

HANDBOOK OF  
IMPORTANT DECISIONS  
CONCERNING COMMITTEE  
COORDINATION SECTION  
(OCTOBER, 2003—JUNE, 2010)



RAJYA SABHA SECRETARIAT  
NEW DELHI  
2010

## COMMITTEE COORDINATION SECTION

PRICE: Rs. 40.00

## PREFACE

The Committee Co-ordination Section was created *w.e.f.* 14 October, 2003 with mandate to act as the nodal Section for all the Committees and was allocated the following items of work:

- (i) Nomination of Members of Rajya Sabha to Parliamentary Committees—*Ad-hoc* and Standing Committees, all Department-related Parliamentary Standing Committees and nomination/election of Members of Rajya Sabha on Parliamentary Committees consisting of Members of both Houses;
- (ii) Nomination to fill casual vacancies in all Committees;
- (iii) All work connected with the election and nomination of Members of Rajya Sabha to statutory and other bodies;
- (iv) All work connected with the preparation and printing of the pamphlet “Committees of the Rajya Sabha and other bodies on which Rajya Sabha is represented”;
- (v) The work relating to annual publication of “Rajya Sabha Committees—A Profile”;
- (vi) Assignment to Committee Sections of work relating to Select/Joint Committees on Bills set up following adoption of a Motion and assignment to Committee Sections of work relating to *ad-hoc* Committees/Joint Committees;
- (vii) The work relating to maintaining the master data in Committee Software and monitoring the use of that Software by Committee Sections and also co-ordination in matters relating to Committee Software; and
- (viii) Any other miscellaneous items of work relating to Committees.

2. Since its creation, more items of works have been transferred/allotted to it, *viz.* (i) Allotment of the Committee Rooms; (ii) Laying of the Reports; (iii) Guidelines regarding Study Tours of Parliamentary Committees; (iv) Direction of Hon'ble Chairman regarding Statement by Minister on the status of implementation of Recommendations contained in the Reports of DRSCs; (v) Revision of Expenditure on refreshment served at the sittings of Parliamentary Committees; (vi) Major Policy Matters; (vii) Examination of matters referred to JPC on Offices of Profit; (viii) Constitution of various Parliamentary Fora; (ix) Implementation and monitoring of MIS Software; (x) Amendments to the Third Schedule to Rules of Procedure and Conduct of Business in the Council of States; and (xi) Preparation and revision of Mailing List for circulation of Committee Reports. Going by the mandate and its involvement in coordinating/liasioning among all the Committee Sections of this Secretariat as well as CB-I and other Committee Sections of the Lok Sabha Secretariat and also various Ministries of the Government of India, its importance has increased over the years.

3. During the course of the working of the Section, various important decisions have been taken relating to different items of work of the Section. This Handbook is an attempt to compile all such decisions since the creation of this Section till 30 June, 2010 by incorporating Orders/Directions of Hon'ble Chairman, Rajya Sabha, Circulars, Notifications, Office Orders, Notes, Rajya Sabha Parliamentary Bulletin Part-II and decisions/orders given in office notes.

4. For easy referencing, the material has been divided into twelve chapters, each dealing with different subject matters relating to the work of the Section. Each chapter gives information regarding decisions/orders taken in office notes, circulars, Rajya Sabha Parliamentary Bulletins, orders etc. Annexures and appendices are also incorporated at the end of each chapter, wherever required, which give a clear picture of the decisions taken or the background of it.

5. It is hoped that this Handbook will aid and guide the working of the Committee Coordination Section and will also be beneficial to other Committee Sections in their working.

NEW DELHI;  
*June, 2010*

V. K. AGNIHOTRI,  
*Secretary-General.*

**HANDBOOK OF IMPORTANT DECISIONS CONCERNING COMMITTEE  
COORDINATION SECTION**

**CONTENTS**

CHAPTERS	SUBJECTS	PAGE(S)
<b>I. MEMBERSHIP OF PARLIAMENTARY COMMITTEES</b>		
<i>1.1 Decisions/orders from office note</i>		
1.1.1	Nomination/change of nomination of Members in Department-related Parliamentary Standing Committees (DRSCs) and Standing (House) Committees .....	1-2
1.1.2	Resignation of Members from Committees .....	2-3
1.1.3	Nomination of Member as 'Special Permanent Invitee'.. .	3
1.1.3 A	Inviting a Member as a Special Invitee (who is not a Member of the Committee during Study Visit of the Committee .....	3
1.1.4	Removal of Member of Rajya Sabha from Chairmanship/ membership of Committees—Requirement of resignation letter from the member concerned .....	3-4
1.1.5	Consequences of suspended Members <i>vis-a-vis</i> their membership of Parliamentary Committees/Bodies .....	4-5
	<i>Annexure-I (Proforma of resignation from membership of Committees) .....</i>	6
<b>II. DECISIONS RELATING TO FUNCTIONING OF COMMITTEES</b>		
<i>2.1 Decisions/orders from office note</i>		
2.1.1	Dissolution of DRSCs and other Joint Parliamentary Committees serviced by Rajya Sabha Secretariat upon the dissolution of Lok Sabha .....	7
2.1.2	Notification of constitution of Sub-Committees of the DRSCs of Lok Sabha in Rajya Sabha Parliamentary Bulletin Part-II .....	7
2.1.3	Press Release regarding Business to be transacted by the DRSCs during the Budget recess .....	7
2.1.4	Suspension of Rule 272 of the Rules of Procedure and Conduct of Business in the Council of States .....	7-8

CHAPTERS	SUBJECTS	PAGE(S)
<b>2.2</b>	<b><i>Decisions of General Purposes Committee on maintaining confidentiality of the functioning of Parliamentary Committees</i></b>	
2.2.1	Recommendation made by the 2nd Administrative Reforms Committee (ARC) on opening up of working of Legislative Committees .....	8
2.2.2	Request for permitting visiting foreign Parliamentary delegations to witness the proceedings of Parliamentary Committees .....	8-9
<b>2.3</b>	<b><i>Circular</i></b>	
2.3.1	Notification of subjects selected by the DRSCs in the Rajya Sabha Parliamentary Bulletin Part II .....	9
2.3.2	Notification of subjects selected for examination by the DRSCs in the Parliamentary Bulletins Part-II of the two Houses .....	9-10
<b>III</b>	<b>PRESENTATION/LAYING OF COMMITTEE REPORTS</b>	
<b>3.1</b>	<b><i>Decisions/orders from office note</i></b>	
3.1.1	Time limit for presentation of Reports of DRSCs .....	11
3.1.2	Presentation of Reports through a note under the signature of Committee Chairman .....	11
3.1.3	Laying of Reports of DRSCs serviced by Lok Sabha Secretariat .....	11
<b>3.2</b>	<b><i>Circular</i></b>	
3.2.1	Simultaneous presentation of the Reports of the Joint Committees including DRSCs to the Presiding Officers of both the Houses when the Parliament is not in Session .....	12
<b>3.3</b>	<b><i>Note</i></b>	
3.3.1	Presentation/Laying of Reports of the DRSCs on the Demands for Grants (DFGs) immediately on the convening of the 2nd half of the Budget Recess and before guillotine is applied in the Lok Sabha .....	13
3.3.2	Treating Budget Recess as Inter-Session period of the Parliament for the purpose of Presentation of Reports of Committees to the Presiding Officer(s) of both House(s) .....	13-14

CHAPTERS	SUBJECTS	PAGE(S)
<b>IV.</b>	<b>SERVICES OF PARLIAMENTARY REPORTERS</b>	
	<b>4.1 Circular</b>	
	4.1.1 Requisitioning of services of Parliamentary Reporters to cover the proceedings of the meetings of the Parliamentary Committees .....	15-16
	4.1.2 Requisitioning of services of Parliamentary Reporters to cover the proceedings of the meetings of the Parliamentary Committees (during Session periods) ....	16
<b>V.</b>	<b>MAILING LIST/CIRCULATION OF COMMITTEE REPORTS</b>	
	<b>5.1 Decisions/orders from office note</b>	
	5.1.1. Revision of Mailing List .....	17
	<b>5.2 Circular</b>	
	5.2.1 Standard format to be followed by Committee Sections with respect to the number of copies of the Reports of Parliamentary Committees to be xeroxed at the time of their presentation to the House(s) .....	17-18
	<b>5.3 Note</b>	
	5.3.1 Printing and Circulation of Reports of the DRSCs .....	18
	<i>Annexure - I (Standard format to be followed by Committee Sections while preparing Xeroxed copies of Reports of Parliamentary Committees at presentation stage) ....</i>	19
	<i>Annexure -II (Mailing List for circulation of Printed Reports of Committees).....</i>	20-21
<b>VI.</b>	<b>DIRECTIONS/GUIDELINES OF CHAIRMAN, RAJYA SABHA AND RELATED MATTERS</b>	
	<b>A. Direction by the Chairman, Rajya Sabha</b>	
	<b>6.1 Parliamentary Bulletin—Part II</b>	
	6.1.1 Statement by Minister on Committee Reports .....	22
	6.1.2 Evidence of Officials of Ministries/Departments and Chief Executives of Public Sector Undertakings/Banks etc. before DRSCs .....	22
	<b>6.2 Circular</b>	
	6.2.1 Procedure for scrutiny of statements on the status of implementation of recommendations contained in the Reports of the DRSCs made by the Ministers pursuant to the Direction issued by the Hon'ble Chairman on the 24th September, 2004 and matters related thereto .....	23-24

CHAPTERS	SUBJECTS	PAGE(S)
	6.2.2 Procedure for scrutiny of statements on the status of implementation of recommendations contained in the Reports of the DRSCs made by the Ministers pursuant to the Direction issued by the Hon'ble Chairman on the 24th September, 2004 and matters related thereto (clarifications) .....	24
	6.2.3 Procedure for scrutiny of statements on the status of implementation of the recommendations contained in the Reports of the DRSCs made by the Ministers pursuant to the Direction issued by the Hon'ble Chairman on the 24th September, 2004 and the matters related therewith (further clarifications) .....	25
	<b>6.3 Note</b>	
	6.3.1 Briefing of Hon'ble Chairman regarding the work done by Department related Parliamentary Standing Committees and Standing Committees of the House .....	25
	<b>B. Study Tours</b>	
	<b>6.4 Circular</b>	
	6.4.1 Implementation of Guidelines of Study Tours by Parliamentary Committees .....	26
	6.4.2 Providing information on number of Study Tour(s), date and venue .....	26
	6.4.3 Guidelines regarding bearing of expenditure by Rajya Sabha/Lok Sabha Secretariat on Study Tours of Parliamentary Committees .....	26-27
	6.4.4 Implementation of Guidelines regarding Study Tours by Parliamentary Committees .....	27
	6.4.5 Processing of bills received from organizations concerned for reimbursement of expenditure incurred on the study visits of Parliamentary Committees—procedure regarding .....	27—29
	6.4.6 Processing of bills received from organizations concerned for reimbursement of expenditure incurred on the study visits of Parliamentary Committees—procedure regarding (further clarifications) .....	29
	6.4.7 Avoidance of Committee tours by Joint Secretaries in-charge of Parliamentary Committees .....	30



CHAPTERS	SUBJECTS	PAGE(S)
<b>6.5</b>	<b>Note</b>	
6.5.1	Study Tours of Parliamentary Committees—giving or accepting of gifts forbidden .....	30
6.5.2	Arrangement for the visits of Parliamentary Committees outside Delhi .....	31
6.5.3	Study visits of Parliamentary Committees to Union Territories .....	31-32
6.5.4	Approval of Tour Programme for Study Visits of Committees .....	32
6.5.5	Constitution of the team of officials to accompany a Parliamentary Committee .....	32
	<b>Annexure-IV</b> ( <i>Guidelines to Chairmen, Parliamentary Committees</i> ).....	33
	<b>Annexure-V</b> ( <i>Guidelines regarding bearing of Expenditure on Study Tours of Parliamentary Committees by the Rajya Sabha/Lok Sabha Secretariat</i> ) .....	34—38
	<b>Annexure-VI</b> ( <i>Guideline to Chairmen of Parliamentary Committees of Rajya Sabha</i> ).....	39
	<b>Annexure-VII</b> ( <i>Bill(s) Payment Certificate</i> ) .....	40
	<b>Annexure-VIII</b> ( <i>Certificate</i> ) .....	41
	<b>Appendix</b> ( <i>Views of Rajya Sabha Secretariat vis-a-vis procedural clarifications issued by the Lok Sabha Secretariat with regard to the Statements to be made by the Ministers on the Status of implementation of recommendations contained in the Reports of Department-related Parliamentary Standing Committees</i> ) .....	42-43
<b>VII.</b>	<b>JOINT PARLIAMENTARY COMMITTEES (OTHER THAN DRSCs) AND STATUTORY BODIES</b>	
	<b>A. Joint Parliamentary Committees</b>	
	<b>7.1 Decisions/orders from office note</b>	
7.1.1	Constitution of Joint Parliamentary Committees of Lok Sabha .....	44
7.1.2	<i>Suo-moto</i> action for filing up of casual vacancy .....	44
7.1.3	Revision of election programme .....	45
7.1.4	Conduct of elections not dependent on the Houses being in Session .....	45

CHAPTERS	SUBJECTS	PAGE(S)
	7.1.5 Number of candidates less than the number of vacancies to be filled on the expiry of the last date for the withdrawal of candidature .....	45
	<b>B. Statutory Bodies</b>	
	7.2.1 Receiving of Notices of Motion before the Summons for Session or during inter-Session period .....	45-46
	7.2.2 Invalid nomination paper .....	46
	7.2.3 Withdrawal of nomination of candidature for election to Statutory Bodies by the proposer .....	46
	7.2.4 Resignation from Statutory Bodies/Committees .....	46-47
	7.2.5 Statement to be submitted to Hon'ble Chairman, Rajya Sabha in respect of nomination of Members to Statutory Bodies .....	47
	<i>Annexure-IX (Nomination Proforma)</i> .....	48
	<i>Annexure-X (Withdrawal Proforma)</i> .....	49
<b>VIII.</b>	<b>PARLIAMENTARY FORA</b>	
	<b>8.1 Decisions/orders from office note</b>	
	8.1.1 Quota of Parties for nomination to Parliamentary Fora .....	50
	8.1.2 Simultaneous notification of re-constitution of Parliamentary Fora .....	50
<b>IX.</b>	<b>SERVING OF REFRESHMENT IN COMMITTEE MEETING</b>	
	<b>9.1 Order</b>	
	9.1.1 Expenditure on light refreshment at meetings of Parliamentary Committees .....	51
	9.1.2 Expenditure on light refreshments served at the meetings of Parliamentary Committees .....	51
	<b>9.2 Note</b>	
	9.2.1. Expenditure on refreshments/lunches etc. served in the meetings of Parliamentary Committees .....	52
	<b>9.3 Decisions/orders from office note</b>	
	9.3.1 Monetary limit of refreshment applicable only when Chairman attended office and had taken/served refreshment .....	52
	<i>Annexure-XI (Prior administrative approval of Secretary-General for serving of lunch/dinner during Committee Meetings—reg.)</i> .....	53

HANDBOOK OF IMPORTANT DECISIONS CONCERNING COMMITTEE  
COORDINATION SECTION

**Chapter-I**

**MEMBERSHIP OF PARLIAMENTARY COMMITTEES**

**1. Decisions/orders from office note**

**1.1.1 Nomination/change of nomination of Members in Department-related Parliamentary Standing Committees (DRSCs) and Standing (House) Committees**

- (i) Every Member has the right to be in one Standing Committee or the other. A Member belonging to a Major Party (*i.e. having strength of 5 or more members*) and whose name is not recommended by his/her Party Leader for nomination to the DRSCs, can still be nominated by Hon'ble Chairman, Rajya Sabha to any of the DRSCs, if vacancy exists and if he/she can be adjusted therein.

*(File No. RS. 1(1)/2004-Coord. Vol-II. Pgs. 51-58/N)*

- (ii) In cases of biennial elections, the filling up of vacancies in DRSCs are done as follows:—

(a) If the same Member has got re-elected, he/she may be nominated to the same Committee. (b) Alternatively, we may write to the Leader of the political parties that clear vacancies for their parties exist in certain Committees while the re-elected old Members may continue in the Committees in which they had been earlier nominated, if the political party so wishes. The Section should also identify the names and Committees in which the re-elected Members were members.

*(File No. RS. 1(1)/2005-Coord. Vol-III. Pgs. 21-22/N)*

- (iii) Request for nomination/change of nomination etc. for Members belonging to Major Parties are entertained only when such requests are received from the concerned Party Leaders/Deputy Leaders/Chief Whips, subject to availability of seats. No individual requests from such parties are entertained.

*(File No. RS. 1(1)/2004-Coord. Vol-II. Pgs. 51-58/N and RS. 1(2)/2006-Coord. Pg. No. 26/N)*

- (iv) Request from Party Leader of Major Parties for change of nomination of their Members within the quota allotted to that Party in Committees are treated as internal arrangement and are valid. However, such requests should invariably be accompanied by resignation letters of the concerned Members from the respective Committees.

*(File Nos. RS. 1(1)/2004-Coord. Pgs 60-61/N; RS. 2(2)/2009-Coord. Pg. 2/N; and RS. 1(2) 2009-Coord. Pgs. 12-14/N)*

- (v) Requests received from Members belonging to 'Others' category (*i.e. Parties having less than 5 Members and Independent/Nominated Members*) for additional seats in Department-related Parliamentary Standing Committees are normally not entertained as it would encourage other members to follow suit and it would be difficult to accommodate all such requests. However, they can be nominated to the DRSCs against the slot of a major party if the same is recommended/agreed to by the Leader of that party.

*(File Nos. RS. 1(1)/2004-Coord. Vol-II. Pg. 32/N; RS 1(2)/2006-Coord. Pg. 241)*

- (vi) For change of nomination in the DRSCs, Members belonging to Major Parties have the first claim for nomination.

*(File No. RS. 1(2)/2008-Coord. Vol-I. Pg. 3/N)*

- (vii) A newly elected/nominated Member can be nominated to a Committee but he cannot function as a member of such Committee until he/she has made and subscribed oath/affirmation and taken his/her seat in the House.

*(File No. RS. 1(2)/2008-Coord. Vol-II. Pgs. 14-17/N; M.N. Kaul and S.L. Shakder's 'Practice and Procedure of Parliament' :2001, Pgs. 367-368)*

- (vii) Change of nominations of Members of Lok Sabha in the DRSCs and other Joint Committee is to be notified in Rajya Sabha Parliamentary Bulletin Part-II and the same has to be notified on the same date as notified by the Lok Sabha Secretariat in their Parliamentary Bulletin Part-II.

*(File No. RS. 30(2)/2008-Coord. Pgs. 1-3 and 8-9/N)*

- (viii) There is no explicit bar on the Ministers becoming Members of the General Purposes Committee as its role is confined to tendering advice on such matters concerning the affairs of the Council, as may be referred to it by the Hon'ble Chairman from time to time.

*(File No. RS. 2(1)/2005-Coord. Vol-I. Pgs. 69-71/N)*

**1.1.2 Resignation of Members from Committees:** Member desirous of resigning from Committees is required to write under his/her hand addressed to the Hon'ble Chairman in clear and unambiguous terms and becomes effective only after it is received in the Secretariat and takes effect from the date of resignation specified in the letter of resignation. If no date is specified in the letter, the resignation takes effect from the date of its receipt in the Secretariat. The resignation is

automatic and is not subject to acceptance by the Hon'ble Chairman, Rajya Sabha/Hon'ble Speaker, Lok Sabha. (Resignation proforma at **Annexure-I**).

*(File Nos. RS. 1(2)/2004-Coord. Pg. 28/N; Rs. 2(1)/2005- Coord.; M.L. Kaul and S.L. Shakder: 'Practice and Procedure of Parliament', 2001; Pg. 742)*

**1.1.3 Nomination of Members as 'Special Permanent Invitees':** There is no provision in the Rules of Procedure and Conduct of Business in the Council of States for nomination of Members of the House to the Parliamentary Committees as "Special Invitees". However, the following decision has been taken on the matter:—

- (i) It is entirely within the discretion of Chairmen of Parliamentary Committee to invite Members of Parliament to their meetings as "Special Invitees" or expert witnesses; and
- (ii) In addition to the above, the conditions stipulated under Rule 12 of the Internal Working Rules of the DRSCs of Lok Sabha are also strictly applicable in such cases, which read as under:—

"A member of Lok Sabha/Rajya Sabha, who is not a member of the Committee or a member of State Legislature, or an officer of State Legislature may, with the permission of the Chairman, attend the sitting of the Committee, when evidence is being taken by it, but not when the Committee is deliberating. Such member or officer shall not, however, take part in any manner in the proceedings of the Committee nor sit in the body of the Committee."

*(These decisions were taken in the context of request for nomination of Shri Arjun Kumar Sengupta, Member, Rajya Sabha as 'Special Permanent Invitee' in the Committee on Health and Family Welfare which was referred by Shri Amar Singh, Chairman of the said Committee to Chairman, Rajya Sabha. File No. RS. 1(2)/2009-Coord.Pgs. 1-4/N.)*

**1.1.3 A Inviting a Member as a Special Invitee (who is not a member of the Committee) during study visit of the Committee:** There is no provision in the rules where a special invitee can accompany the Committee during its study visit nor there is any precedent.

*(This decision was taken in the context of the request received from Dr. Akhilesh Das Gupta, Chairman of the DRSC on Industry seeking permission of the Hon'ble Chairman to take Shri Ashok Rawat, Member, Lok Sabha as a special invitee during a study visit of the Committee. The request was not acceded to. File No. RS. 1(2)/2009-Coord.Pgs. 6-9.)*

**1.1.4 Removal of Member of Rajya Sabha from Chairmanship/ membership of Committees— Requirement of resignation letter from the member concerned:** Shri Brij Bhushan Tiwari, Member, Rajya Sabha and Leader of Samajwadi Party (SP) in the House, had requested for removal of Shri Amar Singh, Member, Rajya Sabha from the Chairmanship of the Department-related Parliamentary Standing Committee on Health and Family Welfare and member of the Business

Advisory Committee (BAC) as Shri Amar Singh had been expelled from the membership of that Party. Since he held these positions in his capacity as an SP member, he could not hold these positions any more. Shri Amar Singh was also nominated to the General Purposes Committee by virtue of his being the Chairman of the Committee on Health and Family Welfare. In this context, the Hon'ble Chairman, Rajya Sabha approved the following:

- (i) If the Chairman of the Committee is for any reason unable to act, the Chairman may similarly appoint another Chairman of the Committee in his place {Rule 73(2)};
- (ii) There is no provision in the Rules governing the Business Advisory Committee for removal of its members;
- (iii) Unless Shri Amar Singh voluntarily resigns from the Chairmanship of the Committee on Health and Family Welfare as well as membership from the BAC, he cannot be removed therefrom on the basis of a request made in this regard by the Samajwadi Party from which he was recently expelled;
- (iv) His membership of GPC will end only in case he resigns from the Chairmanship of the Committee on Health and Family Welfare; and
- (v) For resignation from the membership of Committees, the concerned member is required to send a resignation letter addressed to Hon'ble Chairman, Rajya Sabha in clear and unambiguous terms under his signature.

(File No. RS. 1(2)/2009-Coord.Pgs. 1-3/N.)

**1.1.5 Consequences of suspended Members *vis-a-vis* their membership of Parliamentary Committees/Bodies:** There are no provisions in the Rules of Procedure and Conduct of Business of both the Houses, which govern the consequences of suspended Members *vis-a-vis* their membership of Parliamentary Committees/Bodies. On a matter being referred to the Committee Coordination Section in the case of suspension of 7 Members of Rajya Sabha in March 2010, the following decisions were taken on the line of authoritative rulings/decisions provided in the '*Manual on Business and Procedure*' of the Lok Sabha:

- (i) The suspended Members will stand suspended from sittings of Parliamentary Committees/Fora of which they are members during the period of their suspension, since working in Committees/Fora is also serving the House;
- (ii) Notices of meetings/tours to be held during the period of suspension are not to be sent to them;
- (iii) The suspended Members cannot vote at elections to Committees/Bodies held during the period of their suspension;

- (iv) Notice of, and communication regarding sittings or tours of Parliamentary Committees/Sittings of Fora scheduled to take place after the expiry of the period of suspension may be sent to them during the period of their suspension; and
- (v) The suspension of Members will not affect their membership in Statutory Bodies, as such Bodies are administered by the concerned Ministry/Government and service rendered by them to the Bodies do not strictly fall in the category of "service of the House".

*(File No. RS. 1 (2)/2009-Coord.Pgs. 1-2/N; Circular No. RS. 1(2)/2009- Coord. dated 12th March, 2010; and Note to Table Office dated 23.03.2010 on the subject Notes on Procedures on 'Suspension of a Member')*

**ANNEXURE - I**

To

The Chairman,  
Rajya Sabha,  
New Delhi.

Sir,

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

Yours faithfully,

Place.....Date.....

(Name of the Member)

---

**INSTRUCTIONS FOR FILLING UP THE PROFORMA FOR RESIGNATION FROM PARLIAMENTARY COMMITTEES:—**

- (1) A member may resign his seat from a Committee by writing under his hand, addressed to the Chairman, Rajya Sabha in the form as shown above.
- (2) The resignation shall take effect from the date of resignation specified in the letter of resignation.
- (3) If the date from which the resignation should take effect is not specified in the letter, the resignation shall take effect from the date of the letter.
- (4) If the letter of resignation does not bear any date, the resignation shall take effect from the date of receipt of the letter in the Rajya Sabha Secretariat.



## **Chapter-II**

### **DECISION RELATING TO FUNCTIONING OF COMMITTEES**

#### **2.1 Decisions/Orders from office note**

**2.1.1 Dissolution of DRSCs and other Joint Parliamentary Committees serviced by Rajya Sabha Secretariat upon the dissolution of Lok Sabha:** In February, 2004, it was decided that consequent upon the dissolution of the 13th Lok Sabha *w.e.f.* 6th February, 2004, all the DRSCs and other Joint Committees serviced by the Rajya Sabha Secretariat will also stand dissolved. Similarly, upon the dissolution of the 14th Lok Sabha *w.e.f.* 18th May, 2009, all the DRSCs and other Joint Committees serviced by the Rajya Sabha Secretariat were also dissolved.

*(File Nos. RS. 1(4)/2003-Coord. Pgs. 4-7/N; RS.1(4)/2009-Coord. Pg.3/N; Para Nos. 41212 and 45944 of RS Bulletin Part-II, dated February 16, 2004 and May 19, 2009)*

**2.1.2 Notification of Constitution of sub-Committees of the DRSCs of Lok Sabha in Rajya Sabha Parliamentary Bulletin Part-II:** Lok Sabha Secretariat has the practice of notifying the constitution of sub-Committees of the DRSCs serviced by the Rajya Sabha Secretariat in the Lok Sabha Parliamentary Bulletin Part-II. In order to bring uniform practice in this regard, constitution of sub-Committees of the DRSCs of Lok Sabha is also to be notified in Rajya Sabha Parliamentary Bulletin Part-II.

*(File No. RS.1(2)/2008-Coord. Vol.-II. Pg.51/N)*

**2.1.3 Press Release regarding Business to be transacted by the DRSCs during the Budget recess:** In order to reach out to the public to inform them on how much work is being performed by various DRSCs during the interrengnum of the Budget Session, the Hon'ble Chairman directed that a press release about the meetings (agenda and evidences, if any) to be held the next day should be issued on daily basis through the news papers and media.

*(File No. RS.22(2)2010-Coord. Pg. 1/N)*

**2.1.4 Suspension of Rule 272 of the Rules of Procedure and Conduct of Business in the Council of States:**

In view of the adoption of a Motion in the Rajya Sabha for suspension of Rule 272 of the Rules of Procedure and Conduct of Business in the Council of States on 27th July, 2009, the Hon'ble Chairman, Rajya Sabha decided that examination of Demands for Grants (2009-2010) of the

related Ministries/Departments by the respective Department-related Parliamentary Standing Committees will not be appropriate and hence directed that the Demands for Grants (2009-2010) will not be referred to the Department-related Parliamentary Standing Committees coming under his jurisdiction.

*(File No. RS.1(5)2009-Coord.Pgs. 14-15/N)*

## **2.2 Decisions of General Purposes Committee on maintaining confidentiality of the functioning of Parliamentary Committees**

### **2.2.1 Recommendation made by the 2nd Administrative Reforms Committee (ARC) on opening up of working of Legislative Committees:** The Recommendation made by the 2nd Administrative Reforms Commission (ARC) regarding opening up of the working of Legislative Committees to the public, was placed before the General Purposes Committee. The extract of the decision taken in its meeting held on 28th April, 2008 is reproduced below:—

*"All the Members of the Committee present in the meeting opposed the suggestion that the working of Parliamentary Committees should be thrown open to the public. It was the unanimous view of the Members that the proceedings of the Parliamentary Committees should not be opened up as it would not be in the interest of their functioning. Members observed that since under the present system, deliberations of the Committees are held in closed doors, Members participate and contribute in its day-to-day functioning cutting across the party lines. The Committees thus function in cordial and congenial atmosphere, wherein the Members express their views freely and frankly on bills and subjects under their consideration because no whips are issued by the political parties. The present system helps the Committees in evolving consensus and arriving at unanimity on sensitive Bills and subjects. Some members also observed that since the deliberations of the Committee are confidential, witnesses, including serving senior civil servants, feel free to depose before them. Members were, therefore, strongly of the view that if the deliberations of the Committees are thrown open to the public, then the Members would be compelled to participate therein on party lines."*

*(Extracts from Minutes of the meetings of the GPC held on 28th April, 2008. File No. RS.30(1)2007-Coord.)*

### **2.2.2 Request for permitting visiting foreign Parliamentary delegations to witness the proceedings of Parliamentary Committees:**

The issue arose when a delegation of Members of Parliament from Bhutan evinced keen interest to watch the proceedings of Parliamentary Committees. As the rules relating to the functioning of Parliamentary Committees did not permit its proceedings to be thrown open to outsiders, the matter was brought before the General Purposes Committees to consider whether an exception could be made in the present case, without

changing the rules. Extract of the Minutes of the meeting held on 18th December, 2008 in this regard is reproduced below:—

*"4.2. Almost all Members present in the meeting opposed the suggestion to allow the foreign Parliamentary Delegation to witness the proceedings of Committees. Some Members expressed the view that if an exception were to be made in respect of one country, then it would be difficult to decline similar request from another country. The Members were, however, of the view that there was generally need for educating the people about the functioning of the Committees.*

*4.3. As the Committee could not arrive at a consensus, the matter was allowed to rest."*

*(Extracts from Minutes of the meeting of the GPC held on 18th December, 2008. File No. RS.30(1)2007-Coord.)*

## **2.3 Circular**

### **2.3.1 Notification of subjects selected by the DRSCs in the Rajya Sabha Parliamentary Bulletin Part-II:**

In order to ensure better co-ordination and wider dissemination of information, it has been decided that all the Sections dealing with the Department-related Parliamentary Standing Committees shall henceforth notify the subjects which are either selected by the respective Committees or referred to them by the Hon'ble Chairman for examination and report.

*(Circular No. RS.1(2)/2005-Coord. dated 5th October, 2005)*

### **2.3.2 Notification of subjects selected for examination by the DRSCs in the Parliamentary Bulletins Part-II of the two Houses:**

As per practice currently in vogue, the concerned Committee Branches of the Lok Sabha Secretariat dealing with the Department-related Parliamentary Standing Committees (DRSCs) have been notifying the subjects selected by their Committees for examination on year to year basis not only in their Parliamentary Bulletin Part-II but have also been sending intimation about such subjects to the Committee Coordination Section of this Secretariat for being notified in the Rajya Sabha Parliamentary Bulletin Part-II and such subjects have accordingly been notified in the Rajya Sabha Parliamentary Bulletins Part-II. It has, however, been observed that there is no uniform practice being followed by the DRSCs being serviced by the Rajya Sabha Secretariat in this regard. While some have been publishing information in this regard in the Rajya Sabha Parliamentary Bulletin Part-II and also informing the Lok Sabha Secretariat for the subjects being notified in the Lok Sabha Parliamentary Bulletin Part-II, others have not been doing so. The matter has been examined and it has been decided by the Secretary-General, Rajya Sabha that there needs to be a uniform practice in this regard and the Committee Sections dealing with the DRSCs being serviced by the Rajya Sabha Secretariat should as well not only notify the subjects

selected for examination by their Committees in the Rajya Sabha Parliamentary Bulletin Part-II but also inform the Lok Sabha Secretariat so that they could as well notify the same in their Parliamentary Bulletin Part-II for information of their members.

*(Circular No. RS.30(4)/2008-Coord.dated 29th September, 2008)*

## Chapter-III

### PRESENTATION AND LAYING OF COMMITTEE REPORTS

#### 3.1 Decisions/orders from office note

**3.1.1 Time limit for presentation of Reports of DRSCs:** DRSCs are required to present their reports on Bills within a maximum period of three months. If any extension of time beyond three months is required, the Chairman of the concerned Committee may approach the Hon'ble Chairman for such extension. However, this would only be a general rule and depending upon the urgency of the proposed legislation, the Hon'ble Chairman, Rajya Sabha, will always have a discretion to reduce the time period as provided and authorized under Rule 273 of the Rules of Procedures and Conduct of Business in the Council of States.

*(File No. RS. 30(1)/2004-Coord. Pgs. 10-11 a/N)*

**3.1.2 Presentation of Reports through a note under the signature of Committee Chairman:** In May, 2009, Committee Section (Commerce) had sought clarification as to whether the Reports of the Department-related Parliamentary Standing Committee to the Hon'ble (DRSCs) are required to be presented by the Chairman of the Committee to the Hon'ble Chairman, Rajya Sabha in person during the inter Session period in accordance with the Direction of Hon'ble Chairman, as notified in the Rajya Sabha Parliamentary Bulletin Part-II dated the 25th January, 1996 or the Report is deemed to have been presented if the authenticated copies thereof with a note under the signature of the Chairman of the Committee is sent to the Hon'ble Chairman, as is the practice prevalent in the Lok Sabha Secretariat. The problem for the Committee Section (Commerce) arose in view of the Hon'ble Chairman, Rajya Sabha being not available on the day when the Chairman of the Committee wants to present the 89th, 90th and 91st Reports of the Committee to him and the Chairman of the Committee would not be available on any other date on account of his contesting the elections to the 15th Lok Sabha. In view of the facts and circumstances of the aforesaid case, it was decided that the Chairman of the Committee on Commerce may be permitted to submit the Reports, alongwith a note under his signature.

*(File No. RS. 1(3)/2009-Coord. Pgs. 3-4/N)*

**3.1.3 Laying of Reports of DRSCs serviced by Lok Sabha Secretariat:** While laying the Reports of the DRSCs, original signatures are required on authenticated copies. Authenticated signatures in Fax copies/Photostat copies of Reports are not permitted to be laid on the Table of Rajya Sabha.

*(File No. RS. 30(1)/2008-Coord. Pgs. 1-2/N)*

## 3.2 Circular

### 3.2.1 Simultaneous presentation of the Reports of the Joint Committees including DRSCs to the Presiding Officers of both the Houses when the Parliament is not in Session: Direction 30 of the Directions by the Chairman, Rajya Sabha, *inter-alia*, provides for presentation of the Report a Committee to the Chairman when the Council is not in Session. Direction 71A of the Directions by the Speaker also provides for a similar procedure with regard to the presentation of a Report to the Speaker when the House is not in Session. There is, however, no rule or direction in either House which specifically deals with the simultaneous presentation of Reports of the Joint Committees to the Presiding Officers of both the Houses when the Parliament is not in Session.

2. Pursuant to Direction 30 of the Chairman, Rajya Sabha, the Report of a Joint Committee during inter-session period, as a matter of practice, is presented by the Chairman of the Committee in person to the Hon'ble Chairman, Rajya Sabha. However, in Lok Sabha, the Report is not actually presented to the Speaker by the Chairman of the Committee and as per the practice being followed, only orders of Hon'ble Speaker regarding presentation of the Report and its printing and circulation are taken on the file. The fact of presentation of the Report to the Presiding Officer and his orders for printing and circulation of the Report is, however, published in the Bulletin for information of the Members. There is at present no practice of simultaneous presentation of Reports of Joint Committees to the Presiding Officers of both the Houses during inter-session period. As per prescribed procedure, such reports are presented to/laid in both Houses during the next Session at the first convenient opportunity.

3. In addition to the aforesaid procedure being followed in the two Secretariats, it has now been decided, with the approval of the Secretaries-General of Rajya Sabha and Lok Sabha, that an authenticated copy of the Report of a Joint Committee as and when presented to the Chairman, Rajya Sabha or the Speaker, Lok Sabha, as the case may be, during inter-session period, may be sent by the concerned Secretariat to the other Secretariat simultaneously through a U.O. note at the level of Divisional Officer for information of the Presiding Officer of the other House. The fact of the presentation of the Report to the Presiding Officer of either House and his orders for printing and circulation of the Report may be published in Bulletins Part II of the two Houses for information of their respective Members. Such Reports may, however, as per prescribed procedure, continue to be presented to/laid in both Houses during the next Session at the first convenient opportunity.

*(Circular No. RS. 20(3)/2003-Coord. Dated 15th January, 2004)*

### 3.3 Note

#### 3.3.1 Presentation of Reports of the Department related Parliamentary Standing Committee (DRSCs) on the Demands for Grants (2008-09):

As per the provisions of Rule 272 of the Rules of Procedure and Conduct of Business in the Council of States, the Department-related Parliamentary Standing Committees are required to consider the Demands for Grants of the Ministries/Departments coming within their purview and make Reports thereon to the Houses, after the general discussion on the Budget in the Houses is over and the Houses are adjourned for a fixed period. Sub-Rule (b) of the said Rule provides that the Committees shall make their Reports within the specified period. The corresponding Rule of Lok Sabha is 331G. It has been informed by the Lok Sabha Secretariat that out of the eight Department related Parliamentary Committees being serviced by the Rajya Sabha Secretariat, only two Committees have adhered to the provisions of Rule 272 and presented the Reports in time whereas the other six Committees have presented some of their Reports on the Demands for Grants after 24th April, 2008 when the guillotine was applied in the Lok Sabha to the consideration of the demands for Grants. There has thus been a clear violation of rules relating to examination of Demands for Grants (2008-09) by a majority of the Committees and presentation of Reports thereon by them.

2. It has to be appreciated that the copies of the Reports of the DRSCs on the Demands for Grants are made available to the Members of both the Houses well before the discussion on the Demands for Grants in the Lok Sabha and the spirit of Rule 272 is not undermined or else the Reports have only academic value. Accordingly, DRSCs were requested to kindly ensure that the delays of this nature in the presentation of their Reports on Demands for Grants do not occur and the provisions of Rule 272 of the Rules of Procedure and Conduct of Business are adhered to.

*(File No. RS. 30(2)/2008-Coord. dated 2nd May, 2008)*

#### 3.3.2 Treating Budget Recess as Inter-Session period of the Parliament for the purpose of Presentation of Reports of Committees to the Presiding Officer(s) of the House(s):

The issue arose on account of the presentation of the 92nd Report on "The Foreign Trade (Development and Regulation) Amendment Bill, 2009" of the Department-related Parliamentary Standing Committee on Commerce. The said Report was to be submitted by the Committee on 29th February, 2010, but Hon'ble Chairman, Rajya Sabha granted extension of time for the presentation of the Report to the House upto 31st March, 2010.

2. In the meantime, the Budget Recess commenced from 17th March, 2010 and the Committee in its meeting held on 16th March, 2010,

authorized its Chairman to approach Hon'ble Chairman, Rajya Sabha for presentation of the Report and orders for its printing, publication and circulation, which was granted by the Hon'ble Chairman on 26th March, 2010.

*(File No. RS. 1/7/3/2010-CC (M.P.))*



## Chapter-IV

### SERVICES OF PARLIAMENTARY REPORTERS

#### 4.1 Circular

##### 4.1.1 Requisitioning of services of Parliamentary Reporters to cover the proceedings of the meetings of the Parliamentary Committees:

It had been impressed upon all the officers in-charge of Parliamentary Committees and the Committee Sections Concerned *vide* circulars Nos. RS/2/2000-Rep. dated the 27th June, 2000 and RS.(xiii)/2001-Com.II dated the 13th August, 2001 to observe the following norms while seeking reporting coverage of the proceedings of the meetings of the Committees/Sub Committees:

- (i) The services of Reporters should be requisitioned only when evidence is to be tendered before the Committees and the officers in-charge of Committee Sections may in particular refrain from requisitioning the services of Reporters during Session periods except in the case of meetings of Select/Joint Committees on Bills where there is requirement of taking evidence. Whenever evidence is to be taken during Session periods, the meeting may be arranged in Parliament House rather than the Annexe;
  - (ii) For internal discussions and other meetings, where only minutes have to be prepared and the officers concerned are expected to take notes, the services of Reporters should not be requisitioned. However, in exceptional cases if the assistance of reporters is required due to any unavoidable reasons, the request should invariably be routed through the Joint Secretary/Additional Secretary in charge of the Committee concerned; and
  - (iii) Apart from the endorsement in the notice for meetings, a separate note should invariably be sent to the Reporters Branch enclosing two complete sets of the relevant papers.
2. It has, however, been reported that these norms are not being strictly adhered to and the services of Parliamentary Reporters are being requisitioned by most of the Committee Sections even when there is no evidence to be taken in the meetings of Committees. This puts extra strain on the Reporters, especially when a number of Committees are meeting simultaneously or such meetings coincide with the Parliament Session causing unnecessary delays in preparing the transcript of the proceedings of the House on daily basis.
  3. All the officers in-charge of Parliamentary Committees/Committee Sections concerned are, therefore, requested to cooperate in the matter

and ensure that the above norms are duly followed while requisitioning the services of Parliamentary Reporters for covering the proceedings of the meetings of the Committees.

*(Circular No. RS 30(4)/2006-Coord. dated 18th July, 2006)*

**4.1.2 Requisitioning of services of Parliamentary Reporters to cover the proceedings of the meetings of the Parliamentary Committees (during Session periods):**

Attention of the Officers dealing with Parliamentary Committees being serviced by the Rajya Sabha Secretariat is invited to the Circular No. RS.30(4)/2006-Coord. dated the 18th July, 2006 on the above subject wherein it was *inter alia* impressed upon them to refrain from requisitioning the services of Parliamentary Reporters during Session periods except in the case of meetings of Select/Joint Committees on Bills where there is urgent requirement of taking evidence, the underlying spirit being that diversion of the Reporters for Committee meetings hampers their covering simultaneously the proceedings of the House. It has, however, been recently noticed that sittings of three Committees were fixed to meet simultaneously at the same time on the 7th March, 2007 during the currency of the Session for taking oral evidence leading to considerable difficulties being experienced by the Reporters' Branch to cover the proceedings of these meetings. It has to be appreciated that with so many Committees meeting simultaneously serious dislocation in attending to the business of the House by the Parliamentary Reporters is caused which has to be avoided. The convening of the meetings of the Committees for oral evidence during the Session period should, therefore, as far as possible, be avoided and if at all it is essential for a Committee to have oral evidence, the meetings of the Committees should be staggered in such a way that they are held on separate days for which the officer-in-charge of a Committee Secretariat should coordinate with his counterparts in the Secretariat/other Committees/Reporters' Branch. To the extent possible, it should be ensured that during the Session period not more than one Committee meets on a single day and such a meeting should preferably be held in the Parliament House to facilitate easy availability of the Reporters.

*(Circular No. RS 30/1/2007-Coord. dated 21st March, 2007)*

## Chapter-V

### MAILING-LIST/CIRCULATION OF COMMITTEE REPORTS

#### 5.1 Decisions/orders from office note

**5.1.1 Revision of Mailing List:** Mailing List for circulation of Committee Reports is to be revised twice a year viz. on 1st January and 1st July each year depending upon the requests from any quarters.

*(File No. RS. 30(2)/2006-Coord. Pgs. 13-14/N)*

#### 5.2 Circular

**5.2.1 Standard format to be followed by Committee Sections with respect to the number of copies of the Reports of Parliamentary Committees to be xeroxed at the time of their presentation to the House(s):**

It has been observed that no uniform practice in the matter of getting copies of Reports of Parliamentary Committees xeroxed from Distribution Section at presentation stage of such Reports is being followed by the Committees Sections concerned and the number of copies for which order is placed varies from Section to Section and in some cases the number is on a very high side thereby putting extra strain on the Distribution Section and causing wastage of paper. Based on the discussions held by the Secretary-General with the Divisional Heads In-charge of Committees in a meeting held on 16 March, 2009 in the light of the difficulties expressed by the Distribution Section and the projected requirement of various Sections, it has been decided that—

- (i) the xeroxed copies of Reports of Committees at presentation stage will be restricted to the number as indicated in **Annexure-I**; and
- (ii) the number of copies of Reports of Committees to be got printed for circulation/retained by the Section concerned to meet its future requirement will be based on the mailing list (**Annexure-II**) issued by the Committee Coordination Section subject to the variations therein being made on the higher side by the Divisional heads concerned depending upon the importance of subject matter of a particular Report where, in their view, demand could be higher on a prolonged basis.

2. The officers in-charge of Committees and the Committee Sections concerned may kindly note the above decisions for due compliance and also ensure that the copies of the Reports are made available for distribution to the Members of Parliament and others concerned at the Publications Counter(s)/Press and Media Unit/PPR Wing, Lok Sabha

Secretariat etc. well ahead of the time of their presentation/laying in the respective Houses on the scheduled day.

*(Circular No. RS. 30(2)/2006-Coord. dated 8th April, 2009)*

### **5.3 Note**

#### **5.3.1 Printing and circulation of reports of the Department-related Parliamentary Standing Committee (DRSCs):**

The following procedure shall be followed by the Committee Sections in the matter of printing and circulation of Reports of the DRSCs:—

- (i) The Reports of the Committee should be got printed at the earliest, but within a period of one month, at the maximum.
- (ii) Printed copies of the Report should be sent to the Members of the Committee through a forwarding letter/Notice.
- (iii) The printed copies of the Reports should also be circulated to all the Members of both the Houses through the Publications Counters of the Rajya Sabha and Lok Sabha Secretariats, no sooner the copies thereof are received. (except the Members of the Committees to whom they should be sent separately with a forwarding letter/Notice).
- (iv) The Members should be informed about the availability of the copies at the Publications Counters through Parliamentary Bulletin Part II both of Rajya Sabha and Lok Sabha.
- (v) Copies of the printed Reports of the Committees should also be sent to the persons whose evidence is taken by the Committee(s).

*(Committee Coordination Section, dated 5th January, 2005: File No. RS.30(2)/2006-Coord.)*

**ANNEXURE-I****Standard format to be followed by Committee Sections while preparing xeroxed copies of reports of Parliamentary Committees at presentation stage**

Sl.	Name of Section/office/ agency	Number of copies (DRSCs)		Number of copies (House Committees)	
		(in Eng.)	(in Hindi)	(in Eng.)	(in Hindi)
1.	Publications Counter (RS) (on demand from Members)	20	15	20	10
2.	Publications Counter (LS) (on demand from Members)	20	10	-	-
3.	PPR Wing, Lok Sabha Secretariat	200	75	-	-
4.	Press and Media Unit, Rajya Sabha Secretariat	30	15	30	10
5.	Committee Section concerned (for their own use and for distribution to offices of Hon'ble Chairman, Deputy Chairman, Secretary General, Secretary and others concerned.)	80	30	50	30
Total:		350	145	100	50

**ANNEXURE-II**

**MAILING LIST FOR CIRCULATION OF PRINTED REPORTS OF  
COMMITTEES**

Sl. No.	Name of Recipient	No. of copies	
		English	Hindi
1.	<b>Hon'ble Chairman's Office</b>	02	01
2.	Hon'ble Deputy Chairman's Office	01	01
	<b>Members of Parliament</b>		
3.	Rajya Sabha M.Ps. through Publications Counter	230	50
4.	Lok Sabha M.Ps. through Publications Counter	450	200
	<b>Officers of Rajya Sabha Secretariat</b>		
5.	P.S. to Secretary-General	01	01
6.	P.S. to Secretary	01	01
7.	All Joint Secretaries	11	-
	<b>*Sections of Rajya Sabha Secretariat</b>		
8.	R&L	02	01
	<b>Sections of Lok Sabha Secretariat</b>		
9.	Lok Sabha Library (Acquisition Section)	10	02
	<b>Ministries/Departments</b>		
10.	Concerned Ministries/Departments	05	02
11.	Ministry of Parliamentary Affairs	02	02
12.	Ministry of Finance (Department of Expenditure) (only Demands for Grants)	10	-
13.	Cabinet Secretariat	01	01
14.	Planning Commission	01	01
15.	President's Secretariat	01	01
16.	Central Vigilance Commission, New Delhi	01	-
17.	Office of C&AG	10	-
	<b>Libraries</b>		
18.	National Library, Belvedere, Kolkata-700027.	01	01
19.	The State Central Library, Town Hall, Mumbai-400023.	01	01
20.	The Connemara Public Library, Egmore, Chennai-600008.	01	01
21.	Dhananjayrao Godgil Library, Pune-411004.	01	01

*\*30 copies in English and 15 copies in Hindi of the Committee Reports may be retained by concerned Committee Sections.*

Sl. No.	Name of Recipient	No. of copies	
		English	Hindi
22.	Nehru Memorial Museum and Library, Teen Murti House, New Delhi-110011.	01	01
23.	Central Secretariat Library, Shashtri Bhawan, New Delhi-110001.	01	01
<b>Institutes/Organisations</b>			
24.	The National Council of Applied Economic Research, Parisila Bhavan, 11, IP Estate, New Delhi-110002	01	01
25.	Indian Law Institute, Bhagwan Das Road, New Delhi-110001	01	-
26.	The Department of Public Administration, Punjab University, Chandigarh	01	-
27.	Uttar Pradesh Academy of Administration, Sector D, Aliganj, Lucknow-226001.	01	01
28.	Gokhale Institute of Public Affairs, Bull Temple Road, N.R. Colony, Bangalore-560019.	01	01
<b>State Governments/Legislatures</b>			
29.	Chief Secretaries of the Governments of Arunachal Pradesh, Bihar, Chhattisgarh, Himachal Pradesh, Mizoram, National Capital Territory of Delhi and West Bengal	07	07
30.	Secretaries of State Legislatures of Andhra Pradesh, Chhattisgarh, Goa, Kerala, Madhya Pradesh, Mizoram, Nagaland, Punjab, Uttar Pradesh and West Bengal.	10	10

## Chapter-VI

### DIRECTIONS/GUIDELINES OF CHAIRMAN, RAJYA SABHA AND RELATED MATTERS

#### A. Directions by the Chairman, Rajya Sabha

##### 6.1 Parliamentary Bulletins—Part-II

###### 6.1.1 Statement by Minister on Committee Reports:

In pursuance of the provisions of Rule 266 of the Rules of Procedure and Conduct of Business in the Council of States, the Chairman, Rajya Sabha, has on the 24th September, 2004 issued the following Direction:—

###### **"STATEMENT BY MINISTER ON COMMITTEE REPORTS**

The Minister concerned shall make once in six months a statement in the House regarding the status of implementation of recommendations contained in the Reports of the Department-related Parliamentary Standing Committees of Rajya Sabha with regard to his Ministry."

*(R.S. Bulletin, Part-II: Para No. 41654, dated 28.9.2004)*

###### 6.1.2 Evidence of officials of ministries/departments and chief executives of public sector undertakings/banks etc. before DRSCs

In pursuance of the provisions of Rule 266 of the Rules of Procedure and Conduct of Business in the Council of States, the Chairman, Rajya Sabha, has on the 4th July, 2006 issued the following Direction:—

###### **"EVIDENCE OF OFFICIALS OF MINISTRIES/DEPARTMENTS AND CHIEF EXECUTIVES OF PUBLIC SECTOR UNDERTAKINGS/BANKS ETC. BEFORE DEPARTMENT- RELATED PARLIAMENTARY STANDING COMMITTEES**

A Department-related Parliamentary Standing Committee, in dealing with the subjects relating to the Ministry/Department under its purview, in the normal course examines only the officials of such Ministry/Department. However, sometimes it may become necessary for the Committee to seek the views of other Ministry/Department of the Government of India which does not directly fall within its purview. In such cases, the representatives of such Ministry/Department could be called to appear before the Committee. However, in case Chief Executives of PSU/Bank/Organisation under such Ministry/Department are also required to be examined, orders of the Chairman, Rajya Sabha shall be obtained before such officials are asked to appear before the Committee."

*(R.S. Bulletin, Part-II: Para No. 32054, dated 6.7.2006)*



## 6.2 Circular

### 6.2.1 Procedure for scrutiny of statements on the status of implementation of recommendations contained in the Reports of the DRSCs made by the Ministers pursuant to the Direction issued by the Hon'ble Chairman on the 24th September, 2004 and matters related thereto:

As all the officers/sections dealing with the Department-related Parliamentary Standing Committees are aware, pursuant to the Direction issued by the Hon'ble Chairman, Rajya Sabha on the 24th September, 2004, the Minister concerned is required to make once in six months a statement in the Rajya Sabha on the status of implementation of recommendations contained in the Reports of the Department-related Parliamentary Standing Committees (DRSCs) with regard to his Ministry. There is, however, no clear procedure laid down as regards the follow-up action to be taken by the Committee Sections concerned on such statements and to monitor whether such statements are being made within the stipulated period. The matter was accordingly examined in a meeting of Additional Secretary and Senior officers, in-charge of Department-related Parliamentary Standing Committees, convened by the Secretary-General on the 19th February, 2007, in which the following procedure was agreed to:—

- (i) The Rajya Sabha Parliamentary Bulletin Part-I contains a brief record of the proceedings of the House on day-to-day basis and accordingly as and when the statements are made/laid by the Ministers, they will be reflected in the said Bulletins. The Committee Sections concerned will accordingly peruse the Bulletin and if a statement has been made/laid by a Minister, they will procure the copies of the statement from the Table Office;
- (ii) If the statements are not made by the Ministers within the stipulated period of six months, the Committee Sections concerned shall immediately take up the matter with the Ministry concerned;
- (iii) If a request for extension of time for making a statement is received from the Minister/Ministry concerned, the same will be examined by the Committee Section concerned and placed before the Hon'ble Chairman, Rajya Sabha for his consideration/orders. The orders of Hon'ble Chairman will be communicated to the Ministry by the Sections concerned; and
- (iv) The Committee Section concerned shall examine the statement made/laid by the Minister in the light of the relevant Action Taken Report (ATR), if already presented, or Action Taken Notes already received and discrepancies, if any, between the two as well as other deficiencies, will be brought to the notice of the Committee for such action as it may deem appropriate. Having regard to the underlying spirit of the Direction issued by the Hon'ble Chairman, Rajya Sabha, the focus of the Sections in the matter of examination

of the statements will be on qualitative aspect of implementation of the recommendations of the Department-related Parliamentary Standing Committees (DRSCs) as contained in their Reports.

*(Circular No. RS. 30(3)/2003-Coord. dated 21st March, 2007)*

**6.2.2 Procedure for scrutiny of statements on the status of implementation of recommendations contained in the Reports of the Department-related Parliamentary Standing Committees (DRSCs) made by the Ministers pursuant to the Direction issued by the Hon'ble Chairman on the 24th September, 2004 and matters related thereto (Clarifications):**

Attention is invited to the circular of even number dated the 21st March, 2007 on the above subject. The procedure laid down therein with regard to the follow-up action to be taken by the Committee Sections concerned on Statements made by the Ministers every six months on the status of implementation of recommendations contained in the Reports of the DRSCs is fairly exhaustive but still some doubts have been raised whether the statements by Ministers are also required on the Reports of the DRSCs on Action Taken Reports (ARTs); whether there is any cut off date for the Reports on which statements are required to be made; and in cases where the Ministers have not made a single statement, what action needs to be taken by the Section concerned.

2. It is clarified that the Direction of the Hon'ble Chairman, Rajya Sabha dated the 24th September, 2004 makes no exception in respect of any category of Reports of the DRSCs on which Minister concerned has to make a statement and viewed in that context the Minister concerned has to make a statement even on the Reports of the DRSCs on ARTs, if there are any recommendations in such reports which require any action to be taken by the Ministry. However, as per the clarifications given to the Ministry of Parliamentary Affairs by the Rajya Sabha and the Lok Sabha Secretariats in response to certain procedural issues *vis-a-vis* the implementation of the Directions issued by the Hon'ble Chairman, Rajya Sabha and the Hon'ble Speaker, Lok Sabha, the Ministers have been exempted from making statements on the Reports of the DRSCs on Bills. The six monthly Ministerial statements on the status of implementation of the recommendations contained in the Reports of the DRSCs are, therefore, required to be made on all the reports except the Reports on Bills. As regards, cut off date with respect to the Reports of the DRSCs on which six monthly statements are required to be made by the Ministers concerned, it should be the date of issuance of the Direction *viz.*, 24.9.2004. In cases where the statements have not been made within the stipulated period of six months, para (ii) of the Circular dated the 21st March, 2007 under reference already provides that the Committee Section concerned shall immediately take up the matter with the Ministry concerned.

*(Circular No. Rs. 30(3)/2003-Coord dated 3rd June, 2008)*

**6.2.3 Procedure for scrutiny of statements on the status of implementation of the recommendations contained in the Reports of the Department-related Parliamentary Standing Committees (DRSCs) made by the Ministers pursuant to the Direction issued by the Hon'ble Chairman on the 24th September, 2004 and the Matters related therewith (further clarifications):**

Attention is invited to the Circular of even number dated the 21st March, 2007 on the above subject in terms of which *vide* para 1 (iii) the procedure with regard to processing of requests received from various Ministries seeking extension of time for making of statements by the Ministers concerned on the status of implementation of recommendations contained in the Reports of the Department-related Parliamentary Standing Committees (DRSCs) pursuant to the Direction issued by the Hon'ble Chairman, Rajya Sabha on the 24th September, 2004 was laid down. The procedure envisaged processing of such requests by the Committee Sections concerned and placing the same before the Hon'ble Chairman, Rajya Sabha for this consideration/orders.

2. This said procedure has been reviewed and the power to consider requests for extension of time has been delegated by the Hon'ble Chairman to the Chairmen of the respective DRSCs. The requests for extension of time received from the Ministries concerned will now onwards accordingly be examined by the Committee Sections concerned and placed before the Chairmen of the Committees being dealt with by them for their consideration/orders. In other respects, the procedure as laid down in the Circular dated the 21st March, 2007 under reference remains unchanged.

*(Circular No. RS. 30(3) 2003-Coord. dated 30th January, 2009)*

**6.3 Note**

**6.3.1 Briefing of Hon'ble Chairman regarding the work done by Department-related Parliamentary Standing Committees and Standing Committees of the House:**

In the past, per the directions of the Hon'ble Chairman, instructions have been issued for submitting information to him regarding recommendations made by Department-related Parliamentary Standing Committee and Standing Committees of the House *vide* Committee co-ordination Section note dated 28.03.2008 and S.G.'s note dated 23.07.2008.

2. Matter has been discussed again with the Hon'ble Chairman and he has now directed that he would like to see copies of the minutes of the meetings of various Department-related Parliamentary Standing Committees and Standing Committees of the House as and when issued. He has further desired that the minutes may be prepared in a succinct and focused manner. In this context, a copy of the minutes of the meeting of the Committee on MPLADS, Rajya Sabha is enclosed for guidance.

*(Office of the Secretary-General: dated 5th September, 2008; File No. RS.8(1) 2008-Com.II)*

## B. Study Tours

### 6.4 Circular

#### 6.4.1 Implementation of Guidelines of Study Tours by Parliamentary Committees:

Hon'ble Chairman, Rajya Sabha has approved the following set of guidelines regarding Study Tours by Parliamentary Committees:—

- (i) Guidelines to Chairmen of Parliamentary Committees; and
  - (ii) Guidelines regarding bearing of expenditure by the Rajya Sabha/Lok Sabha Secretariat on Study Tours of Parliamentary Committees.
2. A copy each of these guidelines is enclosed (*Annexures IV and V*)
  3. It has been decided that these guidelines shall come into force with immediate effect.

(Circular No. RS. 30(1)2003-Coord. Dated 18th May, 2005)

#### 6.4.2 Providing information on number of Study Tour(s), date and venue:

While putting up proposals on file for approval of study tours by Parliamentary Committees to the Hon'ble Chairman, all officers-in-charge of Parliamentary Committees should invariably give information on the following items:—

- (a) Number of Study Tours(s) already undertaken by the Committee during its tenure;
- (b) The date(s) and venue(s) of those Tours(s).

(Circular No. RS 30(1)/2003-Coord. dated 25th May, 2005)

#### 6.4.3 Guidelines regarding bearing of expenditure by Rajya Sabha/Lok Sabha Secretariat on Study Tours of Parliamentary Committees:

Attention is invited to the Tour Guidelines, viz. (i) Guidelines to Chairmen of Parliamentary Committees; and (ii) Guidelines regarding bearing of expenditure by Rajya Sabha/Lok Sabha Secretariat on Study Tours of Parliamentary Committees, circulated vide Committee Coordination Section Circulars of even number dated May 18 & 20, 2005. To facilitate proper settlement of bills regarding expenditure on tours, all Committee Sections are requested to adhere to the following steps:—

- (i) The host organization may be directed to bifurcate the bills into two categories *i.e.* bills in respect of Members and separate bills in respect of officials in order to enable MS&A Section and Estt. (A/cs.) Section to examine and settle the bills, respectively.
- (ii) While scrutinizing the bills presented by the host organizations in the first instance, the concerned Committee Section shall intimate

the amount of additional/inadmissible expenditure incurred by any Member to MS&A Section for recovery in case he/she fails to repay the same. Similarly, recovery, if any in respect of officers/staff will be intimated to Estt. (A/cs.) Section.

*(Circular No. RS. 30(1)/2003-Coord. dated 17th June, 2005)*

#### **6.4.4 Implementation of Guidelines regarding Study Tours by Parliamentary Committees:**

Attention is invited to the Circular of even number dated the 18th May, 2005 on the above subject whereby a copy each of the—(i) Guidelines to Chairmen of Parliamentary Committees; and (ii) Guidelines regarding bearing of expenditure by Rajya Sabha/Lok Sabha Chairman, Rajya Sabha was brought to the notice of the Officers in-charge of Parliamentary Committees and others concerned for due compliance. Further to the Guidelines to Chairmen of Parliamentary Committees, Hon'ble Chairman has on the 4th July, 2006 approved another Guideline, a copy of which is enclosed (*Annexure-VI*)

*(Circular No. RS. 30(1)/2003—Coord. dated 6th July, 2006)*

#### **6.4.5 Processing of bills received from organizations concerned for reimbursement of expenditure incurred on the study visits of Parliamentary Committee—procedure regarding:**

As all the Committee Sections are aware, in para II of the "Guidelines regarding bearing of expenditure on study tours of Parliamentary Committees by the Rajya Sabha/Lok Sabha Secretariats", as published in Rajya Sabha Parliamentary Bulletin Part-II dated May 18, 2005, the detailed procedure for processing of bills received from the organizations concerned claiming reimbursement of expenditure incurred by them on the study visits of the Parliamentary Committees has been provided. However, some queries have been raised and doubts expressed by some of the Officers/Sections on some procedural aspects connected with the processing of bills. The matter was considered by the Secretary-General, Rajya Sabha in a meeting with Senior Officers held on the 11th December, 2006 and based on the decisions taken in the said meeting, the following instructions are issued:

- (a) The concerned Ministries/Departments of the Government of India should be the nodal organization through which the field organizations should submit their bills. All bills-related queries made by the field organizations and by the Secretariat should be routed through the nodal Ministry/Department so designated for a particular visit;
- (b) The concerned Committee Section should thoroughly scrutinize the bills and satisfy itself about the admissibility of each item of expenditure in accordance with the Guidelines. The amount of inadmissible expenditure or expenditure which is not in accordance

with the Guidelines, may be deducted from the total amount claimed by the concerned Ministry/Department/Organisation and the file submitted to Secretary-General through the concerned Joint Secretary for obtaining *post-facto* approval of the expenditure incurred. While putting up the proposal for Secretary-General's approval, the Section concerned should point out the details of inadmissible/non-reimbursible expenditure and it should also contain details about expenditure though not permissible under the Guidelines but needs to be approved for justifiable reasons. It shall be the responsibility of the senior-most officer, who accompanied the Committee on its visit and the concerned Joint Secretary in-charge of the Committee, to do a counter-scrutiny of the office proposal thoroughly and record in the file that the expenditure preferred for reimbursement is in accordance with the Guidelines. Where a particular expenditure, which is otherwise inadmissible under the Guidelines, is proposed to be regularized for payment, the concerned officers (senior-most officer who accompanied the Committee and the Joint Secretary in-charge) should record a note on that aspect pointing out adequate reasons for doing so before sending the file to Secretary-General for *post-facto* approval. After Secretary-General's approval has been obtained on the basis of the scrutiny of the Section and counter-scrutiny by the concerned senior-most officer and the Joint Secretary in-charge, the bills shall be forwarded to MS&A Section and Estt. (A/Cs.) and Budget Section along with two certificates (as per specimen at **Annexures-VII & VIII**) duly filled in by the senior most officer who accompanied the Committee during the visit and the Committee Officer, respectively, for payment. In all such cases where bills have been forwarded to MS&A Section and Estt. (A/Cs.) and Budget Section after following the procedure prescribed above and if there is any thing objectionable from the audit point of view or otherwise, the same may be brought to the notice of the Secretary-General and his orders obtained as to the disposal of the case;

- (c) The concerned Committee Sections should once again impress upon the Ministries/Departments/Organisations to submit the bills by bifurcating the expenditure in respect of Members and officials. In case the concerned Ministry/Department submits consolidated bill despite being advised to bifurcate them, the concerned Committee Section shall proceed with the scrutiny of the consolidated bill and obtain *post-facto* approval of Secretary-General by following the prescribed procedure. However, at the time of forwarding the bills to MS&A and Estt. (A/Cs.) & Budget Section, a statement may be included therein giving the break-up of expenditure on board, lodging, transport etc. in respect of

Members and officials, wherever feasible, so as to facilitate booking of the amount under appropriate heads.

- (d) Instructions may also be issued to the concerned Ministries/ Departments impressing upon them the need to submit the bills within three months from the conclusion of the Committees' visit.
- (e) The expenditure incurred on the scheduled meetings of the Committee while on tour outside Delhi, should be reimbursed by the Secretariat.

*(Circular No. RS. 30(1)/2003-Coord. Vol. IV. dated 22nd December, 2006)*

**6.4.6 Processing of bills received from organizations concerned for reimbursement of expenditure incurred on the study visits of Parliamentary Committees—procedure regarding (further clarifications):**

Attention of all officers/Sections dealing with the Parliamentary Committees is invited to the Circular of even number dated 22nd December, 2006 on the above-mentioned subject.

2. It has come to the notice that difficulties are being faced while settling bills on expenditure incurred on study tours of Parliamentary Committees submitted by the Committee Sections on account of lack of supporting receipts/vouchers for proper scrutiny of the same. In order to facilitate smooth settlement of the bills, following further instructions are issued:—

- (i) The host organizations may continue to submit a consolidated bill, without supporting vouchers, but item-wise details should be given in the Bill. For example, instead of indicating total Control Room expenses as one item, a detailed break-up of expenditure on Control Room in an Annexure to the consolidated Bill may be given. The Committee Sections and the Pay and Accounts Office may ask for more details, if they consider it necessary for reasonable examination of the bills;
- (ii) A senior officer of the host organization should certify below the consolidated bill that he has verified the claims against original vouchers and found the same to be correct and as per approved rates and in conformity with the guidelines; and
- (iii) The Committee Section, while forwarding the claims to the Pay and Accounts Office, should certify that they have examined the bill in terms of admissibility and found the same to be in order and in conformity with the guidelines.

*(Circular No. RS. 30(1)/2003-Coord. Vol. IV dated 5th January, 2010)*

#### **6.4.7 Avoidance of Committee tours by Joint Secretaries in charge of Parliamentary Committees:**

Attention is invited to Circular Numbers RS/22 (xxii)/95-Personnel dated the 8th November, 1995 and RS/36/2003—Perl. dated the 13th February, 2003 (copies enclosed) wherein it had *inter alia* been emphasized that the officers of the level of Joint Secretaries in charge of Parliamentary Committees should refrain from accompanying the Sub-Committees on outstation tours and in respect of full Committee tours also they may accompany the Committee tours outside Delhi only when absolutely necessary. It has, however, been observed that the instructions contained in these circulars are not being strictly followed causing dis-location/ disruption in the work assigned to them.

2. It is, therefore, once again impressed upon the Joint Secretaries concerned that the instructions contained in the said circulars are strictly adhered to by them and they should avoid tours of Parliamentary Committees/Sub-Committees outside Delhi. Secretary-General has further directed that under no circumstances the Joint Secretaries in-charge of Parliamentary Committees should proceed on committee tours from the date the summons for a Session are issued and till the House is prorogued.

*(Circular No. RS. 30(6)/2003-Coord. Vol. IV dated 5th December, 2008)*

### **6.5 Note**

#### **6.5.1 Study Tours of Parliamentary Committees — giving or accepting of gifts forbidden:**

Para 1(i) of the Guidelines regarding bearing of expenditure on Study Tours of Parliamentary Committees by the Rajya Sabha/Lok Sabha Secretariat (published in the Rajya Sabha Parliamentary Bulletin Part-II Para No. 42206 dated 18.5.2005) forbids the giving of gifts by any organization to the Members of the Committee and accompanying officers during the study visit of a Committee outside Delhi; it also enjoins upon the Members and the accompanying officers of the Committee not to accept any gifts.

Instances have come to the notice where an organization has sought to give a gift item by-passing the Guidelines. In such cases, Members of the Committee may hand over such gifts to the officers accompanying the Committee. It shall be the responsibility of the seniormost officer accompanying the Committee to return such gift items to the concerned Organization at the earliest opportunity and a report to that effect submitted to the Secretary-General.

*(Office of Secretary-General: dated 26th July, 2006: File No. RS. 30(1)/2003-Coord.)*



### **6.5.2 Arrangement for the visits of Parliamentary Committees outside Delhi:**

In the recent past it has been observed that some of the concerned Sections of this Secretariat servicing the Department-related Parliamentary Standing Committees, under the jurisdiction and control of Hon'ble Chairman, Rajya Sabha have written to Ministries/ Departments/Organisations, not falling under the jurisdiction of the respective Standing Committee to make arrangements for board, lodging and transport in connection with the Committee's visits to certain places outside Delhi. This practice besides being improper, puts unnecessary burden on the Ministries/Organisations not directly answerable to the concerned Standing Committee.

The Department-related Parliamentary Standing Committees function primarily on the principle of clear cut demarcation of Ministries/ Departments falling under the jurisdiction of each such Standing Committee. Based on that principle, each Committee Section concerned should correspond only with the Ministries/Departments allocated to the respective Committee in matters pertaining to the day-to-day working of the Committee or its visit outside Delhi and when the Standing Committee proposes to visit a place outside Delhi to examine the representatives of PSUs or other organizations like Banks etc., it should be ensured that the Committee Secretariat writes only to the Ministry/Department falling under its jurisdiction for making arrangements regarding the study visit of the Committee. It should be for that Ministry/Department to identify a nodal agency in the field which will coordinate the arrangements. Under no circumstances the Committee Secretariat should approach the Ministry/ Department/Organisation, which do not come within the purview of the concerned Committee, for making arrangements for study tour of the Committee outside Delhi.

*(Office of Secretary-General: dated 7th July, 2006: File No. RS. 30(1)/2003-Coord.)*

### **6.5.3 Study visits of Parliamentary Committees to Union Territories:**

It has been observed that sometimes more than one Parliamentary Committee undertake study visits to the Union Territories during the same period which besides overlapping with one another, strain the limited resources at the disposal of their administrations. Very recently it has been brought to our notice that two Parliamentary Committees and another Committee composed of Members from both the Houses of Parliament have proposed visit to an Island Union Territory simultaneously within a span of few days. The Administration of that U.T. have pointed out that because of the location of the Islands away from the mainland and due to very limited resources in terms of accommodation and other arrangements, it becomes very difficult for them to make arrangements befitting the status of Parliamentary Committees. The Administration of that UT has, therefore, suggested

that with a view to avoiding any embarrassing situation for the Administration and for the Committees, they have suggested that it will be better if the visits can be staggered over a period of time. It has also been suggested that it will be still better if before finalizing the dates of the visits the Secretariat of the Committee consults the concerned Administration in advance about the availability of accommodation and other arrangements during the proposed visits.

The issue has been examined. It has been decided that henceforth, whenever a Parliamentary Committee being serviced by the Rajya Sabha proposes to visit a Union Territory particularly an Island Union Territory, the Officers-in-charge of the concerned Committee should consult the Administration of the concerned UT before finalizing the dates of the visit, so that proper and adequate arrangements could be made by the Administration for the visiting Committee. In case the proposed visit overlaps with a visit by another Committee or Committees, it would be advisable that the concerned Officer-in-charge may discuss the matter with his counterpart in the other Committee with a view to staggering the visits over a period of time and accordingly advise the Chairman of the concerned Committee.

*(File No. RS.30(1)/2003-Coord. dated 12th February, 2007:)*

#### **6.5.4 Approval of Tour Programme for Study Visits of Committees:**

Hon'ble Chairman has directed that whenever Department Related Standing Committees or Standing Committees of the House decide to undertake a Study Visit, the proposal for its approval should always be accompanied by a specific Tour Programme with tentative dates of the Study Visit.

*(File No. RS. 30(2)/2008-Coord. dated 18th August, 2008)*

#### **6.5.5 Constitution of the team of officials to accompany a Parliamentary Committee:**

While constituting the team of officials to accompany a Parliamentary Committee serviced by the Rajya Sabha Secretariat, it should be ensured that at least one senior officer of the level of Deputy Director or above should be available in the concerned Committee Section, while the Committee and its officials are on tour.

*(Office of Secretary-General: dated 29th January, 2009: File No. RS30(6)/2003-Coord. Vol. IV.)*

## ANNEXURE-IV

### GUIDELINES TO CHAIRMEN, PARLIAMENTARY COMMITTEES

- (i) No organisation shall give any gift to the members/officers of the Committee/Sub-Committee/Study Group. All Chairmen will kindly ensure that no gift is accepted by the Committee.
- (ii) Arrangements for accommodation of the Committee/Sub-Committee/Study Group and the officers should be made in Government Guest Houses including Guest Houses of PSUs/MLA Hostels/Circuit Houses, etc. Where the Government Guest Houses are not available or it is not possible to accommodate the entire Committee/sub-Committee/Study Group along with the Officers in a Guest House, arrangements may be made for the stay of the Committee/sub-Committee/Study Group and the officers in Government owned Hotels. Where Government owned Hotels are not available arrangements may be made for the stay of the Committee/sub-Committee/study Group and the officers in good Hotels befitting the status of a Parliamentary Committee. Committee members or accompanying officers shall not ask for any particular hotel or five-star hotel comforts, etc.
- (iii) Serving of liquor to members is strictly prohibited. Any such offers made by the organisation(s) may be promptly turned down.
- (iv) Transport arrangements for Committee members and the accompanying Officers/Staff should be made economically in AC coaches or in cars on shared basis and individual vehicles shall not be provided. Where cars are provided one car should be sufficient for two members of the Committee or two officers accompanying the Committee. Transport provided in excess of the requirements shall be derequisitioned promptly. Transport should be used for Committee work and not for private visits.
- (v) No member should take any other person during the official tours. A member may, however, take his/her spouse on tour on medical grounds with the prior permission of the Chairman of the Committee. In exceptional cases *i.e.* in case of extreme necessity where the member's spouse is not able to accompany him/her on tour due to medical or other reasons, the member may take any other person on tour with the prior permission of the Chairman through the Chairman of the Committee concerned. In such cases, the member shall bear all expenses including board, lodging and transport, etc., in respect of his/her spouse or attendant. In case any person accompanies a member without prior permission, the member shall not only bear all the expenses of the accompanying person but would also be liable to be debarred from undertaking any further Committee tours.
- (vi) The Committee on tour shall not entertain any requests for lunches, dinners or receptions from private persons/organizations.
- (vii) Visits by Committee to places not included in the official tour programme, excepting local sight-seeing, should be avoided.

**RAJYA SABHA**  
*Parliamentary Bulletin*

**PART-II**

**No. 42206**

**WEDNESDAY, MAY 8, 2005**

**No: 42206**

*Committee Coordination Section*

**Guidelines regarding bearing of Expenditure on Study Tours of Parliamentary Committees by the Rajya Sabha/Lok Sabha Secretariat**

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

**I. Administrative arrangements to be made by the Government/organisations concerned:**

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

**(a) Stay Arrangements:**

Arrangements regarding accommodation for the Committee (reference to Committee would include Sub-Committee/Study Group) and the officers shall be made in one Government Guest House (Reference to Government Guest Houses includes Guest House of PSU/MLA Hostel/Circuit House, etc.). It should be ensured that all the necessary facilities are provided and that the place of stay is clean and the room tidy and no inconvenience is caused to members.

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

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

Arrangements may be made as under:—

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

**(b) Control Room:**

A room at the place of stay of the Committee, that is, Guest House/Government owned hotel/hotel, etc. may be booked for operating as a Control Room where two or three senior officers of the organisation may be put on duty to provide assistance to the Committee. The Control Room may be provided with telephone, fax machine and computer. The Control Room will be manned by officials of the organisation concerned round the clock.

**(c) Telephone Facilities**

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

**(d) Laundry Service**

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

**(e) Transport Facilities:**

- (i) Members and officers are to be provided with transport facility during their stay at the place of visit. Transport shall also be provided to receive the members/officers on arrival as also to see them off at the Airport/Railway Station.

- (ii) One car is sufficient for two members/officers. An additional car to meet any exigency may also be arranged.
- (iii) Considering the extreme climatic conditions in various parts of the country, AC cars may be arranged wherever necessary.
- (iv) In case a member is with his/her spouse and he/she wants a separate car, the member concerned will have to bear the entire expenditure incurred on using the car exclusively.
- (v) Wherever considered appropriate, an AC coach, instead of a car each for two members/officers, may be engaged and utilised for transport requirements of the Committee members and officers.
- (vi) For making arrangements for the reception and departure of the Committee, a separate van to carry the luggage of members/officers may be arranged.

**(f) Arrangements for Board:**

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

**(g) Arrangements for informal sittings during Study Visits:**

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

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

**(h) Medical requirements:**

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

**(i) Gifts:**

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

**II. Reimbursement of the expenditure to the Government/organisations:**

**(a) Guidelines to be followed by the Rajya Sabha/Lok Sabha Secretariat for reimbursement of expenses:**

- (i) All bills for reimbursement received in the Rajya Sabha Secretariat/ Lok Sabha Secretariat shall be first scrutinised and certified by the Committee Sections concerned and approved by the senior most officer accompanying the Committee regarding the details of the (i) members/ officers who went on tours and (ii) utilisation of guest house/hotel rooms and vehicles and thereafter sent to the MS&A Section and Estt. (A/cs.) Section (Rajya Sabha Secretariat)/B&P Branch (Lok Sabha Secretariat) for necessary action.
- (ii) Any expenses incurred by a member in respect of his/her spouse/ companion taken on tour with or without permission of the Chairman/ Speaker shall not be reimbursed and these shall have to be paid by the member concerned.
- (iii) The MS&A Section, Estt. (A/cs) Section and Pay and Accounts Office (Rajya Sabha Secretariat)/B&P Branch (Lok Sabha Secretariat) shall examine the bills and settle them as per admissible items and guidelines on the subject.
- (iv) The Estt. (Gen.) Section in consultation with Pay & Accounts Office (Rajya Sabha Secretariat)/B&P Branch (Lok Sabha Secretariat) will work out the budget estimates for the tours and the formats for reimbursement of expenditure on tours.

**(b) Reimbursement of the expenditure to the Government/organisation:**

- (i) The Rajya Sabha/Lok Sabha Secretariat will reimburse admissible expenditure incurred on board, lodging and transport, informal sittings, Control Room, medical expenses of an emergent nature of members of the Committee and accompanying officers/staff and other admissible items in respect of the Committee serviced by them during the study tour.
- (ii) For each place of visit, only the nodal organisation in coordination with the other organisations concerned shall raise the bills for the actual expenditure incurred on the admissible items for reimbursement by the Rajya Sabha Secretariat/Lok Sabha Secretariat.
- (iii) For each place, a consolidated bill showing the actual expenditure incurred on various items, the details of members and officers/staff and the rooms occupied by them and the cars/coaches used for their transport and expenditure on other admissible items shall be submitted.
- (iv) The consolidated bill should be certified by a senior officer of the nodal organisation designated for the purpose, to the effect that the amount claimed has been actually incurred and is as per approved rates. It should also be certified by the organisation that they have not incurred any expenditure on the items for which reimbursement is being claimed.
- (v) Details of any other expenditure incurred by the Ministry or organisation in connection with the visit of the Committee, shall also be furnished separately.
- (vi) Reimbursement of expenses will be made not on the basis of advance bookings in respect of rooms and vehicles, etc. but on actual occupancy/ utilisation basis.
- (vii) Any expenditure incurred by members/officers/staff not admissible as per the guidelines, shall be paid by the members/officers/staff themselves. In case they fail to do so, the same shall be debited to their payable dues in the Rajya Sabha/Lok Sabha Secretariat.

**III. Reimbursement of expenditure in the case of Joint Committees:**

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

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

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

These Guidelines shall come into force with immediate effect.

YOGENDRA NARAIN,  
*Secretary-General.*



## **ANNEXURE-VI**

### **GUIDELINES TO CHAIRMEN OF PARLIAMENTARY COMMITTEES OF RAJYA SABHA**

Detailed Guidelines regarding bearing of expenditure on Study Tours of Parliamentary Committees by the Rajya Sabha/Lok Sabha Secretariats were brought into force *w.e.f.* 18th May, 2005. Those Guidelines contained details of items of expenditure on board, lodging and transport etc. for Members and Officers accompanying the Parliamentary Committees in their Study Tours outside Delhi, to be reimbursed by the respective Secretariat.

Instances have come to notice where the PSUs/Organisations entrusted with the responsibility for making necessary arrangements during the tour of a Parliamentary Committee have incurred expenditure which is not reimbursable by the Secretariat on account of its being in excess and beyond the scope of the Guidelines. It is, therefore, enjoined upon the Parliamentary Committees to ensure that during their study tours, the PSUs/Organisations are not required to incur any expenditure which is not reimbursable/missible as per the detailed Guidelines.

**ANNEXURE-VII**

**BILL(S) PAYMENT CERTIFICATE**

Bill No.....Dated.....for Rs.....

Bill No.....Dated.....for Rs.....

TOTAL.....

Received from .....for reimbursement of expenses incurred in connection with making arrangements for Members/Officers and Staff of .....(Committee name) who joined the Study visit of..... (Com. name).....to .....(place).....on.....

**CERTIFIED THAT:**

1. The prior permission of the Hon'ble Chairman to undertake this tour had been obtained on.....
2. The details regarding MPs/Officers who went on tour, utilization of guest house/ hotel rooms and vehicles etc. and the expenditure incurred thereof are in accordance with Guidelines/Circular No. RS. 30(1)/2003-Coord. Dated 20th May, 2005 issued by Coordination Section regarding bearing of expenditure by the Rajya Sabha/Lok Sabha Secretariat on study tours of Parliamentary Committee.
3. Details regarding the bill(s) has/have been made in the Branch Expenditure Control Register at Sl. Nos.....on page no.....
4. Sanction for incurring expenditure to the tune of Rs.....has been obtained from.....on.....
5. The bill(s) does/do not contain any item of expenditure inadmissible under the Guidelines which is to be paid by the Members/Officer/Staff or the item of Expenditure which is to be paid by MP/Officers/Staff is enclosed.
6. The bill(s) is/are in order and may be reimbursed by MSA Section/Estt.(A/cs) & Budget Section.

The cheque for Rs.....may be drawn in favour of.....(Name of Authority) and.....sent to.....(Address)

(Senior Most Officer who accompanied the Committee)  
Designation

(JOINT SECRETARY)

**ANNEXURE-VIII**

**CERTIFICATE**

Certified that the items/services mentioned in the Bill(s) were actually served/provided during the Study Tour of Committee.....  
..... at.....on the date(s) indicated on the bill(s).

Signature.....

Name.....

Designation.....

Date.....

**Appendix-VIII**

**Views of Rajya Sabha Secretariat *vis-a-vis* procedural clarifications issued by the Lok Sabha Secretariat with regard to the Statements to be made by the Ministers on the status of implementation of recommendations contained in the Reports of Department-related Parliamentary Standing Committees**

Sl. No.	Points raised	Remarks/Clarifications of Rajya Sabha Secretariat
1.	Should the Statement envisaged under Direction 73A be made every six months until the recommendations made in a report are fully implemented to the satisfaction of the Parliament?	The Minister concerned shall make the Statement in the House in terms of the Direction of Hon'ble Chairman in respect of the reports of DRSCs except those on the Bills.
2.	Whether any commitment made in the Minister's Statement regarding implementation of a recommendation will be treated as an assurance on the floor of the House?	The assurances, if any, given by the Ministers in the Action Taken Statement shall be commented upon/pursued by the respective DRSC suitably and not by the Committee on Government Assurances. The Committee on Government Assurances, Rajya Sabha is accordingly being informed.
3.	If a Statement already made by a Minister concerned has not fully brought out the status of implementation in respect of each recommendation, should the Minister make another Statement giving recommendation-wise status of implementation as per the Direction 73A?	In case the Statement made by the Minister under Direction of Hon'ble Chairman is found incomplete or incorrect at any point of time, as a natural corollary to the well-established Parliamentary Procedure, the Minister concerned will have to make correcting statement in the House along with the reasons for the lapse.
4.	Should the Minister make Statement even on reports on Bills?	As already mentioned in the suggestion at point no. 1, the Ministers need not make statements with respect to the Reports of a DRSC on Bills.
5.	Whether the Minister concerned should make a Statement or lay it on the Table of the House.	The Minister concerned may make/lay the Statement in the House in accordance with the Direction of the Presiding Officer in the respective Houses.

Sl. No.	Points raised	Remarks/Clarifications of Rajya Sabha Secretariat
6.	Has any format been prescribed regarding a Statement to be made by the Minister?	The Ministers shall make the Statement as per the format used by the Minister of Defence in his Statement in Lok Sabha on 5th May, 2005 with necessary consequential changes in relation to Rajya Sabha.
7.	On the day of expiry of the prescribed period of six months, if the House is not in Session, When is the Minister required to make the Statement?	The Minister shall make the Statement in the House regarding the status of implementation of the recommendations in six months in accordance with Direction of Hon'ble Chairman after presentation of the Report in the House if the House is in session. If the House is not in Session, the Statement should be made as soon as possible but within 15 days after the commencement of the Session.

## Chapter-VII

### JOINT PARLIAMENTARY COMMITTEES (OTHER THAN DRSCs) AND STATUTORY BODIES

#### A. Joint Parliamentary Committees

##### 7.1 Decisions/orders from office note

###### 7.1.1 Constitution of Joint Parliamentary Committees of Lok Sabha:

Constitution of the following Joint Parliamentary Committees of Lok Sabha are to be notified simultaneously in Parliamentary Bulletins Part-II of both the Houses:

- (i) Committee on Public Accounts
- (ii) Committee on Public Undertakings
- (iii) Committee on the Welfare on Scheduled Castes and Scheduled Tribes
- (iv) Joint Committee on Offices of Profit
- (v) Joint Parliamentary Committee on Installation of Portraits/Statues of National Leaders and Parliamentarians in the Parliament House Complex
- (vi) Committee on Empowerment of Women
- (vii) Library Committee
- (viii) Joint Parliamentary Committee on Security in Parliament House Complex
- (ix) Joint Parliamentary Committee on Food Management
- (x) Railway Convention Committee
- (xi) Joint Parliamentary Committee on Maintenance of Heritage Character and Development of Parliament House Complex

*(File Nos. Rs. 6(3)/2003-Coord. Pgs.38-39/N;RS. 9(6)/2003-Coord. Vol.-IPg.60/N;RS. 10(1)/2003-Coord.Pg.42/N;No.RS.10(4)/2003-Coord.PG.12/N;RS.9(7)/2003-Coord.Pg.8/N;RS.4(1)/2003-Coord. Vol-I) Pg. 33/N; RS. 6(1)/2009-Coord. Pg. 6/N)*

**7.1.2 *Suo moto* action for filling up of casual vacancy:** When casual vacancies in Joint Committees serviced by Lok Sabha Secretariat occur in the quota of Rajya Sabha Members, the Section normally intimates that Secretariat to take necessary action. After receiving formal request from them, the Section initiates action for nomination of requisite number of Members of Rajya Sabha for filling up the vacancies. However, if no response is received from that Secretariat after a reasonable time, then the Section is to initiate *suo moto* action for filling up the vacancies.

*(RS. 9(6)/2003-Coord. Pgs. 69-70/N)*

**7.1.3 Revision of election programme:** The programme for election to Joint Parliamentary Committees/Bodies which were already notified in Rajya Sabha Parliamentary Bulletin Part-II, can be revised in exceptional circumstances. A specific case arose in March, 2006 when the number of candidates to be elected to the Committee on Public Accounts was in excess of the number of vacancies to be filled and no withdrawal was made till the last date of withdrawal of candidature. Since Members of Rajya Sabha are elected to this Committee as per the quota determined in the meeting of Leaders of Parties convened by the Minister of Parliamentary Affairs, it was decided to extend the last date for receiving withdrawal of nomination and the date of election so as to facilitate the election of Members as per the agreed Party quotas.

*(RS. 6(1)/2003-Coord. Vol.II Pg. 6/N)*

**7.1.4 Conduct of elections not dependent on the House being in Session:** An issue arose in 2006 as to whether the election schedule to the Committee on Public Accounts, Committee on Public Undertakings and Committee on the Welfare of Scheduled Castes and Scheduled Tribes should be notified in view of shortage of time before the termination of the first part of the Budget Session, 2006. It was decided that the conduct of elections is not dependent on the Houses being in Session and the election schedule falling in the Budget Recess was notified in the Rajya Sabha Parliamentary Bulletin Part-II and the election process completed as per the said schedule.

*(RS.6(1)/2003-Coord. Vol.II Pgs 3-5/N)*

**7.1.5 Number of candidates less than the number of vacancies to be filled on the expiry of the last date for the withdrawal of candidature :** Regulation 2 (3) of the "*Regulations for holding of Elections to Committees by means of single transferable vote of the Lok Sabha*" had been adopted in cases where the number of candidates for election to Bodies/Committees is less than the number of vacancies to be filled. The said regulation is reproduced below:—

"If the number of duly nominated candidates is less than the number of vacancies to be filled on the expiry of the last date for the withdrawal of candidature, the Speaker shall declare all such candidates to be duly elected and shall further appoint dates for receipt of nominations, withdrawal of candidature and for holding an election, if necessary, for the remaining vacancy or vacancies to be filled and shall repeat this process so often as the number of candidates is less than the number of vacancies to be filled."

*(File No. RS.7(9)/2003-Coord. Vol.III Pgs. 5/N)*

## **B. Statutory Bodies**

**7.2.1 Receiving of Notices of Motion before the summons for session or during inter-session period :** Generally, when Notices of Motion for

elections are received before the issuance of summons for session or during inter-session period, they are returned to the concerned Ministry requesting them to send a fresh one after the summons are issued. However, in a case where the intention to move the Motion in the forthcoming Session was clearly specified, it was decided that such Notice of Motions should hold good for the next session and necessary processing may be done after the summons for the next session are issued.

*(File No. RS.6(2)/2003-Coord. Pgs. 58-59/N)*

- 7.2.2 Invalid nomination paper :** Normally, Members of Rajya Sabha who wish to file their nomination as a candidate for election to Statutory Bodies are required to be proposed by a Member of Rajya Sabha and seconded by another Member in a prescribed proforma (*Annexure-IX*). If this procedure is not followed, then the nomination paper submitted by a Member as a candidate for election is treated as invalid.

*(File Nos. RS.5(9)/2003-Coord. Pgs. 3-4/N and RS. 6(3)/2003-Coord. Pgs. 48-49/N)*

- 7.2.3 Withdrawal of nomination of candidature for election to Statutory Bodies by the proposer:** If a Member of Rajya Sabha wishes to withdraw his/her candidature from contesting the election within the stipulated time of withdrawal, then the Member is normally required to withdraw his/her candidature by intimating the same under his signature or in a prescribed proforma (*Annexure-X*). However, a case arose in 2007 where Dr. Barun Mukherjee had filed his nomination as a candidate for election to the Central Advisory Board of Archaeology (CABA) whose candidature was proposed by Shri Prasanta Chatterjee. However, Shri Chatterjee subsequently intimated that he wishes to withdraw the candidature of Dr. Mukherjee and he would inform Dr. Mukherjee accordingly. In the absence of any formal rules having been framed for holding of elections in Rajya Sabha for membership of Statutory Bodies/Committees, it was decided to accept the said withdrawal. A similar case also arose wherein Shri Matilal Sarkar, who had seconded the candidature of Shri Mohammed Amin for election to the Committee on Official Language, withdrew the candidature of Shri Amin. The withdrawal as endorsed by Shri Prasanta Chatterjee, their Party Leader, which was accepted and treated as valid.

*(File Nos. RS.6(7)/2003-Coord. Pgs. 67-68/N and RS. 6(16)/2003-Coord. Pgs. 6-7/N)*

- 7.2.4 Resignation from Statutory Bodies/Committees :** Members, who wish to resign from the Committee or Body to which they stand elected/nominated, are required to address their resignation letter to the concerned Authority of that Committee/Body. Relevant extract from M.N. Kaul and S.L. Shakhder's '*Practice and Procedure of Parliament*' (2001, pg. 743) is reproduced below:—

"When a member of the Lok Sabha representing Parliament on a Government Committee, Board, Body, etc. seeks to resign from the



membership of that Body by addressing the Speaker, he is advised to address his resignation to the Chairman/Prescribed Authority of that Committee, Board, Body, etc. by virtue of the office he holds, he ceases to be a member of the Committee when he vacates that office."

*(File No. RS. 6(16)/2003-Coord. Pg. 35/N)*

**7.2.5 Statement to be submitted to Hon'ble Chairman, Rajya Sabha in respect of nomination of Members to Statutory Bodies:** When a request is received from a Ministry for nomination of MP(s) to a statutory body, the Secretariat should submit the proposal to Hon'ble Chairman with the following details:

- Name(s) of MP(s) previously nominated to that Statutory Body/Committee.
- Statement of existing nominations of MPs to different statutory bodies.
- Bio-Data of Members of Rajya Sabha having relevant background/experience in the specialised area of the statutory bodies.

2. On consideration of the above information, Hon'ble Chairman would decide on nominations of suitable MPs cutting across party lines. Wherever felt necessary, Hon'ble Chairman may consult the Leader of the House, Leader of Opposition or Leader of any political party/group.

*(File No. RS. 10(3)/2003-Coord. Vol.II. Pg. 21/N)*

**ANNEXURE-IX**

**RAJYA SABHA**

Nomination for Election to the

\_\_\_\_\_Committee/Body

To

THE SECRETARY-GENERAL,  
RAJYA SABHA.

I hereby nominate Shri/Smt. \_\_\_\_\_ (Division  
No. ....) as a candidate for election to the \_\_\_\_\_

\_\_\_\_\_ Committee/Body.

I have obtained his/her consent to serve on the Committee/Body, if elected.

Place :

Date :

Signature of Proposer

Name of proposer.....

Division No.....

I second the above nomination.

Place :

Date :

Signature of Seconder

Name of proposer.....

Division No. ....

**ANNEXURE-X**

**RAJYA SABHA**

Withdrawal of candidature for election to

the \_\_\_\_\_  
\_\_\_\_\_

To

The Secretary-General,  
Rajya Sabha,

I hereby withdraw my candidature for election to the \_\_\_\_\_  
\_\_\_\_\_

Signature of candidate

Place: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Division No. \_\_\_\_\_

## **Chapter-VIII**

### **PARLIAMENTARY FORA**

#### **8.1 Decisions/orders from office note**

**8.1.1 Quota of Parties for nomination to Parliamentary Fora:** During the re-constitution of the Parliamentary Fora for the term of 15th Lok Sabha, it was decided to invite nomination of one Member for each of the 5 Fora from those parties which had a strength of 10 or more Members and nominations of 2 Members for 2 pre-determined Fora from parties having a strength of 5 and above but below 10 Members. Remaining slots were allotted to 'Others' parties (having strength less than 5), Independent and Nominated Members.

*(File No. RS.14(1)/2009-Coord. Pgs. 11-13/N)*

**8.1.2 Simultaneous notification of re-constitution of Parliamentary Fora:** The re-constitution of the Parliamentary Fora is to be simultaneously notified in the Parliamentary Bulletins Part-II of both the Houses of Parliament.

*(File No. RS.14(1)/2009-Coord. Pgs. 23-24/N)*

## Chapter-IX

### SERVING OF REFRESHMENT IN COMMITTEE MEETING

#### 9.1 Order

##### 9.1.1 Expenditure on light refreshment at meetings of Parliamentary Committees:

In continuation of this Secretariat Order No. RS. 17(1)/93-Com.I, dated the 26th February, 1993, the Secretary-General, Rajya Sabha, has been pleased to direct that—

- (a) refreshments may be served at meetings of the Parliamentary Committees for an amount not exceeding Rs. 11.00/- (inclusive of sales tax) per head per meeting; and
- (b) in special circumstances where the Chairman of a Parliamentary Committee so specifically desires, the ceiling of Rs. 11.00/- per head per meeting on expenditure may be suitably increased to meet expenditure on augmented menu, but in any case the expenditure should not exceed Rs. 15.00/- (inclusive of sales tax) per head per meeting.

2. The revised orders take effect from the 9th November, 2004.

*(Order No. RS. 30(2)/2004-Coord. dated 11th November, 2004)*

##### 9.1.2 Expenditure on light refreshments served at the meetings of Parliamentary Committees:

In continuation of this Secretariat Order No. RS. 30(2)/2004-Coord., dated the 11th November, 2004 on the above subject, the Secretary-General, Rajya Sabha, has been pleased to direct that—

- (a) refreshments may be served at meetings of the Parliamentary Committees for an amount not exceeding Rs. 13.00/- (inclusive of VAT) per head per meeting; and
- (b) in special circumstances, where the Chairman of a Parliamentary Committee so specifically desires, the ceiling of Rs.13.00/- per head per meeting on expenditure may be suitably increased to meet expenditure on augmented menu, but in any case the expenditure should not exceed Rs. 18.00/- (inclusive of VAT) per head per meeting.

2. The revised orders take effect from the 28th August, 2007.

*(Order No. RS 30(3)/2007-Coord. dated 30th August, 2007)*

## 9.2 Note

### 9.2.1 Expenditure on refreshments/lunches etc. served in the meetings of Parliamentary Committees:

Attention is invited to the Order No. 30(3)/2007-Coord. dated the 30th August, 2007 in terms of which the ceiling of expenditure prescribed for refreshments served in the meetings of Parliamentary Committee is Rs. 13 (including VAT) per head per meeting which may, in special circumstances, be raised to Rs. 18 (including VAT) per head per meeting for augmented menu, if the Chairman of a Parliamentary Committee so specifically desires. Prior approval of Secretary-General, Rajya Sabha in terms of Circular No. 26(3)/2002-Com. II dated the 5th December, 2002 (*Annexure-XI*) is, however, mandatory in case lunch/dinner etc. is required to be served in connection with the meetings of the Committees. It has, however, been observed on the basis of some bills submitted to the JS (D) by the Committee Sections concerned that prior approval of Secretary General for lunch(es) was not obtained.

2. Secretary/Joint Secretaries in-charge of the Committees are, therefore, requested to kindly ensure that the instructions contained in the said Order/Circular are strictly followed by the Committee Sections concerned and where in exceptional circumstances the expenditure on refreshments in Committee meetings for some reason exceeds the prescribed limit or the lunch is served without obtaining prior approval of Secretary-General, the matter should be submitted to him for *ex-post-facto* approval before the bills are processed and sent by the Committee Sections concerned for settlement.

3. This issues with the approval of Secretary General.

(Office of JS(M): dated 31st October, 2008: File No. RS 30(3)/2007-Coord.)

## 9.3 Decisions/orders from office note

**9.3.1** The monetary limit for the refreshment served in the Committee meetings should be applicable to those cases where Chairman has attended his office and served refreshment.

(File No. RS 5/1/2008-Committee-III (PF) Pg 8/N [RS 30(2)/2004-Coord.]

ANNEXURE-XI

**RAJYA SABHA SECRETARIAT**  
**(COMMITTEE SECTION-II)**

**No. RS 26(3)/2002-Com. II**

Dated the 5th December, 2002

**CIRCULAR**

**Sub: Prior administrative approval of Secretary-General for serving of lunch/dinner in Committee Meetings—reg.**

It has been observed that in some cases lunch has been served during the meetings of the Committees without the concerned Committee Sections obtaining prior administrative approval of Secretary-General, which is not in consonance with the financial provisions. It is, therefore, impressed upon all the Committee Sections that in cases where lunch/dinner, etc. is required to be served in connection with the meetings of various Committees, prior administrative approval of Secretary-General must be obtained.

Sd/-  
(H.C. SETHI)  
Under Secretary

To,

All the Officers in-charge of Committee Sections  
All the Committee Sections  
P.S. to S.G./A.S./J.S.(J)/J.S.(C)/J.S.(D)

## **Chapter-X**

### **OFFICES OF PROFIT**

#### **10.1 Decisions/orders from office note**

**10.1.1 Similar cases to be referred to the Joint Committee on Offices of Profit (JCOP):** Whenever a request for election/nomination to different Committees/Bodies of the Central/State Governments is received, the matter is examined in the light of whether the Committees/Bodies have been exempted from being an office of profit by the Parliament (Prevention of Disqualification) Act, 1959, and also whether similar cases have been cleared by the JCOP, before the matter is referred to the JCOP for their consideration. If the same has been exempted from being an office of profit or a similar case has been cleared by the JCOP, the matter is placed for the approval of Hon'ble Chairman, Rajya Sabha without referring the matter to that Committee and the Hon'ble Chairman normally gives his approval in such cases. However, Hon'ble Chairman, Rajya Sabha has now directed that since the weight of practice is to refer these matters to the JCOP, such similar cases should also be referred to that Committee to safeguard the interest of the Hon'ble Members.

*(File No. RS 12(2)/2007-Coord Pg. Nos. 21-27)*

**10.1.2 Withholding assent by Hon'ble Chairman, Rajya Sabha:** While giving its recommendation on the issue regarding approval to nomination of Members of Rajya Sabha to different Committees/Bodies of the Central/State Governments, the JCOP has, of late, started to add note of caution that its recommendations are of advisory nature and, as such, cannot give protection to the Member from disqualification under the law until and unless they are giving statutory effect by the Government by suitably amending the Parliament (Prevention of Disqualification) Act, 1959. In view of such conditional clearance by the JCOP, Hon'ble Chairman has decided that permission in such cases be withheld.

*(File No. RS 12(2)/2008-Coord. Pg. Nos. 8-9 and File No. RS. 16(5)/2010-Coord. Pg. No. 5)*

#### **10.2 Rajya Sabha Parliamentary Bulletin Part-II**

**10.2.1** It has been decided that on the eve of every Parliament Session, the following two paras will be issued in the Rajya Sabha Parliamentary Bulletin Part-II

*(File Nos. RS 12(1)/2008-Coord. Pgs. 3-4/N and RS 30(1)/2007-Coord. Pg. 14/N)*

**Procedure to be followed by Members before accepting assignments in order not to incur disqualification for membership of the House**



**under article 102(1)(a) of the Constitution of India**

Members often receive offers of offices in various Committees/Bodies, etc. under the Government of India or State Governments, acceptance of which may result in their incurring disqualification for being Member of the House under article 102(1)(a) of the Constitution. They are, therefore, requested to obtain approval of the Chairman, Rajya Sabha before accepting such offices.

2. Members may kindly note this for information and necessary action.

*(RS Bulletin, Part-II: Para No. 44853, dated 22.2.2008)*

**Observance of Rule 294(1) by Members**

**Attention of members is invited to Rule 294(1) of the Rules of Procedure and Conduct of Business in the Council of States, which reads as under:—**

**"294. Declaration of interests**

(1) 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."

*(RS Bulletin, Part-II: Para No. 44854, dated 22.2.2008)*

## **Chapter-XI**

### **COMMITTEE SOFTWARE**

#### **11.1 Circular**

##### **11.1.1 Uploading of Reports of the Department-related Parliamentary Standing Committees (DRSCs) on the Rajya Sabha Website:**

It has been observed that there is considerable time lag between the presentation of reports of the Department-related Parliamentary Standing Committees (DRSCs) to the respective Houses and their uploading on the Rajya Sabha Website. No uniform practice is being followed in this regard by the Committee Sections concerned. Such Reports, as a matter of fact, need to be accessible to the Members and others concerned on the Website soon after their presentation and delays, if any, in their uploading, defeat this very purpose.

2. It has, therefore, been decided that the Reports of the DRSCs should as far as possible be uploaded on the Rajya Sabha website within two working days from the date of their presentation in the Rajya Sabha/ Lok Sabha.

3. All the Officers in-charge of the DRSCs being serviced by this Secretariat and the Committee Sections concerned are, therefore, requested to take note and ensure that the Reports of Committees are uploaded on the website within the stipulated period.

*(Circular No. RS 1(3)/2009- coord. dated 1st January, 2010)*

## **Chapter-XII**

### **MISCELLANEOUS**

#### **12.1 Discontinuance of Publications**

**12.1.1** The publications namely 'Rajya Sabha Committee Membership' and 'Committees of Rajya Sabha and other Parliamentary Committees and Bodies on which Rajya Sabha is represented' were allowed to be discontinued in 2008 and 2010 respectively on the ground that by the time publication are brought out their contents are invariably obsolete.

*(File No. RS 19(1)/2008-Coord. and RS 18(1)/2010-Coord.)*

#### **12.2 Decisions/orders from office note**

**12.2.1 Code of Conduct—Study tours of Legislative Committees:** The Model Code of Conduct issued by the Election Commission of India does not appear to be in any way applicable to the Parliament or the Study visits of its Committees. However, keeping in view the spirit of the Model Code of Conduct, the Parliamentary Committees generally avoid undertaking study tours to the States/places where the Model Code of Conduct is in force.

*(File No. RS 21(1)/2004-Coord. Pgs. 6-8/N and Letter No. RS 21(1)/2004-Coord. dated 23rd March, 2004)*

#### **12.3 Order**

**12.3.1 Location of DFA on file:** Draft for Approval (DFA), whether it is in respect of a letter or minutes of a meeting should always be placed at the top of the correspondence portion of the file. When the letter has or the minutes have been issued, the concerned Letter/minutes could be kept at the appropriate place in the correspondence portion of the file.

*(Order of Secretary-General: dated 19.2.2010)*