

RULES OF PROCEDURE (INTERNAL WORKING)  
OF  
THE DEPARTMENT RELATED PARLIAMENTARY  
STANDING COMMITTEES  
(RAJYA SABHA)



RAJYA SABHA SECRETARIAT  
NEW DELHI  
2011

## COMMITTEE COORDINATION SECTION

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## PREFACE

This brochure contains the Rules of Procedure (Internal Working) of the Department-related Parliamentary Standing Committees (DPSCs) of Rajya Sabha. These rules have been framed under Rule 266 of the Rules of Procedure and Conduct of Business in the Council of States and are supplemental to the provisions contained in Rules 268 to 277, which relate to the constitution and functions of the DPSCs. In these Rules, the term 'the Committee' means a DPSC serviced by the Rajya Sabha Secretariat.

These Rules of Procedures have been documented for the guidance of the Committee and their secretariat and should be interpreted in the context of the Rules of Procedures and Conduct of Business in the Council of States (Rajya Sabha) and the Directions of the Chairman, Rajya Sabha issued from time to time. The word 'Chairman', wherever it is used in these Rules independently, it stands for the Chairman, Rajya Sabha.

NEW DELHI;  
*October, 2011*  
*Asvina, 1933 (Saka)*

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

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## **CHAPTER-I**

### **Functions of the Department-related Parliamentary Standing Committees**

1. Each of the Standing Committees shall have the following functions, namely:—

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

2. The procedure for examining Demands for Grants and Bills is to be governed by the provisions of rules 272 and 273 of the Rules of Procedure and Conduct of Business in the Council of States.

3. The Committee shall, in connection with examination of Annual Report(s) pertaining to the Ministry/Department, select such subjects contained therein as the Committee may deem fit.

## **CHAPTER-II**

### **Appointment of Sub-Committee(s)**

4. (1) The Committee may appoint one or more Sub-Committee(s) for carrying out detailed examination of subject(s) selected by it.

(2) The Convenor of Sub-Committee(s) shall be appointment by the Chairman of the Committee from amongst the Members of the Sub-Committee.

5. The functions of the Sub-Committee may be broadly as set out in *Annexure-I*.

## CHAPTER-III

### Material to be furnished to the Committee

#### *Calling for Background/Preliminary Material*

6. (1) The Ministry/Department/Organisation concerned with subject(s) to be examined by the Committee/Sub-Committee may be requested in writing by the Secretariat to furnish sufficient number of sets (both in English and Hindi) of the necessary Background/preliminary material relating to the subject(s) for the use of the Members of the Committee/Sub-Committee.

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

#### *Circulation of material to Members*

7. The material related to the subject(s) under examination of the Committee/Sub-Committee(s), as soon as possible, after its receipt in the Secretariat may be circulated to the Members of the Committee/Sub-Committee with a covering letter.

#### *Material circulated to the Committee to be treated as confidential*

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

## **CHAPTER-IV**

### **Sittings of the Committee**

#### *Sittings of Committee/Sub-Committee*

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

#### *Notice of sittings*

10. When the date and time of a sitting of the Committee/Sub-Committee has been fixed by the Chairman/Convenor of the Committee/Sub-Committee, notice thereof shall be issued by the Secretariat to the Members of the Committee/Sub-Committee concerned at both addresses at the earliest. Intimation shall also be given by e-mail and SMS.

#### *Committee/Sub-Committee sittings not open to Media*

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

#### *Attendance of Member other than Members of the Committee*

12. A Member, who is not a Member of the Committee, may be present during the deliberations of the Committee, with the permission of the Chairman of the Committee, but shall not address the Committee nor sit in the body of the Committee.

## CHAPTER-V

### Subject(s) under Examination

#### *Questions and suggestions by Members*

13. (1) The Members of the Committee/Sub-Committee may, after going through the material circulated to them by the Secretariat, suggest points on which further written information is required.
- (2) These questions or points may be sent to the Secretariat seven days in advance of the date of the sitting. Where the Committee/Sub-Committee meets at a short notice, the period of seven days may be reduced by the Chairman/Convenor of the Committee/Sub-Committee.
- (3) The Members may send their suggestions, if any, for the consideration of the Committee/Sub-Committee two days in advance of the date of the sitting of the Committee/Sub-Committee.

#### *Study Tours*

14. (1) The Committee/Sub-Committee may, with prior permission of the Chairman, undertake, if necessary, 'on-the-spot' study of various organizations, institutions and establishments connected with the subject selected for examination (Sample permission note at *Annexure-III* and sample Tour Programme at *Annexure-IV*).
- (2) The Guidelines issued by the Chairman, in consultation with the Speaker, Lok Sabha, from time to time regarding tours of Parliamentary Committees shall be followed during the Study Tours undertaken by the Committee/Sub-Committee.
- (3) Study note of Committee/Sub-Committee shall be prepared by the Secretariat and after approval by the Chairman/Convenor of the Committee/Sub-Committee, the copy thereof shall be circulated to the Members of the Committee/Sub-Committee.

#### *Production/Submission of documents by the Government*

15. (1) The Committee/Sub-Committee may send for persons, papers and records required in connection with the examination of subject in terms of rule 84 of the Rules of Procedure and Conduct of Business in the Council of States. In the case of secret documents required by the Committee/Sub-Committee, such papers may, in the first instance, be made available by Ministry/Department/Statutory or Government Organisation Confidentially to the Chairman of the Committee, unless it is certified by the Minister concerned that the document cannot be made available on the ground

that its disclosure would be prejudicial to the safety or security of the State.

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

*Points for oral examination*

16. (1) The Secretariat shall prepare a list of points or questions for oral examination of the witnesses incorporating therein any suggestions that may be received from Members of the Committee/Sub-Committee in this regard, for the approval of the Chairman/Convenor of the Committee/Sub-Committee.
- (2) Copies containing points or questions for oral examination, as approved by the Chairman/Convenor of the Committee/Sub-Committee, may be circulated in advance to the Ministry/Department/Statutory or Government Organisation and the Members of the Committee/Sub-Committee.

*Procedure when oral evidence taken*

17. (1) The Chairman of the Committee shall read out the following guidelines before start of evidence:—
  - (i) The proceedings of a Committee shall be treated as confidential and it shall not be permissible for a Member of the Committee or any one who has access to its proceedings to communicate, directly or indirectly, to the media any information regarding its proceedings including its report or any conclusions arrived at, finally or tentatively, before the report has been presented to the House.
  - (ii) Whenever a paper or document, marked 'secret' or 'confidential' is circulated to the Members of the Committee, the contents of such paper or document shall not be divulged by any Member either in the minute of dissent or on the floor of the House, or otherwise, without the permission of the Chairman; and where such permission has been obtained, any restriction imposed by the Chairman in regard to the manner in which, or the extent to which, the information contained in the document may be divulged, shall be strictly observed.
- (2) When deliberating on a Bill, the Committee may associate and seek the presence of the officers dealing with the Bill in the concerned Ministry and the Ministry of Law.

*Recall of witness*

18. The Committee may recall any witness to give further evidence on any point(s) in respect of a subject, which is under examination of the Committee.

*Verbatim record of the proceedings*

19. (i) A verbatim record of the proceedings of the sittings of the Committee/ Sub-Committee, at which evidence/briefing by the representatives of the Ministry/non-official witnesses is taken, shall be kept.
- (ii) Verbatim proceedings of the Committee/Sub-Committee, if taken, shall be treated as confidential and shall be made available only if it is laid on the Table of the Houses.

*Correction of proceedings by witness(es)*

20. (1) Verbatim proceedings of the sittings at which evidence has been taken shall be forwarded to the concerned Ministry/Department/witness for confirmation and return of the same within the period specified by the Secretariat.
- (2) Corrections in the verbatim proceedings shall be made neatly and legibly by the Ministry/Department, in ink, and shall be confined to corrections of factual inaccuracies or patent errors only.
- (3) Verbatim proceedings of the sitting(s) of a Committee/Sub-Committee, during which evidence is taken, shall be circulated to the Members of the Committee/Sub-Committee.

*Points on which further information is required*

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

*Minutes of meetings*

22. The Secretariat shall prepare draft minutes of the meeting of the Committee/ Sub-Committee. The Minutes will be approved by the Chairman/Convenor of the Committee/Sub-Committee or the Member who presided over the meeting, as the case may be. The minutes of the meeting, as approved by the Chairman/Convenor of the Committee/Sub-Committee, shall be treated as confidential until they are laid on the Table of the Houses.

23. The minutes of each meeting of the Committee/Sub-Committee, as approved by the Chairman/Convenor of the Committee/Sub-Committee, shall be circulated to the Members of the Committee/Sub-Committee.

*Laying of minutes on the Table of the House(s)*

24. The relevant minutes of the meeting of the Committee/Sub-Committee shall be

presented/laid on the Table of the House(s) along with the report as adopted by the Committee.

*Preparation of Draft Report*

25. (1) While considering the Demands for Grants, the provisions of Rule 272(b) shall be kept in view so that the report of the Committee is presented to the Council immediately when it meets after the recess.
- (2) After the examination of any subject has been completed, the Committee/Sub-Committee may formulate its conclusions and observations/recommendations.
- (3) On the basis of the conclusions/observations/recommendations of the Committee/Sub-Committee, draft report may be prepared by the Secretariat. The drafts report, as prepared by the Secretariat may, after approval by the Chairman/Convenor of the Committee/Sub-Committee concerned, be circulated to the Members of the Committee/Sub-Committee.

*Inclusion of Memoranda, notes etc. in Reports*

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

*Withdrawal or alteration of documents submitted to the Committee*

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

*Adoption of draft Report by the Committee*

28. The draft report together with suggestions, if any, received from the Members, shall be considered at a sitting of the Committee. The report shall be based on broad consensus and in case there is no consensus, it shall embody the decision of the majority of the Members present at the sitting at which the report is considered and adopted.

*Signing (Authentication) of Report*

29. The report of the Committee shall be signed by the Chairman of the Committee on behalf of the Committee, provided that in case the Chairman of the Committee is absent or is not readily available, the Committee shall choose another Member to sign the report on behalf of the Committee.

*Presentation/Laying of Report by the Chairman of the Committee*

30. (1) The report shall ordinarily be presented to the Council by the Chairman of the Committee, but if he is unable to do so, one of the Members of the Committee, who may be authorized by him or the Committee, may present the report. The report is also laid on the Table of the House simultaneously by one of the authorized Members of the Committee.

- (2) After presentation of the report, copies of the report and Press Release highlighting important recommendations of the Committee shall be released to Media for the benefit of the general public.
- (3) As and when a Committee report is presented, either in the Parliament or to the Chairman during the inter-session period, copy of the Press Release should invariably be uploaded in the section 'Press Releases' on the Rajya Sabha website.
- (4) An authenticated copy of the report of the Committee, as and when presented to the Chairman or the Speaker, as the case may be, during inter-session period, shall 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/her orders for printing and circulation of the report shall be published in Bulletins Part II of the two Houses for information of their respective Members. Such report shall, however, as per prescribed procedure, continue to be presented to/laid in both Houses during the next Session at the first convenient opportunity (*Annexure-V*).
- (5) In case the Committee ceases to exist after the presentation of the report to the Chairman and before presentation of the report to the Council, the report shall be laid by the Secretary-General on the Table of the Council at the first convenient opportunity. While laying the report, the Secretary-General shall make a statement to the effect that the report was presented to the Chairman before the Committee ceased to exist; and where it was ordered by the Chairman to be printed, published or circulated, the Secretary-General shall report the fact to the Council.

#### *Distribution of Report*

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

#### *Legislative Synopsis*

32. Legislative Synopsis prepared by the Secretariat of all the important Bills referred to the Department-related Parliamentary Standing Committees shall be printed immediately after the report of the Committee has been Tabled, so that the same may be distributed to the Members before the Bills are taken up for consideration and passage in the Council.

## CHAPTER-VI

### **Procedure for expediting the Reports of Department-related Parliamentary Standing Committees (DPSCs) in respect of Bills referred to them**

33. (i) The time given to the Committees to examine and report on the Bills may be calibrated to the nature and quantum of work involved, such as the number of clauses of the Bill (if it is a new Bill), the number and scope of amendments proposed (in case of an amending Bill), etc.
- (ii) In the first meeting of the DPSC for consideration of a Bill, the time schedule to complete the examination of the Bill and preparation of the report, within the time prescribed by the Chairman, should be worked out and adhered to scrupulously.
- (iii) In case more than one Bill is pending with a Committee for examination, the Committee or the Chairman of the Committee should prioritise the order in which these Bills would be examined.
- (iv) As soon as a Bill is referred to the Committee by the Chairman after its introduction in the Rajya Sabha/Lok Sabha, the concerned Committee Section shall write to the concerned Ministry for furnishing the detailed background note on the Bill and the related documents, for circulation among the Members of the Committee.
- (v) DPSC, as far as possible, should hold its meetings on consecutive days to complete the examination of a Bill.
- (vi) As far as possible, the DPSC should hold its meetings at the Headquarters and invite the witnesses for examination to Delhi itself.
- (vii) In case, a DPSC has to visit institutions, etc., in connection with the examination of a Bill, all the visits relating to one or more Bill(s) may be completed in one study visit.
- (viii) For issue of a public notice to invite suggestions from the public/stakeholders, arrangements may be worked out with DAVP to minimise the time taken in processing of advertisements.

## CHAPTER-VII

### Action Taken Reports

#### *Furnishing of action taken statement by the Government*

34. (1) While forwarding the report on Demands for Grants/Annual Reports/national basic long term policy documents to the Government, the Ministry/Department concerned shall be asked to furnish a statement showing the action taken by them on the recommendations and observations contained in the report of the Committee within three months from the date of the presentation of the report.
- (2) No extension beyond three months shall ordinarily be granted except in exceptional circumstances upto another period of one months with the approval of the Chairman. In case no reply is received during this extended period, the matter shall be placed before the Chairman for his orders.

#### *Scrutiny of action taken statement*

35. (1) The Statement showing the action taken by the Government on the recommendations and observations contained in the report of the Committee shall, with suitable comments thereon, be placed before the Chairman of the Committee and then for consideration of the Committee.
- (2) The draft report on action taken, which may consist of the following Chapters, after approval by the Chairman of the Committee, shall be circulated to the Members of the Committee for their consideration:
  - I. Recommendations/Observations that have been accepted by Government;
  - II. Recommendations/Observations which the Committee does not desire to pursue in view of the reply of the Government;
  - III. Recommendations/Observations in respect of which replies of Government have not been accepted by the Committee; and
  - IV. Recommendations/Observations in respect of which final replies of the Government are still awaited.

#### *Procedure to deal with the Report on Bill(s)*

36. After presentation of a report on a Bill referred to the Committee, the Secretariat to the Committee shall, after the Bill has been passed by the Council, prepare a memorandum/statement indicating whether the observations/recommendations offered by the Committee were discussed/accepted/not accepted/amendments other than those suggested by the Committee were accepted. For this purpose, necessary information may be obtained from the concerned Ministry. The Memorandum/statement shall be

put up to the Chairman of the Committee and after his approval the same may be circulated to the Members of the Committee.

*Circulation of Action Taken Statements*

37. While forwarding the Action Taken Report to the Government, the Ministry/ Department concerned shall be asked to furnish, as early as possible, statements of Action Taken on further recommendations contained in the report. The replies so received shall be consolidated in the form of a "Statement" and after the approval of the Chairman of the Committee, may be circulated to Members of the Committee.

## **CHAPTER-VIII**

### **Payment of T.A/D.A. to Non-official Witnesses**

38. (1) The Committee Section of the concerned Parliamentary Committee, before which non-official witness has appeared, shall forward the details of his/her journey to the MS&A Section along with relevant supporting documents, viz., Air/Rail tickets, if any and a signed T.A. bill form. The concerned Section shall obtain the prior permission of the Chairman of the Committee for the respective journey in case the witness is of a status where such a facility may be extended.
- (2) After obtaining the permission of the Chairman of the Committee for the Air/Train journey, the concerned Committee Section shall obtain the administrative sanction from the competent authority under SR 190 for T.A. Non-official witness for the purpose of D.A. shall be treated at par with the Government Servant of the highest grade. While obtaining the sanction of the competent authority, the mode of journey and the class of entitlement of the non-official witness shall be specifically mentioned.

## **CHAPTER-IX**

### **Press Release/Advertisement**

39. The concerned Committee Section shall notify the fact of the reference of a Bill to the Department-related Parliamentary Standing Committee by the Chairman or the Speaker, as the case may be, on the Rajya Sabha website immediately.

40. If the Committee so directs, the concerned Committee Section will issue an Advertisement in print and electronic media [and put the text of the Bill and the Press Release on the internet in consultation with IT Section (H&S)] to elicit views from the public on the various provisions of the Bill in writing or by e-mail. The press release/ advertisement shall invariably include the main objectives of the Bill, time limit for receiving the views and the contact details of the official of the Secretariat, etc. (*Annexure-VI*).

## **CHAPTER-X**

### **Alterations in Procedure**

41. Any additional points of procedure or modification in these rules, which may be undertaken from time to time, shall be incorporated in these rules after due approval.

## **ANNEXURE-I**

[*Vide* Rule 5]

### **Functions of Sub-Committee(s)**

- (1) To study the Background/Preliminary material furnished by the Ministry/ Department, etc.
- (2) To undertake study tours and prepare study tour-notes.
- (3) To take oral evidence of the representatives of the Ministry/Department etc.
- (4) To indicate the broad points on which draft reports may be prepared.
- (5) To discuss and approve the draft report before circulation to the whole Committee.

## ANNEXURE-IIA

[Vide Rule 6(2)]

### **Points to be covered in the Preliminary/Background material for Demands for Grants (to be furnished by the Department/Ministry)**

- (i) Detailed Demands for Grants.
- (ii) Annual Report.
- (iii) Annual Plan.
- (iv) Outcome Budget.
- (v) Detailed Budget note giving a sector-wise overall view of the actual plan and non-plan allocation and expenditure, for the year\*\*\*\* and the proposed plan and non-plan allocations for the year\*\*\*\*.
- (vi) The text of the \*\*\*\*\* Five Year Plan relating to the Ministry of\*\*\*\*\*.
- (vii) Details of schemes/programmes under operation under the \*\*\*\*\*Five Year Plan alongwith a note on the physical and financial targets fixed for the whole plan period under each scheme and the actual physical and financial targets fixed and achieved during the year \*\*\*\*\*. The reasons for shortfall, if any, in respect of achievements of physical and financial targets and the remedial measures already taken or proposed to be taken in the coming year in respect of each plan scheme/programme.
- (viii) A detailed note indicating the extent to which various items of the Demands for Grants for \*\*\*\*\* stand modified in the light of the recommendations of the Standing Committee's Report on Demands for Grants\*\*\*\*\*.
- (ix) Appropriation Accounts for the year \*\*\*\*\*.
- (x) A consolidated statement showing physical and financial targets and achievements in respect of the plan scheme/programmes in the enclosed proforma Statement No. 1 & 2 in respect of \*\*\*\*\* Plan.
- (xi) The latest Audit Para, if any, contained in CAG Report or Internal Audit on any matter relating to the Ministry and the action taken or proposed to be taken thereon.
- (xii) Details of under-utilization of the allocations made under different Heads during the last three years, if any, along with reasons therefor.
- (xiii) Any other material/document relevant to the consideration of the Demands for Grants.

## ANNEXURE-IIB

[Vide Rule 6(2)]

### **Points to be covered in the Background Material in connection with examination of Bills (to be furnished by the Department/Ministry)**

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

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

## ANNEXURE-II C

[Vide Rule 6(2)]

### **Points to be covered in the Preliminary Material to be furnished (for other subjects) by the Ministry/Department**

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

### ANNEXURE-III

#### COMMITTEE SECTION (HA)

The Department-related Parliamentary Standing Committee on Home Affairs is presently examining Internal Security-Cross-border Terrorism, Infiltration and Coastal Security; Security at Airports in the country; Working of Immigration Office of the Ministry of Home Affairs; Disaster Management in the country, and working of Sardar Vallabhbhai Patel National Police Academy.

2. The Committee, in its meeting held on 2 June, 2011, decided to visit Hyderabad, Andhra Pradesh, tentatively from 4 to 7 July, 2011 to have first-hand information on the above subjects and authorized its Chairman to finalise tentative tour programme. A copy of the tentative tour programme finalized by the Chairman of the Committee is placed below.

3. The Committee, during the study visit, will undertake a visit to the Rajiv Gandhi International Airport, Shamshabad to assess the security arrangements at the Airport and working of Immigration Office there. As part of the examination of Internal Security-Cross-border Terrorism, Infiltration and Coastal Security, the Committee will visit the offices of National Investigation Agency and the NSG Hub and hold discussions with the officers. The Committee will also visit the Sardar Vallabhbhai Patel National Police Academy to assess the working of the Academy. As part of the examination of Disaster Management in the country, the Committee will examine disaster management at the district-level in one of the districts near Hyderabad and hold discussions with the concerned officers of the district. The Committee will hold discussions with the Chief Secretary, Andhra Pradesh on the disaster management in the State.

4. The Committee authorized its Chairman to obtain permission of the Hon'ble Chairman, Rajya Sabha to undertake the proposed on-the-spot study visit to Hyderabad from 4 to 7 July, 2011. Pursuant to the authorization by the Committee, the Chairperson of the DRSC on Home Affairs has written a note to the Hon'ble Chairman, Rajya Sabha seeking permission for the said visit to the Committee.

5. In this connection, it may be stated that the DRSC on Home Affairs has not undertaken any visit since its constitution on 31 August, 2009 and reconstitution on 31 August, 2010\*.

6. Hon'ble Chairman, Rajya Sabha may, therefore, be requested to accord permission to the Department-related Parliamentary Standing Committee on Home Affairs to make on-the-spot study visit to Hyderabad, Andhra Pradesh from 4 to 7 July, 2011, as per the tentative tour programme placed below.

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*\*In case the Committee has already undertaken study tour(s) during its tenure, number of such tour(s), their dates and venues should be mentioned.*

**ANNEXURE-IV**  
**DEPARTMENT-RELATED PARLIAMENTARY STANDING COMMITTEE ON**  
**HOME AFFAIRS**  
**TENTATIVE TOUR PROGRAMME**  
**TO HYDERABAD**  
4th To 7th JULY, 2011

DATE	TIME	
04.07.11 (Monday)	9.00 A.M.	Assembly at Hyderabad and visit to Sardar Vallabhbhai Patel National Police Academy and discussion on its working.
	3.00 P.M.	Visit to NIA office and discussion.
<b>Night stay at Hyderabad</b>		
05.07.11 (Tuesday)	10.00 A.M.	Visit to NSG office and discussions.
	12.00 Noon	Visit to Disaster Management Centre, MCHRD.
	3.00 P.M.	Visit to District Disaster Management in Ranga Reddy district, Hyderabad.
<b>Night stay at Hyderabad</b>		
06.07.11 (Wednesday)	9.00 A.M.	Visit to Disaster Management training at National Industrial Security Academy (NISA) and discussion with officers concerned.
	3.00 P.M.	Discussion with Chief Secretary, Andhra Pradesh on the Disaster Management in the State.
<b>Night stay at Hyderabad</b>		
07.07.11 (Thursday)	9.00 A.M.	Visit to assess security arrangements and Disaster Management set-up at Rajiv Gandhi International Airport, Shamshabad and discussions.
	3.00 P.M.	Visit to Immigration office at the Airport and discussion
<b>Dispersal</b>		

ANNEXURE-V  
RAJYA SABHA SECRETARIAT  
(COMMITTEE COORDINATION SECTION)

No. RS. 20(3)/2003-Coord.

Dated the 15th January, 2004

CIRCULAR

**Subject: 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 of 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.

4. All the officers and the Committee Sections dealing with Joint Committees (*i.e.*, Committees having Members from Rajya Sabha and Lok Sabha) may please see for information and compliance of aforesaid procedure as and when Reports of the Committees are presented to the Chairman, Rajya Sabha during inter-session period. They may also update the Procedure and Practice of the Branch accordingly.

**Sd/-**  
**(G. C. Miglani)**  
**Deputy Secretary.**

**To,**

**All Officers**  
**All Committee Sections**

## ANNEXURE-VI

### Department-related Parliamentary Standing Committee on Human Resource Development

#### INVITES SUGGESTIONS ON

#### THE FOREIGN EDUCATIONAL INSTITUTIONS (REGULATION OF ENTRY AND OPERATIONS) BILL, 2010

The Foreign Educational Institutions (Regulation of Entry and Operations) Bill, 2010 as introduced and pending in Lok Sabha has been referred to the Department-related Parliamentary Standing Committee on Human Resource Development headed by **Shri Oscar Fernandes, MP, Rajya Sabha** for examination and report.

2. A number of Foreign Educational Institutions have been operating in the country and some of them may be resorting to various malpractices to allure and attract student. Due to lack of policy or regulatory regime it has been very difficult to make meaningful assessment of the operations of the foreign educational institutions which has given rise to chances of adoption of various unfair practices besides commercialization. The enactment of a legislation regulating entry and operation of all the foreign educational institutions is necessary to maintain the standards of higher education within the country as well to protect the interest of the students and in public interest. The object of the proposed legislation is to regulate entry and operation of foreign educational institutions imparting or intending to impart higher education or technical education or practice of any profession in India including award of degree, diploma and equivalent qualifications by such institutions. It empowers the Central Government to withdraw the recognition of a foreign educational institution in the event of any violation of the provisions towards maintenance of corpus fund, operational requirements and quality of programmes in India.

3. The Committee has decided to invite memoranda containing views/suggestions from individuals/organizations interested in the subject-matter of the Bill.

4. Those desirous of submitting memoranda to the Committee may send their written memoranda either in English or in Hindi to **Shri Arun Sharma, Joint Director, Rajya Sabha Secretariat, Room No. 540, Fifth Floor, Parliament House Annexe, New Delhi-110001. (Tel: 23035368 and Fax: 23793633) E-mail: arunsharma@sansad.nic.in and rsc\_hrd@sansad.nic.in** within fifteen days from the date of publication of this advertisement. Those who are willing to appear before the Committee for oral evidence besides submitting the memoranda may indicate so. However, the Committee's decision in this regard shall be final.

5. The memoranda submitted to the Committee would form part of the records of the Committee and should be treated as confidential and would enjoy privileges of the Committee. The Committee will have full right on the memoranda received. It may or may not use those memoranda while preparing the report.

6. The Bill has been published in the Gazette of India, Extraordinary, Part II, Section 2, dated the 3rd May, 2010. Copies of the Bill can be had on written request to the above-mentioned Officer or can be downloaded from the official web-site of the Rajya Sabha (<http://rajyasabha.nic.in>) under the caption "**Bills with the Committees**".

## **APPENDIX-I**

### **Extract of Rules relating to Select Committees on Bills**

#### **72. Constitution**

(1) The members of a Select Committee on a Bill shall be appointed by the Council when a motion that the Bill be referred to a Select Committee is made.

(2) No member shall be appointed to a Select Committee if he is not willing to serve on the Committee. The mover shall ascertain whether a member proposed to be named by him is willing to serve on the Committee.

(3) Casual vacancies in a Select Committee shall be filled by appointment on a motion made in the Council.

#### **73. Chairman of Committee**

(1) The Chairman of the Committee shall be appointed by the Chairman from amongst the members of the Committee:

Provided that where the Deputy Chairman is a member of the Committee, he shall be appointed Chairman of the Committee.

(2) 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.

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

#### **74. Quorum**

(1) In order to constitute a meeting of the Committee, the quorum shall be one-third of the total number of members of the Committee.

(2) If at the time fixed for any meeting of the Select Committee, or if at any time during any such meeting, there is no quorum the Chairman of the Committee shall either suspend the meeting until there is a quorum or adjourn the meeting to some future day.

(3) Where the Select Committee has been adjourned in pursuance of sub-rule (2) on two successive dates fixed for meeting of the Committee, the Chairman of the Committee shall report the fact to the Council.

#### **75. Discharge of absent members**

If a member is absent from two or more consecutive meetings of the Select Committee, without the permission of the Chairman of the Committee, a motion may be moved in the Council for the discharge of such member from the Committee.

**76. Members other than members of Committee may be present at a meeting**

Members who are not members of a Select Committee may be present during the deliberations of the Committee but shall not address the Committee nor sit in the body of the Committee:

Provided that a Minister may with the permission of the Chairman of the Committee address the Committee of which he may not be a member.

**77. Casting vote of Chairman of Committee**

In the case of equality of votes of any matters of the Chairman of the Committee or other person presiding shall have a second or casting vote.

**78. Power to appoint sub-Committee**

A Select Committee may appoint a sub-Committee to examine any special points connected with the Bill. the order of reference to such sub-Committee shall clearly state that point or points for investigation. The report of the sub-Committee shall be considered by the whole Committee.

**79. Meetings**

The meetings of a Select Committee shall be held on such days and at such hour as the Chairman of the Committee may fix:

Provided that if the Chairman of the Committee is not readily available, the Secretary-General may, in consultation with the Minister whose Ministry is concerned with the Bill, fix the date and time of a meeting.

**80. Sittings**

A Select Committee may sit whilst the Council is sitting provided that on a division being called in the Council the Chairman of the Committee shall suspend the proceedings in the Committee for such time as will in his opinion enable members to vote in the division.

**81. Venue of Sittings**

No sitting of a Select Committee shall be held outside the precincts of the Parliament House:

Provided that if in any case it is considered necessary to hold such a sitting outside the precincts of the Parliament House, the matter shall be referred to the Chairman whose decision shall be final.

**82. Notice of amendments and procedure in Committee**

- (1) If notice of a proposed amendment has not been given before the day on which the Bill is taken up by the Select Committee, any member may object to the moving of the amendment and such objection shall prevail unless the Chairman of the Committee allows the amendments to be moved.
- (2) In other respects, the procedure in a Select Committee shall, as far as practicable, be the same as is followed in the Council during the consideration

stage of a Bill with such adaptation, whether by way of modification, addition or omission, as the Chairman may consider necessary or convenient.

### **83. Notice of amendments by members other than members of Committee**

When a Bill has been referred to a Select Committee, any notice given by a member of any amendment to a clause in the Bill shall stand referred to the Committee provided that where notice of amendment is such amendment shall not be taken up by the Committee unless moved by a member of the Committee.

### **84. Power to take evidence or call for papers, records or documents**

- (1) A Select Committee shall have power to require the attendance of persons or the production of papers or records if such a course is considered necessary for the discharge of its duties:

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

Provided further that Government may decline to produce a document on the ground that its disclosure would be prejudicial shall be final;

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

- (2) Subject to the provisions of this rule, a witness may be summoned by an order signed by the Secretary-General and shall produce such documents as are required for the use of the Committee.
- (3) A Select Committee may hear expert evidence and representatives of special interest affected by the measure before them.
- (4) No document submitted to the Committee shall be withdrawn or altered without the knowledge and approval of the Committee.

### **85. Procedure for examining witnesses**

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

- (1) The Select Committee shall before a witness is called for examination, decide the mode of procedure and the nature of questions that may be put to the witness.
- (2) The Chairman of the Select Committee may first put to the witness such question or questions as he may consider necessary with reference to the subject matter of the Bill or any connected subject thereto according to the mode of procedure mentioned in sub-rule (1) of this rule.
- (3) The Chairman of the Committee may call other members of the Select Committee one by one to put any other questions.

- (4) A witness may be asked to place before the Committee any other relevant points that have not been covered and which a witness thinks are essential to be placed before the Committee.
- (5) A verbatim record of proceedings of the Select Committee when a witness is summoned to give evidence shall be kept.

**86. Printing and publication of evidence**

- (1) The evidence tendered before the Select Committee under rule 85 may be made available to all members of the Select Committee.
- (2) The Committee may direct that the whole or a part of the evidence or a summary thereof may be laid on the Table.
- (3) The evidence given before a Select Committee shall not be published by any member of the Select Committee or by any other person until it has been laid on the Table:

Provided that the Chairman may, in his discretion, direct that such evidence be confidentially made available to members before it is formally laid on the Table.

**87. Power of Chairman to give directions**

- (1) The Chairman may from time to time issue such directions to the Chairman of the Committee as he may consider necessary for regulating its procedure and the organization of its work.
- (2) If any doubt arises on any point of procedure or otherwise, the Chairman of the Committee may, if he thinks fit, refer the point to the Chairman whose decision shall be final.

**88. Power to make suggestion on procedure**

A Select Committee shall have power to pass resolution on matters of procedure relating to Select Committees for the consideration of the Chairman who may make such variations in procedure as he may consider necessary.

**89. Record of decisions**

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

**90. Reports**

(1) As soon as may be after a Bill has been referred to a Select Committee, the Select Committee shall meet from time to time in accordance with rule 79 to consider the Bill and shall make a report thereon within the time fixed by the Council:

Provided that where the Council has not fixed any time for the presentation of the report, the report shall be presented before the expiry of three months from the date on which the Council adopted the motion for the reference of the Bill to the Select Committee:

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

- (2) Reports may be either preliminary or final.
- (3) The Select Committee shall in its report state whether the publication of the Bill directed by these rules has taken place, and the date on which the publication has taken place.
- (4) Where a Bill has been altered the Select Committee may, if it thinks fit, include in its report a recommendation to the member in charge of the Bill that his a next motion should be motion for circulation, or where the Bill has already been circulated, for recirculation.
- (5) The report of the Select Committee shall be signed by the Chairman of the Committee on behalf of the Committee:

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

- (6) Any member of the Select Committee may record a minute of dissent on any matter or matters connected with the Bill or dealt with in the report; so however, a minute of dissent shall be couched in temperate and decorous language and shall not refer to any discussion in the Committee nor cast aspersions on the Committee or Chairman of the Committee or any member thereof.
- (7) (i) If the opinion of the Chairman of the Committee a minute of dissent contains words, phrases or expressions which are unparliamentary, irrelevant or otherwise inappropriate, he may order such words, phrases or expressions to be expunged from the minute of dissent.
- (ii) Notwithstanding anything contained in (i) above, the Chairman shall have the power to order expunction in like circumstances or to review all decisions regarding expunction from minutes of dissent and his decision thereon shall be final.

#### **91. Presentation of report**

- (1) The report of the Select Committee on a Bill together with the minutes of dissent, if any, shall be presented to the Council by the Chairman of the Committee or in his absence by any member of the Committee.
- (2) In presenting a report the Chairman of the Committee or, in his absence, the member presenting the report shall, if he makes any remarks, confine himself to a brief statement of fact, but there shall be no debate at this stage.

**92. Printing and publication of reports**

The Secretary-General shall cause every report of a Select Committee to be printed, and a copy of the report shall be made available for the use of every member of the Council. The report and the Bill as reported by the Select Committee, shall be published in the Gazette.

## APPENDIX-II

### Directions by the Chairman

#### **1. Evidence of official of Minister/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 subject 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, Dated 6.7.2006]*

#### **2. Evidence of Officials of State Governments before the Parliamentary Committees**

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

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

*[R.S. Bulletin Part-II, Dated 10.4.1984 & 28.1.1999]*

#### **3. Avoidance of Tours During the Budget Recess**

Tours be avoided during the budget recess in view of the important and time-bound business they will have to transact in Delhi in the Standing Committees.

*[Circular No. Rs.2 (4)(Iii)-94-com.iii Dated March 9, 1984 and Reproduced vide Circular No. Rs. 18(1)/99-com. Ii Dated March 17, 1999]*

#### **4. Minute of dissent on the Report of a Committee**

- (1) A minute of dissent on the report of a Committee shall be couched in temperate and decorous language and shall not refer to any discussion in

the Committee nor cast aspersion on the Committee or Chairman of the Committee.

- (2) (i) If in the opinion of the Chairman of the Committee, a minute of dissent contains words, phrases or expressions, which are unparliamentary, irrelevant or otherwise inappropriate, he may order such words, phrases or expressions to be expunged from the minute of dissent.
- (ii) Notwithstanding anything contained in sub-paragraph (1), the Chairman shall have the power to order expunctions in like circumstances or to review all decisions regarding expunction from minutes of dissent and his decision shall be final.

*[R.S. Bulletin, Par-II, Dated 28.11.1994].*

#### **5. Presentation of Report of Committee to Chairman when the Council is not in Session**

- (1) Ordinarily the report of a Committee shall be presented to the Council but in case the Committee completes its report when the Council is not in Session, the Chairman of the Committee may present it to the Chairman.
- (2) The Chairman may order the printing, publication or circulation of the report before it is presented to the Council.
- (3) Where a report is presented to the Chairman or where its printing, publication or circulation has been ordered by the Chairman, the fact shall be published in the Bulletin.
- (4) The Chairman may if so requested by the Committee direct that matters of factual nature or patent errors may be corrected in the report presented to him by a Committee before the report is printed, published or circulated and later presented to the Council.
- (5) The report shall be presented to the Council during the next Session at the first convenient opportunity by the Chairman or in his absence by a member of the Committee. While presenting the report, the Chairman or in his absence the member presenting the report shall confine himself to a brief statement to the effect that the report was presented to the Chairman when the Council was not in session and that orders for its printing, publication or circulation were given by the Chairman.
- (6) Where the Committee ceases to exist after the presentation of the report to the Chairman, and before presentation of the report to the Council, the report shall be laid by the Secretary-General on the Table of the Council at the first convenient opportunity. While laying the report the Secretary-General, shall make a statement to the effect that the report was presented to the Chairman before the Committee ceased to exist and where it was ordered by the Chairman to be printed, published or circulated, the Secretary-General shall report the fact to the Council.

*[R.S. Bulletin, Part-II, Dated 25.1.1996]*

## **6. Time of sittings of the Committee**

Unless the Chairman otherwise permits, no sitting of a committee shall be held after the commencement of a sitting of the Council and before 1500 hours on the days when the Council is sitting.

*[R.S. Bulletin, Part-II, Dated 8.12.2000]*

## **7. 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, Dated 28.9.2004]*

## **8. Advance Notice for Cancellation of Sittings of Committees**

No sitting of a Committee shall be cancelled or rescheduled at short notice. In case such a cancellation/rescheduling is unavoidable, this shall be done by giving an advance notice of not less than three days.

*[R.S. Bulletin, Part-II, Dated 01.12.2010]*

## **9. Reiteration of Rule 294(1) of the Rules of Procedure and Conduct of Business in the Council of States by Chairmen of the Parliamentary Committees**

The Chairman, Rajya Sabha, has directed that at the commencement of every Committee meeting, when a new subject matter is taken up for consideration, the Chairman of the concerned Committee may draw the attention of the Members of the Committee to Rule 294(1) of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha), which reads as under:

### **"294, Declaration of Interests**

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".

*[R.S. Bulletin, Part-II, Dated 17.06.2011]*

## APPENDIX-III

### Guidelines of Study Tours by Parliamentary Committees

#### 1. Guidelines regarding bearing or 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 for 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. Organisation concerned are also not to serve liquor at official dinners/lunches, etc.
- (vi) In case arrangements are made in the organisation's guest houses, the room/lodging charges as applicable to the employees of the organisation will be reimbursed by the 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.

*[R.S. Bulletin, Part-II, Dated 18.05.2005]*

## 2. 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.

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

### **3. Guideline 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/permissible as per the detailed Guidelines.

*[Circular No. RS. 30(1)/2003-Coord., Dated 6th July, 2006]*

### **4. 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 Tour(s) already undertaken by the Committee during its tenure;
- (b) The date(s) and venue(s) of those Tour(s).

*[Circular No. RS. 30(1)/2003-Coord., Dated 25th May, 2005]*

### **5. 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 organizations 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. Processing of Bills received from organizations concerned for reimbursement of expenditure incurred on the study visits of Parliamentary Committees— 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 this 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.) & Budget Section along with two certificates

(as per specimen 'I' & 'II') 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 submit 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.) and 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.

**SPECIMEN-I**

**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 bills(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/officer/staff is enclosed.
6. The bills(s) is/are in order and may be reimbursed by MSA Section/Estt. (A/cs) and 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)

**SPECIMEN-II**

**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 .....

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

**7. Processing of bills received from organizations concerned for reimbursement of expenditure incurred on the study visits of Parliamentary Committees— procedure regarding:**

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/receipts, 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 organisation 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)*

### **8. Avoidance of Committee tours by Joint Secretaries in-charge of Parliamentary Committees:**

Attention is invited to Circular Nos. 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 dislocation/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)*

### **9. Study Tours of Parliamentary Committee - giving or accepting of gifts forbidden:**

Para I (i) of the Guidelines regarding bearing of expenditure on Study Tours of Parliamentary Committee 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 organisation to the Members of the 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 organisation 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 senior most officer accompanying the Committee to return such gift items to the concerned Organisation at the earliest opportunity and a report to that effect submitted to the Secretary-General.

*(File No. RS. 30(1)/2003-Coord., Dated 26th July, 2006)*

### **10. Arrangement for the visits of Parliamentary Committee 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 organisations 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.

*(File No. RS. 30(1)/2003-Coord., Dated 7th July, 2006)*

#### **11. Study visits of Parliamentary Committee 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 date 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)*

**12. 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 date of the Study Visit.

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

**13. 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.

*(File No. RS 30(6)/2003-Coord., Vol. IV, Dated 29th January, 2009)*