departmentally Related Standing Committees, and other Committees since inception;
- iii. Publications:** Important publications of Lok Sabha Secretariat, numbering 560 comprising 242 books including 69 in Hindi on eminent Parliamentarians, 240 Periodicals and 78 Information Bulletins;
- iv. Text of debates:** The text of debates (English version) of 1<sup>st</sup> till 17<sup>th</sup> Lok Sabha covering 6,518 days; text of debates (Hindi version) of 1<sup>st</sup> to 16<sup>th</sup> Lok Sabha covering 5895 days.
- v. Debate by Title/Members:** The portal also provides 12,48,380 entries of categorized Debates and Questions by titles/ members/debate type/question type/ministry wise from 1<sup>st</sup> to 17<sup>th</sup> Lok Sabha. (1952-2024). Participation of Prime Minister in Proceedings (998 speeches in English and Hindi) have been highlighted. (Part I- 11,19,166 entries, Part II- 1,28,216 entries).

Parliament Library digitization project is underway with an aim at systematic expansion of Parliament Library's collection in digital format. The type of collection includes – rare books including Sanskrit old books, state papers, correspondences, old census reports, registers, papers laid, etc. The project has started in January 2023 and the access to digitized content is expected to be made available in batches from April 2024.

Access to all the digital data of collections is available at one place on the website at

<https://sansad.in/ls/knowledge-centre/collections> and <https://eparlib.nic.in/>. It is an eco-friendly tool and a boon for legislators and common man in participative democracy.

2. **PRIDE (Parliamentary Research and Training Institute for Democracies):** The PRIDE webpage contains useful information pertaining to objectives, organization structure, contact details and statistics relating to courses/ programmes held and the number of participants who attended the trainings. The webpage also provides information relating to Orientation Programmes for newly elected Parliamentarians/Legislators, Government Officials of Lok Sabha/Rajya Sabha/State Legislatures, and several programmes for the benefit of Media persons, both print and electronic, designated to cover the proceedings of Parliament. It also provides information relating to Appreciation Courses for Probationers of All India and Central Services and Government Officials, Appreciation Courses in parliamentary practices and procedures for Academicians of Colleges and Universities in India held every alternate year. Besides, the website also provides information related to Training programmes for Parliamentary and State Legislature Officials and study visits, attachments, National Outreach Programme, International Outreach Programme, customized training programmes, etc., for foreign parliamentarians and parliamentary officials based on specific requests. Information pertaining to calendar of events, internship courses, Newsletters *i.e* "Gaurav" & "Sarvashreshth Pahal" are also available on the website.
  3. **Parliament Library:** The webpage provides information relating to the functions, e-resources, Research Notes, Reference Notes, Background Notes, composition of the Library Committee and library rules applicable for its users. The information pertaining to various library services available to Members through its different sections is available here. The catalogue of the Library can be accessed online through the Parliament Library webpage. The library webpage has a link for Legislative Libraries of India and various prominent libraries in the country.
- (b) The Lok Sabha Homepage has a list of Updates which provides the most recent information of the Secretariat to the Members, Officials of the Lok Sabha Secretariat and other users. Latest Publications *viz.* Who's Who-Seventeenth Lok Sabha, Financial Committees: A Review (2021-2022), Addresses by the President of India and Electing the President and the Vice-President (2022), etc., are available under this head. Press releases and Press advisories issued by the Lok Sabha Secretariat are also provided under this web link.
- (c) **Your Representative:** The Section enables users to search their representative either by name or by state. Party-wise representation of political parties of India is also available here.

Apart from these, links to various websites such as that of Rajya Sabha, UK Parliament, US Congress,, High Courts, Supreme Court, Inter Parliamentary Union (IPU), Union Budget, Commonwealth Parliamentary Association (CPA), President of India, Vice-President of India, etc. are also available on the Homepage under Useful Links.

## **Digital Sansad Mobile App**

The main objective of developing Digital Sansad Mobile App was to provide a single app for all stakeholders such as Members, ministries and common citizens to access all kinds of Parliamentary information such as Member related information, details of session proceedings, daily agenda, questions, debates, bills, committee reports and other business related and informational documents in one place. The app provides an integrated experience to users to search and access any kind of information related to Parliament of India. Users can access information related to Rajya Sabha, Lok Sabha, State Assemblies and navigate to the website of President of India from Digital Sansad App.

The App also provides login feature for Members to log-in to Member App and perform all Member related activities such as online submission and tracking of e-notices, parliamentary questions, bills, claims, etc. Members can also access parliamentary data, documents, notifications and communications from respective Secretariats at finger tips.

User can also access media gallery, press release, RTI queries and latest updates and publications from Parliament of India through Digital Sansad App. Constituency connect feature available in the App lets user to access detail dashboard of each Member including their participation in Parliament proceedings. Debate search feature in the Digital Sansad App lets user search on the current and historical debate database through both metadata based and full text search.

## **5.26 RAJYA SABHA WEBSITE**

With the advent of Information and Communication Technology (ICT) in the country, Rajya Sabha Secretariat also started exploring the use of ICT tools in its functioning and took first step in this direction in December, 1987 to automate its various activities. Since then as per the requirements/ feedbacks/ suggestions of the Sections, numerous applications/ portals have been made. As a result, almost all the activities of the Secretariat have since been automated with the help of National Informatics Centre (NIC). Systems Division is the nodal Section to look into all IT related activities of the Secretariat and to provide necessary hardware and software support to various branches of the Secretariat and to the Members of Rajya Sabha.

### **(a) Parliamentary Information on Rajya Sabha Website**

The website of the Rajya Sabha, in English and Hindi, is available on Internet with the website address <https://sansad.in/rs>. This website is exclusively dedicated to the Rajya Sabha. It contains information regarding various aspects of the functioning of the House and its Committees including Questions, Bills, Assurances, Debates, Committee matters, Members' bio-data, etc. Most of the information is supported by online databases. The website includes the following information:

**Rajya Sabha:** The website *inter alia* provides an introduction to the Upper House of Indian Parliament (Council of States) and information about its Presiding Officers - Chairman and Deputy Chairman, Leader of the House, Leader of the Opposition and the Secretary-General.

**Business:** This link contains the Provisional Calendar of Sittings, List of Business (Agenda), Papers to be laid on the Table, Bulletin Part-I & II, Synopsis of Debates, Business Transacted by the Parliament, Special Mentions, Sessional Resume, etc. Besides, database of Bills (Legislations) with extensive search facility and Sessional information on the progress of Bills and the government legislative and other business to be taken up during a session is also available under this link. Details of all the Bills since 1952 are also available therein.

**Questions:** The link stores the database of Parliamentary Questions with Answers. Questions can be searched on the basis of various parameters such as Member-wise, date-wise, question number and type-wise, session-wise, Ministry-wise, etc. The link also provides for facet search facility wherein Questions could be searched on the basis of multiple search options at a time.

**Debates:** The debates of the Rajya Sabha are available in two versions on the Rajya Sabha Website - Verbatim Proceedings and Official Debates. The Verbatim Proceedings consist of floor version or uncorrected version of the debates which are uploaded on the website on daily basis during session days under sub-link [sansad.in/rs/debates/verbatim](http://sansad.in/rs/debates/verbatim). The Official Debates consist of the digitized version of edited debates of the Rajya Sabha and are available under sub-link [sansad.in/rs/debates/officials](http://sansad.in/rs/debates/officials). The link provides parametric search for easy retrieval of information from Debates based on their Titles, Session Numbers, Debate Date/ Title Subject/ Member Participated. The Date-Wise Official Debates (Floor/Part-I Questions & Answers/Hindi/English versions separately) are also made available under the same link.

**Members:** Databases under this link contain exhaustive information relating to Members. Apart from information about Sitting, Nominated and Former Members, it has various other sub-links such as List of Members of Rajya Sabha, Members' Attendance, facilities/amenities/forms/rules and documents relevant to Member, etc. Members' Home pages provide their detailed Biodata and information about their participation in the Business of the House and other parliamentary activities *viz.* Questions, Assurances, Debates, Special Mentions, Bills, Committee Membership, etc. The sub-link 'Sitting Members' opens into further links/ sub-links which provide information about sitting Members, based on alphabetical/ term / party / state / age / gender / profession and other criteria. Further, information about Birthday List and Retirement List of Members are also accessible here.

'Handbook for Members' is also uploaded here which serves as a comprehensive guide to the Members, especially the new Members, regarding the Parliamentary Practices and Procedures, amenities and facilities available to them and certain miscellaneous matters. 'Rajya Sabha at Work', a comprehensive treatise on the practices, procedures and working of Rajya Sabha is also uploaded here.

**Secretariat:** Information about organisational set up of the Secretariat, its Services and Officers/Sections responsible, Recruitment Rules, Office Manual, Annual Reports, etc. can be accessed under the link. The Organisation Chart also provides the contact details (phone number and e-mail) of the officers/ sections of the Secretariat.

**Media Gallery:** Archival photographs of the Parliament House Complex with rare photographs of Samvidhan Sadan, as well as year-wise gallery photographs providing visuals of the functions held by the Secretariat or interactions held by the Dignitaries at national and international fora, are made available here.

**Press Releases:** Press Releases relating to the Valedictory Address by Hon'ble Chairman, important events of Rajya Sabha and its Secretariat, and Reports of various Committees are available under this link.

Apart from the above, the Rajya Sabha Website contains links for accessing information regarding National e-Vidhan Application (NeVA), Lists of Publications of the Rajya Sabha Secretariat in Printed Form (for sale) and in Electronic Form (uploaded on the website).

The link for 'Rajya Sabha Research and Study Scheme (RSRS)' provides information about Dr. S. Radhakrishnan Chair, Rajya Sabha Fellowships and the Rajya Sabha Internship Programme instituted by the Rajya Sabha Secretariat. The Scheme was initiated in 2009 with the objective of promoting research on different aspects of Parliamentary democracy in India. Information regarding Research Advisory Committee and Reports of Studies undertaken under the Scheme can also be accessed here.

Important documents like Rajya Sabha Publications, Judges Inquiry Committee, Union Budget, Economic Survey and various publications of Ministries can also be accessed from the site. Links to 'Parliament Library' and its 'Digital Library' as well as the 'Parliamentary Research and Training Institute in Democracies (PRIDE)' have also been made available on the website under Knowledge Centre. Sub-menu tabs such as 'Official sites' and 'Useful links' provide access to websites of various organisations/ institutions of Government. Besides, Members can access the Members' Portal page and also submit notices for various Parliamentary devices by logging in via the Rajya Sabha portal using their secure credentials.

The website also contains Frequently Asked Questions (FAQs) about the Rajya Sabha, its Officers and Members in the form of Questions and Answers.

The Rajya Sabha website complies with the guidelines given under "Accessible India Campaign" launched in the year 2015 as a nationwide campaign for achieving universal accessibility of the built up environment, transportation system and Information & Communication Technology ecosystem. This enables people with visual impairments to access the website using assistive technologies such as screen readers.

**(b) IT facilities/initiatives for Members of Rajya Sabha:**

1. **Facility of Computer Equipment:** To enable Members to discharge their functions/duties effectively and efficiently, the facility of computer equipment is made available to them through the 'Scheme of Financial Entitlement of Members of Rajya Sabha for Computer Equipment'. Under the Scheme, Members are entitled to purchase various computer items/equipments such as desktop computer, laptop computer, printer, scanner, UPS, pen drive, language and speech recognition software, data cards, handheld

communicator/smartphone, etc. Purchase of requisite accessories to these equipments viz. speakers, laptop bag, bluetooth headset, warranty extension packs, etc. is also covered under the scheme.

2. **Multimedia Devices in Rajya Sabha Chamber:** As part of the efforts to achieve the aim of a digital/paperless Parliament, multimedia devices have been installed at the seats of all Members inside the Chamber. The devices provide Members access to daily Business and other Parliamentary Papers, Reference/Rule books and material, information about Members, multilingual simultaneous interpretation of the proceedings of the House and enable Members to raise requests to speak and participate in the ongoing discussions, and also to register their votes whenever the Chair calls for a Division on any issue. Each device shows detailed information about the Member for whom it is configured. Members may choose the language in which they prefer to see the User Interface of the device between English and Hindi, by opting for the preferred language through the device settings. A user Guidebook and Video tutorial for Members on using the Multimedia Devices are available to Members for reference in their Members' Portal Accounts. It can be viewed under Quick Links tab on the Home Page. A separate video tutorial on the Vote recording function of the device is also available under the same tab. The Guidebook is also available in the Multimedia Device itself under the Documents tab.
3. **Members' Portal:** Members' Portal is a secured bi-lingual web application which acts as a two-way communication channel between Members and the Rajya Sabha Secretariat for delivering information and documents to Members as well as sending communications by Members to the Secretariat. The Portal has been secured through double authentication process of Login via User Name/ Password and Mobile OTP. The application can be accessed directly at <https://sansad.in/rs> or it can be accessed from the Rajya Sabha Website as well. The Portal provides various facilities such as:
  - **Inbox (Official):** Inbox contains any information/document sent by any Section of the Secretariat to the Member;
  - **SMS:** Members can send SMS to any other Mobile, see the SMS received and can also see the SMS sent by them to others;
  - **SMS/E-mail/Portal Messages to other Members:** Members have access to the e-mail/ contact addresses in the text format. Members can send SMS/E-mail/Portal messages to other Members of Rajya Sabha;
  - **Submit Request:** Members can submit various online requests to the Secretariat viz. change of permanent address, local address, telephone number(s), change of delivery address and language (Hindi/English) for parliamentary papers or any other communication to be sent to the Secretary-General, Rajya Sabha; and
  - Members can also view their Pay-slips, details of payments made to them and sent to their Bank Accounts through the Portal. They can also view

information regarding their TA/DA bills, MTNL bills, Electricity and Water bills. Members have also been provided the facility to refer to Bulletin Part II, Verbatim Debates and information regarding Committee Meeting Schedule (date-wise, week-wise, month-wise, etc.) through the Portal. Members can also submit their Notices electronically at the Members' Portal in addition to e-Notices portal. For the purpose, link for e-Notices could be seen on the banner of Members' Portal after Login. The application named 'Section's Login' available on Rajya Sabha Intranet Website enables all Sections/Branches to electronically send letters/documents/reports/text messages, etc. to the Members which they can view through Members' Portal.

4. **Wi-fi facility in the Parliament House Complex:** A secured Wi-fi facility in the Parliament House Complex, including Lobby and Chamber of Rajya Sabha, has been provided for Members of Parliament to enable them to access all websites of the Government and both the Houses of Parliament. A Member can register for a maximum of three portable devices for wi-fi access in the Parliament House Complex.
5. **e-Notices Portal:** Members can directly submit e-notices for Parliament for any participation by logging into their Members' Portal account through the Login functionality present on <https://sansad.in/rs>. Through this Portal, Members may submit notices (both in English and Hindi) for various Parliamentary devices in electronic form. Members can use the Portal for online submission of Notices for all kinds of Parliamentary devices such as Questions, Resolutions, Bills, Special Mentions, Zero Hour Submissions, etc. easily from any location. Members may also refer to all previous notices submitted by them through the portal. Sections dealing with various notices viz. Question Branch, Legislative Section and Bill Office have their own interface for accessing and processing of different types of notices.
6. **Availability of Video Clips of Individual Speeches of Members on Members' Portal and on Pen Drives:** The proceedings of Rajya Sabha are televised 'Live' and recorded by the Sansad TV- Rajya Sabha. The video clips of individual speeches of Members delivered in Rajya Sabha have been made available to them through Members' Portal Account and can be downloaded from there. As the Audio-Visual and Telecasting Unit of the Lok Sabha Secretariat preserves the video recordings of the proceedings of both the Houses for archival purposes, Members desirous of obtaining the video recordings of their participation in the proceedings of the House may get the same in pen drive on complimentary basis from the Unit. Members may send their requests indicating the date(s), time and subject(s) of their participation to Audio-Visual and Telecasting Unit, Room No. G-140, Parliament Library Building, Phone Nos. 23034505, 23035347, email: [avunit-lss@sansad.nic.in](mailto:avunit-lss@sansad.nic.in).
7. Information regarding Committee meetings is digitally displayed on T.V. sets placed in Parliament House, *Samvidhan Sadan*, Parliament House Annexe, Parliament House Annexe Extension and Parliament Library Building for the convenience of Members.



To ensure that Members of Rajya Sabha are able to make the optimum use of various IT tools and digitized modules/ portals, training and orientation programmes are organised for them from time to time with the help of NIC officials.

**(c) Publications in Electronic Form**

The various Sections of the Rajya Sabha Secretariat bring out publications that are available in electronic form on the Rajya Sabha website. Members can access the publications on the Rajya Sabha Website under the following links:

- (i) <https://sansad.in/rs/about/procedures>;
- (ii) <https://sansad.in/rs/members/for-members>; and
- (iii) <https://sansad.in/rs/publications>

**(d) e-Notices/Forms**

As per the Directions of the Chairman dated 12<sup>th</sup> June, 2024, Members can submit all notices required by the rules like Calling Attention, Short Duration Discussion, Notice of Motion, Special Mention, Private Members' Resolution, Notice of Questions including Short Notice Question, Half An Hour Discussion and Notice for Question to Private Member and also notices for raising matters with the permission of the Chair (Zero Hour submission) through the Digital Sansad Portal only

Further, Members may find many other important Application Forms pertaining to different areas of their Parliamentary functioning, which are required to be submitted for information or to avail different facilities/amenities that they are entitled to. The forms have been clubbed under the heads of different Sections/Branches of the Secretariat which deal with the work pertaining to that area. Some more forms which are specifically required to be duly filled and submitted by newly elected/nominated Members have been placed under the link Forms for New Members, with similar Section/Branch-wise clubbing. Few examples are the Form for Declaration of Interests by Members, Form for Declaration of Assets and Liabilities by Members and Biographical Sketch Form.

**(e) Who's Who and other Publications of Rajya Sabha**

A major task is to bring out various publications on behalf of the Secretariat, including the Who's Who of Rajya Sabha, containing the biographical sketches of Members, after every biennial elections to the Rajya Sabha. Research Section-II of Rajya Sabha Secretariat brings out this publication on behalf of the Secretariat in addition to various other publications from time to time. Apart from publications like Rajya Sabha Who's Who and Rajya Sabha at Work, the Section has brought out many one time publications and publications on special occasions also.

Rajya Sabha Who's Who is brought out every two years after new Members are elected in the biennial elections. The publication contains Biographical Sketches of the Hon'ble Chairman, Hon'ble Deputy Chairman, Hon'ble Members of Rajya Sabha and the Secretary-General, Rajya Sabha along with an index. The publication also includes List of Council of Ministers, List of Members of Rajya Sabha (Statewise) and List of Women Members. As regards Bio-profiles of Members, apart from personal details of Members, they also include contact details, positions held, books published, social and cultural activities, literary/artistic/scientific accomplishments, countries visited, favourite pastimes, special interests and other important information of Members. As part of the process, Standard Biographical Sketch Forms are sent to the newly elected Members for collecting their biographical details, along with their photographs for inclusion in the publication. As per the direction of the Hon'ble Chairman, Rajya Sabha, vide Bulletin Part-II dated 28 May, 2009, the information given in Bio-profiles is confined to three pages. The Biographical Sketch Forms duly completed by the Members are received, processed and compiled as per the approved format. In case of a query/clarification, the Member is contacted either in the Rajya Sabha Lobby (during session) or through written communication (during inter-session). The biographical sketches as prepared in the approved format are sent to the Member for vetting and to be returned by a specified date.

In addition to the 'Rajya Sabha Who's Who', a consolidated Who's Who titled 'Rajya Sabha Members Biographical Sketches' giving brief bio-data of all Members of Rajya Sabha since inception is also compiled.

**(f) Digitization of Debates**

All the official debates in printed format are available since the inception of the Rajya Sabha *i.e.* 1952. Copies of these debates are often required by Members, research scholars, policy makers, journalists and even ordinary citizens. A need was felt to digitize the debates and make them available electronically for quick access and reference. One can easily locate the desired and relevant portion from the parliamentary debates as per his/her convenience by just visiting the Debates Portal of the Rajya Sabha (<https://rsdebate.nic.in>).

At present, the Debates Portal in the Rajya Sabha website contains digitized form of the official debates from the 1<sup>st</sup> Session to the 262<sup>nd</sup> Session. Availability of debates in electronic form, with a very advanced search engine, on the internet, is enabling people to easily explore the treasure of information contained therein.

**(g) Availability of Digital Video Discs (DVDs) containing Rajya Sabha Proceedings**

The proceedings of the Rajya Sabha are telecast and recorded by the Sansad TV. Recorded proceedings are made available to Members in the form of DVD on demand, on payment basis. Members can have the copies of their speeches in DVD format @ Rs. 75/- per DVD, indicating the date(s), subject(s) and time of participation in the proceedings for which the DVD is required and may send their request to Lobby Office, Rajya Sabha Secretariat, Parliament House. However, Members making their maiden speeches in the House are given a complimentary DVD containing their maiden speech.

## **5.27 MEDIA UNIT, RAJYA SABHA SECRETARIAT**

The Media Unit acts as the nodal Section to liaise with media persons of various media organisations to ensure that the proceedings of the Rajya Sabha are reported adequately.

The Media Unit arranges interaction of Chairman and the Deputy Chairman of Rajya Sabha with the senior journalists whenever asked for. It also organizes Press Conferences for the Chairmen of the Department related Parliamentary Committees and other Parliamentary Committees on requests received from respective Committee Sections. It issues Press Releases relating to the Committee Reports both in Hindi and English to Media persons for wider publicity. The Media Unit also prepares and issues Press Releases for a number of events/ programmes such as Call on of the Chairman and Deputy Chairman of Rajya Sabha by Foreign Parliamentary Delegations, Oath-taking Ceremonies of elected/ nominated Members of Rajya Sabha in the Chamber of Chairman, Orientation Programmes for newly elected/ nominated Members, etc.

## Chapter 6

### Orientation and Capacity Building Programme

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#### 6.1 Parliamentary Research and Training Institute for Democracies(PRIDE)

- (i) Parliamentary Research and Training Institute for Democracies (PRIDE)(formerly the Bureau of Parliamentary Studies and Training) was established in 1976 as an integral part of the Lok Sabha Secretariat. It was felt that the important task of the capacity building of the Members, Officials of Parliament and other stakeholders of democracy cannot be left to any other organization or external body and the same can be best handled by an Institution which is part of Parliament itself. PRIDE (erstwhile BPST) was inaugurated at a special function in the Central Hall of Samvidhan Sadan (erstwhile Parliament House). The PRIDE, among other things, seeks to provide legislators and officials with institutionalized opportunities for systematic training in various disciplines of parliamentary institutions, processes and procedures.
- (ii) With a view to familiarizing new Members of Parliament and State Legislatures with the intricacies of parliamentary practices and procedures, the PRIDE organises Orientation Programmes for them. These Programmes seeks to promote a proper appreciation of the constitutional role and position of the Parliament and the State Legislatures as representative institutions, familiarize the members more closely with the parliamentary procedures, traditions, etiquette and conventions, and help them in making the best and most effective use of the precious time of the House. In addition to this, since August 2005, the PRIDE has been conducting a Lecture Series for Members of Parliament by domain experts and specialists on issues of topical interest when Parliament is in session.
- (iii) The PRIDE also organizes Language Classes including Hindi classes for non-Hindi speaking Members from time to time. Computer Awareness programmes for Members of Parliament as well as their personal staff are also organized.
- (iv) PRIDE also conducts on days of national and International importance for the benefit of elected representatives and other stakeholders. Outreach Programmes for Panchayati Raj institutions and Urban/Local Bodies are also conducted in different State from time to time. Also, Seminars/Panel Discussions on issues of topical importance are organised from time to time, which are attended by Members of Parliament/State Legislatures, eminent personalities/ dignitaries, other stakeholders, etc. Familiarization/Orientation Programmes are also organized for the benefit of the media persons covering the proceedings of Parliament and State Legislatures. In order to generate awareness regarding the good work being done by individuals in various fields, winners of Padma Awards are invited to share their experiences with the Members of Parliament and others.

- (v) PRIDE also conducts various programmes under the ITEC Scheme of the Ministry of External Affairs. Every year, two International Training Programmes of one-month's duration, one for Foreign Parliamentary Officials, viz., the 'Parliamentary Internship Programme' and the other 'International Training Programme in Legislative Drafting' for official of Parliament and Government of foreign countries are conducted. In addition, the PRIDE organizes— Customized Training Programmes and Study Visits for Members and officials of Foreign Parliaments on request of MEA and foreign countries.
- (vi) The Bureau regularly organizes Appreciation Courses in Parliamentary Practices and Procedures for Probationers of various All-India and Central Services, such as the Indian Administrative Service, Indian Foreign Service, Indian Police Service, Indian Revenue Service, Indian Economic Service, etc. The PRIDE also organizes Courses/Programmes for Middle and Senior Level Officers of various Ministries/Departments, Public Sector Undertakings, and Officials of Parliament and State Legislatures. Programmes are also conducted for Professors and Lecturers of Universities and Colleges.
- (vii) PRIDE since 1976 has also been organizing Training Courses for officials of State Legislatures in the country. These programmes, on different themes relating to the functioning of Parliamentary Institution are also attended by officials of Lok Sabha and Rajya Sabha Secretariats. The other important segment for outreaching the public is the one-day Study Visits for students of various schools, colleges and educational institutions from across the country. The objective of these Study Visits is to acquaint the students with the working of Parliament and to make them aware of its primacy in our democratic system.
- (viii) The PRIDE also organizes Call-on Meetings with the Speaker of Lok Sabha for various stakeholders, including schools, colleges, university students and others.
- (ix) PRIDE has also conducting Internship Programmes since 2008 to provide an opportunity to young men and women with outstanding academic and extracurricular achievements to acquaint themselves with the working of parliamentary democracy and the democratic institutions in general and specifically about the Indian Parliamentary system.
- (x) The objective of the various programmes organized by the PRIDE is to provide the participants the much needed direct exposure to the environment, culture and traditions of parliamentary institutions so as to enable them to appreciate better the nature of their role and place in the overall context of the parliamentary system and democratic setup leading to a more informed response of their work in relation to Parliament and representative institutions.
- (xi) The PRIDE is located in Sansadiya Gyanpeeth (Parliament Library Building), Parliament Complex.

## 6.2 TRAINING CELL, RAJYA SABHA SECRETARIAT

- (i) The erstwhile Training Cell of Rajya Sabha Secretariat got rechristened as Capacity Building Division in 2022. The Division caters to the training needs of officers and staff of the Secretariat and also organizes Orientation Programme for the newly elected and nominated Members of Rajya Sabha as well as for the media.
- (ii) A two-day Orientation Programme is organized for the newly elected and nominated Members to the Rajya Sabha after every biennial elections. A Computer Clinic for basic IT activities and facilities is also organized for members and their staff. Last Orientation Programme was organized for Members on 30-31 July, 2022. Last Computer Clinic for basic IT activities and facilities was organized for Members on 8-9 February, 2022 and for their staff on 10-11 February, 2022.
- (iii) Since 2005, an Orientation Programme is being organized for electronic and print media persons, who cover the House proceedings, generally once in two years. Last Orientation Programme for electronic and print media persons was organized on 18-19 December, 2021.
- (iv) There are three types of training programmes for the officers/ staff of the Secretariat: In-house, domestic and overseas:
  - (a) The In-house training programmes are mainly concerned with the Parliamentary Practice and Procedures and Office Procedures for which the Secretariat has its own Resource Persons. These courses provide detailed guidance on the functioning of Parliament and its Committees as well as the role of the Secretariat. For some functional areas, experts from outside are also invited.
  - (b) Under Domestic Training Programmes, i.e. outside the Secretariat but at different places within the country, officers and staff are sent to Institute of Secretariat Training & Management (ISTM), Indian Institute of Corporate Affairs (IICA), Management Development Institute (MDI) (Gurugram) etc.
  - (c) Officers are sent to attend various Seminars, Conferences and other suitable Study Visits/training/exchange programmes in different countries.

## CHAPTER 7

### INTERNATIONAL ASSOCIATIONS AND CONFERENCES

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#### 7.1 INTER-PARLIAMENTARY UNION (IPU)

##### 7.1.1 Introduction

The IPU is an international organization of Parliaments of sovereign States with its headquarters at Geneva. It was established in 1889.

The Union is the focal point for world-wide parliamentary dialogue and works for peace and co-operation among peoples and for the firm establishment of representative democracy.

Over a hundred eighty national parliaments are currently members of the IPU. Fifteen regional parliamentary assemblies are Associate Members. Most members are affiliated to one of the six geopolitical groups that are currently active in the IPU. These groups are:— Africa, Arab Group, Asia-Pacific, Eurasia, GRULAC (Group of Latin America and the Caribbean) and Twelve-plus.

The IPU is financed primarily by its members out of public funds.

##### 7.1.2 Aims and Objectives

The following are the five interconnected Strategic Objectives of the IPU which are designed to deepen the IPU's impact:

- (i) Building effective and empowered parliaments- The IPU helps parliaments and MPs to exercise their mandate effectively and freely as well as to scrutinize governmental action.
- (ii) Promoting inclusive and representative parliaments- The IPU encourages parliaments to be representative of all society, especially women, young people and marginalized populations.
- (iii) Supporting resilient and innovative parliaments- The IPU helps parliaments harness the potential of new technology to become more resilient and forward-looking institutions.
- (iv) Catalysing collective parliamentary action- The IPU connects Member Parliaments to each other and serves as a global focal point for parliamentary dialogue and action.

- (v) Strengthening the IPU's accountability- The IPU aims to reinforce a culture of trust and mutual accountability on all levels.

The IPU supports the efforts of the United Nations, whose objectives it shares, and works in close co-operation with it. It also co-operates with regional inter-parliamentary organizations, as well as with international intergovernmental and non-governmental organizations which are motivated by the same ideals.

### **7.1.3 Inter-Parliamentary Assemblies/Meetings**

Delegations attending IPU Assemblies customarily include MPs from all parties. The Assembly meets twice a year in the spring and autumn. The spring assembly is held each time in a different country, providing participants with an opportunity to see various national realities. The autumn assembly is mostly being held in the IPU headquarters in Geneva since 2003.

In addition, IPU organizes specialized world-wide or regional conferences and symposia bringing together parliamentarians and experts for the in-depth study of specific problems.

The Indian Parliamentary Group (IPG) which functions in India as the national group of the IPU sends delegations consisting of both the Houses of our Parliament to attend these assemblies/meetings.

Detailed information relating to the Inter-Parliamentary Union is available on IPU website *www.ipu.org*

## **7.2 COMMONWEALTH PARLIAMENTARY ASSOCIATION (CPA)**

### **7.2.1 Introduction**

The CPA is an Association of Commonwealth parliamentarians who, irrespective of gender, race, religion or culture, are united by community of interest, respect for the rule of law and individual rights and freedoms, and by pursuit of the positive ideals of parliamentary democracy.

The headquarters of CPA is at London.

CPA programmes provide the sole means of regular consultation among Commonwealth Members, fostering co-operation and understanding and promoting the study of and respect for good parliamentary practice.

The CPA encompasses over 180 Parliaments and Legislatures across 53 Commonwealth nations with its network spanning more than 17,000 Parliamentarians and parliamentary staff.



The Branches are grouped geographically into 9 regions for certain purposes of the Association. The 9 regions are Africa, Asia, Australia, British Islands & Mediterranean, Canada, Caribbean, Americas & Atlantic, India, Pacific and South-East Asia.

### **7.2.2 Aims and Objectives of the CPA**

The Association's mission is to promote the advancement of parliamentary democracy by enhancing knowledge and understanding of democratic governance. It seeks to build an informed parliamentary community able to deepen the Commonwealth's democratic commitment and to build further co-operation among its Parliaments and Legislatures. This mission is achieved through a Strategic Plan which ensures CPA activities continue to meet the changing needs of today's Parliamentarians.

The CPA pursues its objectives by means of :

- (i) Annual Commonwealth parliamentary Conferences, Regional Conferences and other symposiums ;
- (ii) Inter-Parliamentary visits ;
- (iii) Parliamentary Seminars and Workshops ;
- (iv) Publications, notably 'The Parliamentarian' and a newsletter on CPA activities and parliamentary and political events; and
- (v) Parliamentary Information and Reference Centre communications.

### **7.2.3 Commonwealth Parliamentary Conferences/Regional Seminars/Workshops**

Plenary Conferences which were held by the Commonwealth Parliamentary Association biennially from 1948 to 1959 are now held annually since 1961 in one of the Commonwealth countries and these are attended by delegates from every Branch.

In addition, the CPA assists in holding Seminars/Workshops etc. on parliamentary practice and procedure at regional levels.

The Indian Parliamentary Group (IPG), which functions as the Main Branch of the CPA in India, sends Parliamentary Delegations consisting of members of both Houses of our Parliament to attend these Conferences.

Detailed Information relating to the Commonwealth Parliamentary Association is available on CPA website [www.cpahq.org](http://www.cpahq.org)

**Appendix****IMPORTANT TELEPHONE NOS.**

|   | <b>Office</b>                                  | <b>E-Mail</b>                    | <b>Residence</b>                 |
|---|--|----------------------------------|----------------------------------|
| <b>Shri Jagdeep Dhankhar<br/>Hon'ble Chairman</b>   | 23083014<br>23083016<br>23083241               | vpindia@sansad.nic.in            | 23094953<br>23094954<br>23094955 |
| <b>Shri Harivansh<br/>Hon'ble Deputy Chairman</b>   | 23083029<br>23083030                           | hari.bansh@sansad.nic.in         | 23317234<br>21430037             |
| <b>Shri Piyush Goyal<br/>Leader of the House,<br/>Minister of Commerce and Industry,<br/>Minister of Consumer Affairs, Food and<br/>Public Distribution,<br/>Minister of Textiles</b> | 23083545<br>23083546<br>23083547               | piyush.goyal@gov.in              | 23794517<br>23015054             |
| <b>Shri Mallikarjun Kharge<br/>Leader of the Opposition</b>   | <u>23083124</u><br><u>23083113</u><br>23083123 | mallikarjun.kharge@sansad.nic.in | 23793068                         |
| <b>Shri P.C. Mody<br/>Secretary-General</b>   | 23083035<br>23083036<br>23083037               | secygen.rs@sansad.nic.in         | 23012728<br>21411992<br>21411993 |
| <b>Parliamentary Diplomacy Section</b>  | 23034527<br>23017548 (Fax)                     | rscp@sansad.nic.in               |                                  |
| <b>Distribution Branch</b>  | 23034461<br>23034598<br>23093932               | rsdist@sansad.nic.in             |                                  |
| <b>System Division</b>  | 23034727<br>23035321                           | rsccell@sansad.nic.in            |                                  |
| <b>Lobby Office</b>   | 23083079<br>23083080<br>23083081               | rslobby@sansad.nic.in            |                                  |
| <b>M.A. Section</b>   | 23034227<br>23034059                           | rsma@sansad.nic.in               |                                  |
| <b>MS&amp;A Branch</b>  | 23034224<br>23034228<br>23016254               | rsmsa@sansad.nic.in              |                                  |
| <b>Notice Office</b>  | 23083083<br>23083082                           | rsnotice@sansad.nic.in           |                                  |
| <b>Bill Office</b>  | 23083223<br>23083073                           | rsbill@sansad.nic.in             |                                  |

|                               |   |                               |  |
|-------------------------------|---|-------------------------------|--|
|                               | 23083074<br>23083075                          |                               |  |
| <b>Legislative Section</b>    | 23083076<br>23083077<br>23083078              | rslegis@sansad.nic.in         |  |
| <b>Table Office</b>           | 23083100<br>23083098<br>23083099              | rstable@sansad.nic.in         |  |
| <b>Reporters Section</b>      | 23083153<br>23083185                          | <u>rsreport@sansad.nic.in</u> |  |
| <b>Interpreters Section</b>   | 23034565<br>23034618<br>23034572              | rsinter@sansad.nic.in         |  |
| <b>NIC</b>                    | 23034906<br>23034907                          | sn.prasad@nic.in              |  |
| <b>Medical Centre (PHA)</b>   | 23034100<br>23034500                          |                               |  |
| <b>First Aid Post (PH)</b>    | 23017275<br>23034228                          |                               |  |
| <b>Reception Office (PH)</b>  | 23034712<br>23034720<br>23034722<br>(Telefax) | 9868244188raj@gmail.com       |  |
| <b>Reception Office (PHA)</b> | 23034481<br>23035589<br>23012197 (Fax)        | rsopha@sansad.nic.in          |  |
| <b>Reception Office (PLB)</b> | 23035020<br>23035672                          |                               |  |

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