



**Parliament of India
Rajya Sabha**

**SECTIONAL MANUAL OF OFFICE PROCEDURE (SMOP)
COUNCIL BRANCH**

**Rajya Sabha Secretariat
(Council Branch)
June, 2010**



Parliament of India
Rajya Sabha

SECTIONAL MANUAL OF OFFICE PROCEDURE (SMOP)

COUNCIL BRANCH
(Table Office, Notice Office & Lobby Office)

Rajya Sabha Secretariat
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PREFACE

Sectional Manuals of Office Procedure (SMOPs) for various Sections/Units in this Secretariat are being brought out for the first time to provide an overview of working of different Sections/Units in the Secretariat and Section specific procedure adopted therein for disposal of work. SMOP of the Council Branch is a part of this exercise. The publication provides the procedure followed in disposal of various items of work dealt by the Table Office, Notice Office and Lobby Office. This publication is intended to serve as a guide for the staff and officers dealing with the day-to-day functioning of the Council Branch.

2. Care has been taken to make the Manual comprehensive and up to date. It is hoped that the publication would be found useful by all those who are associated with the various aspects of the working of the Council Branch.

3. This publication is primarily for internal use in the Secretariat. Suggestions for improvement of this publication are welcome.

New Delhi;
September, 2010

V. K. AGNIHOTRI,
SECRETARY-GENERAL.

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PART-I

TABLE OFFICE

CHAPTER - 1

MAIN RESPONSIBILITIES OF TABLE OFFICE

1.1 Table Office, one of the nodal Council Sections, is primarily concerned with the day-to-day business of the House. The main responsibilities of the Section are as follows:—

- (i) Preparation of List of Business;
- (ii) Coordination of Laying of Papers and Processing and preparation of the Papers to be Laid on the Table, Papers to be laid by a Private Member etc.;
- (iii) Preparation of Memorandum of Business;
- (iv) Preparation of Parliamentary Bulletin Part-I;
- (v) Preparation of Obituary references and References by the Chair on important national and international events;
- (vi) Statements by Ministers;
- (vii) Maintaining Minutes Book of the Council;
- (viii) Preparation of duty roster for the Table for each Session;
- (ix) Coordination work relating to issue of Parliamentary Bulletin Part-II;
- (x) Matters pertaining to the election of Members in Biennial/Bye-elections; vacation of seats by Members due to various reasons, filling of causal vacancies etc. and other matters incidental thereto;
- (xi) Change in style of name of Members;
- (xii) Allocation of seats and division numbers in the Chamber;
- (xiii) Making arrangements for Oath/Affirmation by Members and maintaining Roll of Members;
- (xiv) Business Advisory Committee;
- (xv) Recognition of Parties/Groups and Leader of the House/Leader of Opposition in Rajya Sabha, Nomination of Members on the Panel of Vice-Chairmen;
- (xvi) Preparation of various Statements indicating Party Position in Rajya Sabha, Term of Office of Members, Names of Office-Bearers of various Parties/Groups, Alphabetical List of Members, Lady Members, Time Lost due to interruptions, Time Allotment to various parties/groups during each Session, List of Speakers for various discussion in the House etc.;
- (xvii) Preparation of Valedictory Address and Statistical Information regarding each Session;
- (xviii) Preparation of Resume of the Business transacted by the Rajya Sabha after each Session;
- (xix) Divisions held in the Rajya Sabha;
- (xx) Suspension/Expulsion/Withdrawal of the Members from the service of the House;
- (xxi) Personal Explanation by Members/Ministers;
- (xxii) Election to the Office of the President, Vice-President and Deputy Chairman, Rajya Sabha;
- (xxiii) Work relating to making arrangements for the Customary dinner/lunch meetings hosted by Hon'ble Chairman, Rajya Sabha on the eve of each Session and Function/Dinner to bid farewell to the outgoing Hon'ble Chairman, Rajya Sabha;
- (xxiv) Preparation and issue of the publication 'List of Members of Rajya Sabha' showing their permanent/Delhi Address and Telephone Numbers etc., and Alphabetical List of Members;
- (xxv) Preparation and publication of the booklet 'List of Council of Ministers';

- (xxvi) Preparation and publication of the booklet 'General Information for Members of Rajya Sabha';
- (xxvii) Disqualification of Members on ground of Defection (Cases under Anti-Defection Law);
- (xxviii) Issue of Membership Certificates to former Members of Rajya Sabha and providing details of term of office of Ex-MPs in their pension papers;
- (xxix) Regular updation of data on the Members Information System (MIS), Precedent Management System (PMS) and Dashboard Application Software showing the Division Nos., Party and Seating Arrangement of Members of Rajya Sabha; and
- (xxx) Preparation and publication of 'Biographical Sketches of Members' (Consolidated Who's Who).

CHAPTER - 2

LIST OF BUSINESS

2.1 Definition and Statutory Provisions: A List of Business is an Agenda Paper for a day's sitting of the House or Order Paper for the day containing the list of items of business, Government and Private Members', which are scheduled to be taken up in the House on a particular day or a number of days in the order as indicated therein. A List of Business is prepared for each day that the Rajya Sabha has a sitting, as required under Rule 29(1) of the Rules of Procedure and Conduct of Business in the Council of States. For the purpose of facility of reference, a List of Business may be identified as the Main List which is issued for the day's business, combined list of business which may be issued for two or more days. List of Business may supercede the earlier list, Revised List of Business, which is issued for re-arrangement, expansion or Supplementary List of Business which may be issued for inclusion of additional items not figuring in the main list of business.

2.1.1 The opening day of the first Session in a year begins with the President's Address to the joint sitting of both Houses of Parliament (Rajya Sabha and Lok Sabha) in the Central Hall. The sitting of the Rajya Sabha on that day commences half-an-hour after the conclusion of the President's Address and concludes after laying of a copy of the President's Address on the Table by the Secretary-General and making obituary references/other references, if any and tabling of important papers like Ordinances, Statement of Bills passed by the Houses of Parliament during the previous Session, Reports of Parliamentary Standing Committee etc. No other Business, Government or Private Members' is taken up on that day. There is also no Question Hour on that day. Therefore, the List of Business for that day includes only the above-mentioned items.

2.1.2 Similarly, no other Business including Question Hour is taken up on the day of presentation of the General Budget, usually the last day of February. The House usually meets at 1.30 p.m. on that day after presentation of the Budget in Lok Sabha for tabling of the Budget and Fiscal Policy Statements and thereafter adjourns for the day. The List of Business for that day therefore indicates the said Business only.

2.2 Procedure regarding preparation of List of Business: In respect of other Sessions during the year, a List of Business for the opening day of the Session is normally issued five days prior to the commencement of the Session. In this regard, the Ministry of Parliamentary Affairs is requested through a U.O. Note to furnish the list of Government Business proposed to be taken up for the opening day and the next day. As soon as the order of Government Business is received from the Ministry, a copy of the note is forwarded to Bill Office to ascertain whether all procedural formalities in respect of Bills listed therein are complete. Bills which are listed for consideration and passing in the Rajya Sabha, after they are passed by the Lok Sabha, can be included in the List of Business only after the message regarding the passing of the Bill in Lok Sabha has been reported in the Rajya Sabha. In this regard, the comments of Bill Office pertaining to completion of procedural formalities are strictly taken into account before inclusion of the Bills in the List of Business. Thereafter, a List of Business incorporating the Government Business and other business are finalized and put up for approval of the Secretary-General.

2.2.1 After the commencement of the session, the Ministry of Parliamentary Affairs intimates from day to day the Government Business to be transacted and the List of Business for each sitting incorporating the same is issued at least two days in advance. Thus, List of Business for Monday and Tuesday is issued on Friday of the preceding week and on Monday, the Revised List of Business for Tuesday and the Lists of Business for Wednesday, Thursday and Friday are issued in advance. The formal items of Business, viz., Papers to be laid, Presentation of Reports of Parliamentary Committees, etc. are not included in the List of Business issued in advance. However, items of Business including Government Business, Calling Attention, Short Duration Discussion, Motions etc., are included in the List of Business issued in advance to enable Members to give notices of amendments to Bills, Motion etc. and for giving their names for participation in the various discussions.

2.2.2 All items, including formal items like laying of papers are included when a Revised List of Business is issued on the day preceding the day to which it relates (except in case of Mondays when no revised list is normally issued). To enable this to be done, entries regarding formal items, received in advance, are examined and if found in order, are kept carefully in separate folders, date wise. When the Revised List of Business for a particular day is to be issued, these items are included, keeping in view the days allotted to a Minister, i.e., the days allotted for various Ministries/ Departments grouped together for answering questions, so that papers relating to a particular Ministry are included on those days, which are allotted to them for answering questions. For Friday, the day scheduled for Private Members' Business, the List of Business is issued two days in advance, i.e., on Tuesday, on the basis of items received from Bill Office in respect of Private Member's Bills and

Legislative Section in respect of Private Members' Resolutions. As not less than two and a half hours of a sitting is to be allotted to Private Members' Business (Rule 24), the time for the said Business, *i.e.*, from 2.30 p.m. to 5.00 p.m. is indicated in the List of Business for Friday. The Chairman, may, in consultation with the Leader of the House allot any day other than a Friday in the same week with not less than two and a half hours of sitting allotted for the transaction of Private Members' Business.

2.3 Order of preference of various items of Business: The Business is listed in the List of Business generally in the following order (reference to the relevant rule is given in brackets):—

| Sl. No. | Item | Received from |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| (i) | Oath or affirmation (Rule 5) | Table Office |
| (ii) | Laying of President's Address to both Houses of Parliament | Legislative Section |
| (iii) | Obituary references | Table Office |
| (iv) | Questions (including Short Notice Questions) (Rule 38) | Questions Branch |
| (v) | Statements by Ministries correcting answers to questions | Questions Branch |
| (vi) | Papers to be laid on the Table (under various statutory rules etc.) | Table Office/ Committee Section (Subordinate Legislation) Legislative Section/Committee Coordination Section etc. |
| (vii) | Presentation/Laying of Reports of Committees along with evidence and minutes of sittings thereof etc. (under various rules) | Committee Co-ordination Section/Committee Sections etc. |
| (viii) | Laying of Evidence tendered before Select/Joint Committees on Bills (under various rules) | Committee Sections |
| (ix) | Presentation of Petitions (Rule 145) | Committee Section (Petitions) |
| (x) | Motions for election to Committees | Committee Coordination Section |
| (xi) | Motions for extension of time for presentation of Reports of Committees | Committee Coordination Section |
| (xii) | Statement by Minister on Status of implementation of recommendations contained in the Reports of the Department-related Parliamentary Committees (Rule 266) | Table Office |
| (xiii) | Calling Attention Notices (Rule 180; 180A to E) | Legislative Section |
| (xiv) | Motions for election of Deputy Chairman (Rule 7) | Table Office |
| (xv) | Government Business | Bill Office |
| | (a) Bills to be withdrawn (Rule 118) | |
| | (b) Bills to be introduced (Rule 67) | |
| (xvi) | Laying of explanatory statements giving reasons for immediate legislation by Ordinance (Rule 66) | Bill Office |
| (xvii) | Bills for consideration and passing/return (Rules 69, 93, 109, 126 etc.) | Bill Office |
| (xviii) | Consideration of Reports of Committee of Privilege (Rule 199) | Legislative Section |
| (xix) | Short Duration Discussion (Rule 178) | Legislative Section |
| (xx) | Admitted Motion (Rule 172) | -do- |
| (xxi) | Government Resolution (Rule 159) | -do- |
| (xxii) | Statement by Minister (Rule 251) | Table Office |
| (xxiii) | Half-an-Hour Discussion (Rule 60) | Questions Branch |

2.4 Separate List for Papers to be Laid on the Table: In order to make the List of Business more compact and accessible, the List of Papers to be Laid on the Table has been made into a separate document. The entry in the Main List/Revised List under the heading 'Papers to be Laid' only gives the names of the Ministers and the Ministries in respect of which the papers are to be laid in order of their seniority in the Council of Ministers. A separate 'List of Papers to be Laid on the Table' is issued on a daily basis for the next day along with the Main/Revised List of Business in CRC form, giving the detailed description of the papers to be laid.

2.5 Items that are taken up without an entry in the List of Business: The following items are taken up in the House without any formal entry in the List of Business:—

- (i) Introduction of Ministers;
- (ii) Communication of a Message from the President (Rule 21);
- (iii) Ruling by the Chairman;
- (iv) Announcement regarding recommendations of the Business Advisory Committee (Rule 34);
- (v) Raising of question of Privilege with the consent of the Chairman (Rule 187);
- (vi) Announcement regarding resignation of Member [Rule 213(5)];
- (vii) Motions regarding suspension of rules (Rule 267);
- (viii) References to tragic happenings in the country including loss of life and property;
- (ix) Personal explanations with permission of the Chairman (Rule 241);
- (x) Leave of absence [Rule 214 (2)];
- (xi) Message from the Lok Sabha;
- (xii) Statement by the Minister of Parliamentary Affairs regarding Government Business for the ensuing week;
- (xiii) Special Mentions; and
- (xiv) Matters raised with Permission.

Generally, Oath/Affirmation and Obituary References are listed in the List of Business, but they are also taken up at times without any formal entry in the List of Business.

2.6 Arrangement of Government Business: Normally, Government Business is arranged in the same order in which it is furnished by the Ministry of Parliamentary Affairs. Such order of Business is not varied on the day that Business is set down for disposal unless the Chairman is satisfied that there is sufficient ground for such variation or there is consensus in the House in the matter. Any Business (other than Private Members' Business) which is under discussion at the end of that day shall be set down for the next day allotted to Business of that class and shall, unless otherwise decided, have precedence over all other Business set down for that day (Rule 27).

2.7 Officer authorized to issue List of Business: The List of Business is generally issued under the name and designation of the Secretary-General. When the Secretary-General is on leave or out of the country, the list is issued under the name and designation of the Officer authorised by the Secretary-General. The List of Business is usually prepared in CRC format to enable Printing Section/Government of India Press to process the same and get it printed and circulated at the earliest to Members, different Ministries/Departments of the Government of India.

2.8 Supplementary List of Business: In case of transaction of any urgent items of Business like Statements by Ministers or laying of any important documents/sensitive notifications on the day of a sitting itself, a Supplementary List is prepared immediately on receipt of the same incorporating the additional items to be included in the day's Business and indicating the time at which the same would be taken up. The Supplementary List of Business is issued only when communication is received from the Ministry of Parliamentary Affairs in the case of Legislative Business and from the concerned Minister in regard to Statements for laying of important papers on the Table of the House. After getting approval of the Secretary-General, the Supplementary List of Business is issued, both in English and Hindi version. A second or third Supplementary List may also be issued on the same day, if required.

2.8.1 The List of Business, Revised List, Supplementary Lists and List of Papers to be Laid on the Table are all consecutively page numbered. The Lists of Business (one set each in English and Hindi) are kept in a folder in that order for reference. At

the end of a particular year, two sets containing the List of Business issued in that year are compiled and got bound. One copy is kept in the Table Office and another copy is meant for use in Chamber for reference and record.

2.9 Hindi version of List of Business: As soon as the English version of the List of Business is prepared and submitted for approval of the Secretary-General, an advance copy is sent by e-mail to Translation Section-I for preparation of Hindi CRC. The final CRC by e-mail is followed by a final hard copy for finalization of the Hindi version. In case of a Revised List of Business a similar procedure is followed. In case of Supplementary List of Business, the English version is immediately sent by e-mail to Translation Section-I for preparation of the Hindi version. They are also telephonically informed of the same. Once Hindi version is received, print-out thereof is taken along with English version for making further copies for circulation of the same to Members in the Chamber. In case of Supplementary Lists of Business, due to immediate requirement of circulation in the House, print-outs are taken out in the Section itself.

2.10 Finalisation of Hindi and English versions of the Lists of Business for Printing: After approval by the Secretary-General, the CRC of the List of Business are sent by Table Office/Translation Section-I to Printing Section. The Printing Section before sending the same to Government of India Press for final printing ensures that—

- (i) the English and Hindi versions of the List of Business conform to the styling and appearance/pattern required for the document;
- (ii) the day, date and page numbers have been correctly given; and
- (iii) the English and Hindi versions of the list tally in terms of the number of items.

In case of any discrepancy, Printing Section will immediately contact the concerned Section to obtain the corrected English/Hindi CRC. Table Office and Translation Section-I staff are required to leave office only after clearance from Printing Section. An electronic text is also sent as e-mail attachment directly to Government of India Press to down load and compose the text, in order to save time.

2.11 Uploading of the List of Business on the Rajya Sabha Website: After approval and finalization of the English version of the Main/Revised/Supplementary Lists of Business, they are uploaded on the Rajya Sabha Website using the Daily Business Publishing Software. They are available for public viewing on the website under the link 'Business' — 'List of Business' in a month-wise and date-wise format. The Main List of Business for a day of sitting is indicated by the date, the Revised List by the date followed by R, Supplementary List by the date followed by S and Second Supplementary List by the date followed by SS on the website, for e.g., for a sitting of the Rajya Sabha scheduled for 7th May, the Main List is indicated under the link '7', Revised List for the day as '7R', Supplementary List for the day as '7S' and in case Second Supplementary List is issued for the day as '7SS', The Hindi version of the Lists of Business is directly uploaded by Translation Section-I.

CHAPTER-3

PAPERS TO BE LAID ON THE TABLE

3.1 Constitution and Statutory Provisions: During Session, various reports, papers and documents are laid on the Table of the House by Ministers, on behalf of the Government, in pursuance of the relevant provisions of the Constitution or an Act of Parliament or any other law, rule or regulation or convention or practice of the House or Rules of Procedure of the House. The purpose of laying such papers on the Table is to supply authentic and authoritative information or facts to the House. The Constitution requires the laying of Ordinances promulgated, Proclamations issued by the President and orders incidental thereto and Reports of the (i) Comptroller and Auditor-General; (ii) Finance Commission together with a memorandum explaining the action taken thereto; (iii) Special Officer (Commissioner) for Scheduled Castes and Scheduled Tribes; (iv) Backward Classes Commission together with a memorandum explaining the action taken thereto; (v) Special Officer (Commissioner) for Linguistic Minorities; and (vi) Union Public Service Commission together with a memorandum about the case, if any, where the advice of the Commission was not accepted by the Government and the reasons for such non-acceptance. The regulations framed by the President regarding the UPSC's functions are also required to be laid on the Table. While the reports of the Finance Commission and the Backward Classes Commission are laid periodically as and when submitted to the President, the Reports of other authorities are laid on the Table annually. Various statutes which confer rule-making power on the Central Government or any other subordinate authority contain a provision for laying rules, regulations, bye-laws, schemes etc., framed thereunder, on the Table within a period of thirty days which may be comprised in one Session or two or more successive Sessions. Besides these, Reports/Accounts of various Public/Government Undertakings, reports of Commissions of Inquiry, constituted under specific statutes are also required to be laid on the Table.

3.1.1 The Rules of procedure require the following papers to be presented/laid on the Table, *viz*, Reports of the Select/Joint Committees on Bills and of Standing Committees, petitions and statements regarding Ordinances. While the Reports of the Committees, are presented/laid by the Chairman or the members authorized by the respective Committees, the petitions are presented by the members who countersign such petitions. Statements regarding Ordinances are laid by Minister of Parliamentary Affairs and Ministers concerned with the introduction of Bills replacing such Ordinances.

3.1.2 The Rules of Procedure also require the Secretary-General to lay certain papers on the Table of the House, namely, Bills passed by the Rajya Sabha and returned by Lok Sabha with amendments, Bills including Money Bills passed by Lok Sabha and transmitted to Rajya Sabha and a copy of the President's Address to the joint sitting of both Houses of Parliament, under article 87 of the Constitution. At the commencement of a Session, the Secretary-General lays a statement of Bills passed by Houses of Parliament and assented to by the President during the preceding Session for information of the House.

3.2 Broad Procedure for laying papers/documents on the Table of the House during Session: The Minister concerned lays documents on behalf of the Government and the Chairman or any other Member duly authorized, lays papers on behalf of a Parliamentary Committee. All documents to be laid on the Table are authenticated by the Minister/Chairman in both the English and Hindi versions of the document. The person who authenticates the document is presumed to take the full responsibility of its genuineness, correctness and authenticity. Papers received from the Ministry are included in the List of Business on the day allotted to the Ministry for answering Questions unless the Ministry has mentioned a specific date. The entry in the List of Business and List of Papers to be Laid on the Table is made in the name of the Minister, who has authenticated the paper. Papers received from a Parliamentary Committee are listed on the day suggested by the Committee. The broad procedure/guidelines for laying papers on the Table of the House during Session is as follows:—

- (i) Annual Reports/Audit Reports of all autonomous organizations/Government companies should be laid within nine months after the close of the accounting year unless otherwise stipulated in the relevant Act or Rules etc.
- (ii) The Minister concerned has to forward to the Secretariat twelve copies each of the English and Hindi versions of the papers complete in all respects, including one copy each thereof duly authenticated by the Minister concerned. The communication forwarding the paper should clearly indicate the relevant statute under which the paper is being laid, the date on which the paper is proposed to be laid, whether it is to be laid on the Table or meant only for distribution to Members, etc.

- (iii) In case there is a delay with reference to the time period within which a paper was to be laid a 'Delay Statement' explaining the reasons for such delay with a copy each in English and Hindi, duly authenticated by the Minister must also be attached.
- (iv) The administrative Ministries should prepare and lay along with the Annual Report, Audit Report, a 'Review Statement' (in English and Hindi), duly authenticated by the concerned Minister, on the working of the organizations or undertakings under their control, bringing out clearly the achievements or short-comings of those organizations. In case, the Government agrees with the Annual Report, then a Statement indicating that the Government is in agreement with the Report is to be attached.
- (v) Both English and Hindi versions of the paper should be laid on the Table of the House simultaneously. In case due to exceptional and unavoidable circumstances, if it is not possible to lay the English and Hindi versions simultaneously, a statement (in English and Hindi) explaining the reasons for not laying the other versions and indicating the time that would be taken for submission of the other version should invariably be laid on the Table of the House.
- (vi) At least 3 clear working days' notice is required for laying a document on the Table of the House.
- (vii) In special circumstances, where papers are proposed to be laid at less than 3 days' notice, it can be done only with the permission of the Chairman, on the request of the Minister concerned. In such cases, the Ministry concerned should arrange to supply the authenticated copy and the requisite number of copies of the paper to the Secretariat, as soon as the permission is accorded and in any case before the paper is laid on the Table.
- (viii) If, for any reasons, the Minister concerned is not in a position to present/lay the item listed against his name in the List of Business, he has to inform the Chairman in advance the name of the Minister, who would lay the paper on his behalf, with a copy thereof endorsed to the Minister of Parliamentary Affairs, Secretary-General and Table Office, so as to reach at least one hour before the commencement of the sitting.

3.3 Guidelines for Ministries/Departments with regard to paper laying: Prior to the commencement of every Session, an Office Memorandum is sent to all Ministries/Departments of the Government of India requesting that the following procedure be adhered to while forwarding papers to be laid on the Table of the House to ensure smooth laying of papers:—

- (i) The relevant papers should reach Table Office/Committee Section (Subordinate Legislation), as the case may be along with the prescribed proforma *at least three clear working days before the day on which laying thereof is sought by the Ministry/Department concerned.*
- (ii) Where the number of Reports/Papers/Notifications etc. pertaining to any Ministry to be laid on the Table during a session is large, the Ministry may plan out its schedule in advance by staggering paper laying evenly over the whole session instead of waiting for the last few days of the session.
- (iii) *The correct laying provision is very important as it authorizes Members of Parliament to move a motion for modification/annulment of the Notifications etc. Ministries should indicate the correct laying provision in the prescribed proforma. In case, the proforma is not correctly filled, the Reports/Papers/Notifications etc., will not be processed and will be returned to the concerned Ministry.*
- (iv) If, for any particular day, any Ministry has items for laying under different Acts of Parliament or under different laying provisions of the same Act, the items under each laying provision or Act of Parliament (as the case may be) along with the Reports/Papers/Notifications etc., should be sent **under a separate covering note**. In the case of Notifications, if the number of items, under any particular laying provision or Act, is large, say more than five, the Ministry should, besides the usual proforma, also send a statement giving details in both English and Hindi in the following format:

| S.No. | GSr No. | Date | Notification No. | Brief Subject |
|-------|---------|------|------------------|---------------|
| | | | | |

- (v) The Reports/Papers/Notifications should be properly authenticated by the Minister concerned and the *authentication should be done on the Report/Paper/Notification itself and not on loose slips or cover page that is made of glossy paper;*
- (vi) Whenever there is a delay in laying of any Report/Paper/Notification etc., on the Table of the House it should be accompanied by a statement (in English and Hindi), duly authenticated by the Minister concerned giving reasons for the delay in laying that paper.

- (vii) Where Hindi version of the Report/Paper/Notification is not being simultaneously laid, a Statement (in English and Hindi) giving reasons duly authenticated by the Minister is required to be laid along with English version of the Report.

A chart indicating the last date for receiving papers in the Secretariat for each day of sitting of Rajya Sabha is also attached with the O.M., to facilitate the Ministries to process and forward the papers for laying well before the stipulated time period. *In case the above requirements are not met, the papers are not included in the List of Business and List of Papers to be Laid on the Table for the day.* The discrepancies are brought to the notice of the Ministry telephonically. The papers are returned to the Ministry/Department after conclusion of the Session in case the Ministries do not rectify the discrepancies and complete the papers in all respect.

3.3.1 The proforma to be attached while forwarding the papers should contain the following:—

1. Brief purport of the matter contained in the Report/Paper/Notification:
2. Statutory or other requirement under which the Report/Paper/Notification is to be laid on the Table (*not the Statutory Provision under which it has been issued/made*):
 - (i) in the case of Central Govt. Notification name of the Act and section *which provides for laying should be clearly state*:
 - (ii) In the case of State Govt. Notification the *laying provision in the State Act* should be reproduced:
3. Whether published in the Gazette, if so:
 - (i) G.S.R./S.O./S.R.O. number of Notification published in the Gazette:
 - (ii) Date, part and Section of the Gazette:
4. Whether subject to modification by the House?
5. Period specified in the principal Act by which it is required to be laid:
6. Whether Report/Paper/Notification is being laid within the stipulated time, if not, whether any delay statement has been enclosed?
7. Whether it has been previously laid on the Table of the Rajya Sabha and, if so, on what date?
8. Whether English and Hindi versions are being laid together? If not, the date on which the English version was laid?
9. Date on which the Report/Paper/Notification is proposed to be laid on the Table:

3.4 Laying Items from other Sections: The processing of papers for laying is also dealt with by the following Sections, who forward the relevant item to Table Office for inclusion in the List of Business after scrutiny with reference to the laying provision of the statute applicable, alongwith authenticated copies of the English and Hindi versions of the paper/delay statement, if any:—

| | | |
|-----|------------------------------------------------------------------------------------------|------------------------------------------------|
| (a) | Reports of various Parliamentary Committees serviced by Rajya Sabha Secretariat | Concerned Committee Sections |
| (b) | Reports of various Parliamentary Committees serviced by Lok Sabha Secretariat | Committee Coordination Section |
| (c) | General Statutory Rules and Orders | Committee Section (Subordinate Legislation) |
| (d) | C.A.G. Reports/Budget Papers/Outcome Budget in respect of various Ministries/Departments | Legislative Section |

Committee Section (Subordinate Legislation) prepares and forwards the items for inclusion in the List of Papers to be Laid two days in advance to the day on which the items are proposed to be laid.

3.5 Procedure for preparation of List of Papers to be laid on the Table: The papers received from Ministries/Departments are examined whether they conform to all the statutory requirements. In case, any paper forwarded does not conform to all the requirements, the same is returned to concerned Ministry with the request to rectify the discrepancies and submit the same at the earliest so that it can be laid in the same Session. In the event of the Ministry not being able to furnish the

papers/documents in conformity with the requirements in the said Session, they are informed to submit the same in the next Session. The papers received are sorted Minister-wise and day-wise and are processed, generally at the section level and after approval is included in the List of Papers to be Laid on the Table on the day allotted to a Ministry (unless a specific request is received well in time for a particular date). All the items related to a Minister is clubbed together while listing the items in the List of Papers to be Laid. Entries regarding names of Ministers who will lay papers on the Table are included in the List of Business *inter se* in the order of seniority on the day scheduled for answering questions allotted to each Ministry/Department. Due care is taken to ensure that all items received for a particular day are included in the List of Papers to be Laid on the Table and nothing is left out.

3.5.1 The List of Papers to be Laid on the Table (one set each in English and Hindi) are kept in a folder in that order for reference. At the end of a particular year, two sets containing the List issued in that year are prepared and got bound. One copy is kept in the Table Office and another copy is meant for use in the Chamber for reference and record.

3.5.2 After laying of the papers/documents, authenticated copies after being stamped with the date on which they have been laid on the Table of the House, are sent to the Parliament Library for permanent record and reference of Members and signatures are obtained in token of receipt of authenticated papers received by them. Under Rule 250 of the Rules of Procedure and Conduct of Business in the Council of States, all papers and documents laid on the Table are considered public documents.

3.6 Procedure regarding Sensitive Notifications: Sensitive notifications, *i.e.*, notifications which make changes in export duties, major changes in procedures and changes in import and Central Excise duties which are published in the Gazette Extraordinary, are required to be laid on the Table of the House on the same day before adjournment of the House. In such cases, after a request is received from the Minister, a Supplementary List of Business indicating the Papers to be Laid is issued on the same day of the sitting wherein the time of laying of the notification is also indicated. Notifications, other than the sensitive notifications issued under the Customs & Central Excise Act, should be laid within 7 days of their publication, with GSR/SO number.

3.7 Laying Procedure of papers regarding important Government policy during Inter-Session: If any important Government policy is announced during inter-Session period, the Minister concerned intimates the Chairman of the same with the request to place the requisite paper/document in the Parliament Library for reference of the Members. Sufficient copies, both in English and Hindi, along with an authenticated copy each in English and Hindi are forwarded to the Secretariat. The authenticated copy of the paper/document is placed in the Parliament Library for reference of the Members. A paragraph in Parliamentary Bulletin Part-II informing the members about the availability of the document in the Parliament Library is also issued. After the commencement of the Session, on the request of the Ministry, the document which had been placed in the Parliament Library is included in the List of Business for laying it on the Table of the House. Papers meant for laying on the Table of the House are not received in the Section during the inter-Session period. Papers for laying on the Table are received in the Section only after issue of summons. If the House is not in Session, all notifications, including sensitive ones should be laid within seven days of the commencement of the next Session.

3.8 Hindi version of the List of Papers to be Laid: As soon as the List of papers to be Laid is prepared in the English version, an advance copy is sent by E-mail to Translation Section-I for preparation of Hindi version of the List, most preferably in the forenoon itself. In case any new/additional item is included in the List of Papers to be Laid on receipt of the same from other Sections, like Outcome Budget in respect of Ministries/Departments from Legislative Section, Reports of Parliamentary Committees from concerned Committee Sections/Committee Co-ordination Section, the same is intimated to Translation Section-I through E-mail to avoid any delay in preparation of the Hindi version. All changes/corrections in the List are also informed telephonically to the Translation Section after finalisation of the List. The final CRC by e-mail is followed by a final hard copy for finalization of the Hindi version.

3.9 Finalisation of Hindi and English versions of the List of Papers to be Laid on the Table for printing: After approval by the Secretary-General, the CRC of the List of Papers to be Laid on the Table is sent by Table Office/Translation Section-I to Printing Section. The Printing Section before sending the same to Government of India Press for final printing ensures that:—

- (i) the English and Hindi versions of the List conform to the usual pattern required for the document,
- (ii) the day, date and page numbers have been correctly given; and
- (iii) the English and Hindi versions of the List tally in terms of number of items and the Sl. Nos.

In case of any discrepancy, the Printing Section is required to contact the concerned Section to obtain the corrected English/Hindi CRC. Table Office and Translation Section-I staff are required to leave office only after clearance from Printing Section. An electronic text is also sent as E-mail attachment directly to Government of India Press to download and compose the text, in order to save time.

3.10 Uploading of List of Papers to be Laid on the Table on the Rajya Sabha Website: After approval and finalization of the List of Papers to be Laid on the Table, the same is uploaded on the Rajya Sabha Website using the Daily Business Publishing Software. They are available for public viewing on the website under the link 'Business'—'Papers Laid on the Table' in a month-wise and date-wise format. The Hindi version of the List is uploaded directly on the website by Translation Section-I.

3.11 Laying of Papers by the Private Members: A Private Member may lay a paper on the Table of the House only when he is permitted to do so by the Chairman, as per the following procedure laid down in the Direction issued by the Chairman:—

- (i) Prior Notice shall be given to the Chairman of his intention to lay a paper or document on the Table of the House along with a copy of the paper/document desired to be so laid in order to enable him to decide whether permission should be given for laying the said paper/document. If the Chairman so permits, the Member may at the appropriate time lay it on the Table.
- (ii) If a private Member, in the course of his speech wishes to quote from a secret or confidential or classified document, paper or report, he shall supply a copy thereof in advance to the Chairman and also indicate the portions thereof which he wishes to quote in order to enable the Chairman to decide whether permission should be granted. If the Chairman permits the Member to quote from the document, the Member may do so at the appropriate time. If necessary permission is not accorded, the Member shall neither quote from the document nor refer to its contents.
- (iii) A paper or document sought to be laid on the Table by a private Member may be considered for laying on the Table only if the Member has quoted therefrom. The Member seeking to lay the same may hand it over at the Table but it shall not be deemed to have been laid on the Table unless the Chairman, after examination, accords the necessary permission.
- (iv) If the Chairman does not accord the necessary permission, the paper or document shall be returned to the Member and the fact indicated in the printed Debates.

3.11.1 When a private member seeks permission of the Chairman to lay a paper or document on the Table of the House, he shall record thereon a certificate in one of the following forms, as the case may be:—

- (i) 'I certify from my personal knowledge that this is the original document which is authentic.'
- (ii) 'I certify from my personal knowledge that this document is a true copy of the original which is authentic.'
- (iii) 'I certify that the contents of this document are correct and based on authentic information.'

If the paper or document consists of more than one page, the Member shall put his signature with date on every page thereof.

3.11.2 The said Direction of the Chairman is also published in Parliamentary Bulletin Part - II on the eve of every Session for information of Members.

CHAPTER - 4

MEMORANDUM OF BUSINESS

4.1 Definition: A Memorandum of Business is prepared on the basis of the approved List of Business. This is an exhaustive note for the guidance of the Chair in the House for conducting the Business for the day.

4.2 Procedure for preparation of the Memorandum of Business: All items for the Memorandum of Business are typed on separate pages. Under the heading 'Oath or Affirmation' States are arranged in alphabetical order and within the State, the name of the Members are arranged alphabetically. The approved 'Obituary Reference' is typed in bold letters. For the purpose of laying of papers, the names of the Ministers are typed in bold letters in the order of seniority of Ministers as listed in the List of Business for the day. All items given in the List of Business are placed in that order in the Memorandum of Business. Certain items, which are not included in the List of Business, namely, Messages from Lok Sabha, Leave of Absence in respect of Members, Announcement by the Chair regarding recommendations of the Business Advisory Committee, Statement by the Minister of Parliamentary Affairs regarding Government Business for the ensuing week etc. are also typed on separate pages and kept in the order in which they are to be taken up in the House. A brief indicating the various items of Business Scheduled to be taken up for a particular sitting of the day is also placed at the beginning of the Memorandum of Business for easy reference. For consideration and passing of a Government Bill, the disposal of all amendments and clauses, etc. are given in detail. A copy of the said Bill and list of amendments received from Bill Office are also enclosed for ready reference. Separate specimen forms have been devised for introduction and for consideration and passing of Government bills, for Constitution Amendment Bills requiring a Division in the House, Private Members' Bills for introduction and consideration and passing. Similarly, Motions, Government and Private Members' Resolutions etc. are also prepared in a set format. The Formula to be read by the Secretary-General in respect of the President's assent to Bills, Messages from Lok Sabha, etc. is loosely kept in his folder.

4.2.1 If Supplementary List of Business is issued on the day of the sitting, a Memorandum of Business regarding the said item is immediately prepared and handed over to the Marshal for incorporation in the Chairman's folder. A copy is also placed in the Secretary-General's folder and provided to the officers at the Table. Any other changes in the Memorandum of Business like change in the name of the Minister for laying the papers listed, Announcement by the Chair, Message from Lok Sabha, Amendments to clauses in the bill etc., are also immediately brought to the notice of the Marshal for inclusion in the Memorandum of Business meant for the Chair and affecting changes therein.

4.2.2 Eleven sets of Memorandum of Business in English are prepared each day for the use of the Hon'ble Chairman, Deputy Chairman, Secretary-General and Officers at the Table. Besides, a set of Memorandum of Business is also provided to the Secretary to Vice-President/Chairmen and Officer on Special Duty to Chairman, Rajya Sabha for their information. If there is a demand a Hindi set of the Memorandum of Business is also arranged for convenience of the Chair with the help of the Translation Section.

4.3 Other documents/papers to be placed in the Folder: A copy each of the following documents and updated statements pertaining to different kinds of information related to Rajya Sabha are also kept in the folders:—

- (i) President's Address (in English and Hindi) to both Houses of Parliament assembled together in the Central Hall on the eve of every first Session of the calendar year and first Session after formation of a new Government consequent upon the General Elections to Lok Sabha;
- (ii) Question Lists (both Starred and Unstarred) for the next sitting (*supplied by the Questions Branch on daily basis*);
- (iii) Statement showing the names of Members who have asked/put Supplementaries to Starred Questions during the Question Hour for entailing more information from the Minister concerned (*supplied by the Questions Branch on daily basis*);
- (iv) Welcome Address to be read out by the Chair informing the Members of the House about the presence of the foreign dignitaries in the Special Box (*supplied by the Conference & Protocol Section*);
- (v) Parliamentary Bulletins Part-II pertaining to commencement/summoning and pending Government Legislative Business in the Rajya Sabha;

- (vi) Statement showing the Term of Office of Members of Rajya Sabha;
- (vii) Party-position in the Rajya Sabha;
- (viii) Alphabetical List of Members of the Rajya Sabha;
- (ix) Women Members in the Rajya Sabha;
- (x) Names of Office-bearers of various Parties/Groups in the Rajya Sabha;
- (xi) List of Union Council of Ministers;
- (xii) Time Allotment Chart;
- (xiii) Division List; and
- (xiv) Seating arrangement Chart.

Further, as and when any change occurs in the aforementioned documents and statements, the old statement is immediately replaced with an updated statement in the folders.

4.4 Updation of Folder in the morning of the day of sitting: The set of Memorandum of Business meant for the Chairman is kept in a Red-rexine bound folder with flags displaying each item of business. The folders containing the Memorandum of Business are sent daily in the night after finalization of the List of Business to the residence of the Chairman, Deputy Chairman, Secretary-General, Secretary to Vice-President/Chairman and OSD to Chairman for their perusal. The folders are received back in the morning and after necessary updation are returned before the commencement of the sitting of the House for the day. The following papers are also required to be placed in each folder before commencement of the sitting of the House:—

- (i) Revised List of Business;
- (ii) List of 'Papers to be Laid on the Table';
- (iii) Parliamentary Bulletins Part-I and Part-II; and
- (iv) Updated and corrected Starred Question Set with Answers meant only for Chairman and Secretary-General, Rajya Sabha (*supplied by the Question Branch on daily basis*).

4.4.1 The set of Memorandum of Business, when received back from the Chamber after the adjournment of the House is kept in a separate file cover and preserved till the termination of the Session. Thereafter, the set is neatly bound for permanent record.

CHAPTER - 5

PARLIAMENTARY BULLETIN—PART I

5.1 Definition and Statutory Provisions: The Bulletin Part-I contains a brief record of the proceedings of each sitting of the House, in terms of Rule 2 of the Rules of Procedure and Conduct of Business in the Council of States. The entries in the Bulletin will be in the same order in which the items are taken up in the House as entered in the List of Business, under appropriate headings, serially numbered 1, 2, 3 and so on indicating the time at which the item was taken up. Each issue of the Bulletin is given a serial number and page numbers in continuation of the previous numbers.

5.2 Procedure for preparation of Bulletin Part-I: In case a sitting is adjourned following an obituary reference or due to disturbances in the House, this is briefly mentioned. The time lost due to disturbances in the House between various items of Business is also indicated briefly. When an obituary reference is made, the names of persons in respect of whom the reference was made and the fact of observance of silence is mentioned in the Bulletin. After obituary reference to a sitting Member, is made and when the House is adjourned for the day, as a mark of respect to the memory of the departed, a black-bordered Bulletin is issued. The names of new Members with the States they represent are indicated when they make and subscribe Oath/Affirmation in the House. Matters raised by Members with permission of the Chair during Zero Hour in the House and Special Mentions made/laid which are not listed in the List of Business are also indicated with the names of the Members, the subject matter and the time. Similarly, Announcements made by the Chair, Leave of Absence granted for Members, Messages from Lok Sabha etc. which are also not listed in the List of Business are also mentioned under separate headings along with the time when taken up. The names of all Members who participated in the various discussions like Short Duration Discussions, Half-an-hour Discussions etc. and debates on various Bills and other items of business along with the time taken by each Member are indicated in the Bulletin. The time allotted by BAC on different Bills also mentioned in the Bulletin.

5.2.1 While preparing the Bulletin, Minutes Book, Agenda papers, text of amendments, etc. are also taken into consideration. If there is a discrepancy between Minutes Book and records maintained by Reporters Section, the matter is reconciled in consultation with Director or Joint Secretary (Reporting).

5.2.2 Bulletin Part-I is prepared in CRC format on the basis of slips sent by the officers at the Table in-charge of the Minutes Book from time to time. After adjournment of the House for the day, the entries already made in the Bulletin are checked from the Minutes Book and entries which were left out are also included and finalized. After finalisation of the Bulletin, it is submitted for approval of the Secretary-General. A copy of the same is also e-mailed to Translation Section - I for preparation of the Hindi version.

5.3 Finalisation of Hindi and English versions of the Bulletin for printing: After approval of the Secretary-General, the final CRC of the Bulletin is e-mailed followed by a final hard copy for finalization of the Hindi version. The final hard copy is also sent to Printing Section for getting the same printed from the Government of India Press. The Hindi version is sent directly by Translation Section-I. A copy of the Bulletin is also e-mailed to Synopsis Section, Lobby Office and Government of India Press.

5.4 Uploading of the Bulletin on the Rajya Sabha Website: The final copy of the Bulletin is uploaded on the Rajya Sabha website using the Daily Business Publishing Software. They are available for public viewing on the website under the link 'Business' - Bulletin Part-I in a month-wise and date-wise format. The Hindi version of the List is uploaded directly on the website by Translation Section-I.

5.5 Binding of Parliamentary Bulletin Part-I: At the end of each session, one set of Bulletin, in English and Hindi, is kept for reference and record in a separate folder. At the end of the year, the set of Bulletins are got bound and one copy each is kept in Table Office and Chamber for reference and record.

CHAPTER - 6

OBITUARY REFERENCES AND REFERENCES BY THE CHAIR ON IMPORTANT NATIONAL AND INTERNATIONAL EVENTS

6.1 Introduction: It is customary and usual to make obituary references in the House on the demise of sitting Members, Ministers, former Members, outstanding and eminent personages, national leaders, men and women who played an important role in the public life of the country, heads of Governments of foreign and friendly countries. Apart from these, references, are also made in the House to major natural calamities or accidents or tragic happenings involving loss of life and property. Befitting the occasions, tributes and felicitations are offered and laudatory references are made on some outstanding achievements, significant events, commemorative days or solemn occasions in the House.

6.2 Obituary Reference: An obituary reference is made in the House at the earliest available opportunity after receiving the news through the media/internet about the passing away of Members, Ex-Members, Outstanding personalities and Heads of friendly Foreign countries. Before a reference is made in the House confirmation of the death of the personality concerned is required to be obtained from the appropriate authority of the State Government such as the District Magistrate, etc. or the Central Government. A draft obituary reference is prepared in respect of Member/Ex-Members primarily on the basis of Rajya Sabha and Lok Sabha Who's Who as well as press clippings, with particular reference to education, family, public offices held, Membership of Parliamentary Committees and notable achievements, etc. The draft reference is then put up for approval of Chairman/Secretary-General along with relevant information gathered from various sources. In the case of Heads of friendly foreign countries, details are ascertained from the Ministry of External Affairs. The draft obituary reference received from that Ministry is put up for approval of the Chairman. After approval, an entry is made in the List of Business under the caption 'OBITUARY REFERENCE' before 'QUESTIONS' but after 'OATH or AFFIRMATION'. The names of the deceased persons are indicated in the List of Business as per the date of passing away.

6.2.1 If an obituary reference is made at a short notice no entry is made in the List of Business, the item is straightaway included in the Memorandum of Business after taking approval of Secretary-General/Hon'ble Chairman.

6.2.2 After an obituary reference is made in the House, the House observes silence for a while, all Members standing, as a mark of respect to the memory of the departed. The House adjourns for the day in the event of death of a Sitting Member during Session period and in case of death during the inter-Session period, on the first day of the next Session. The recommendations of the General Purposes Committee regarding adjournment of the House on the death of Ministers, sitting Members, national leaders etc. as published in Parliamentary Bulletin Part-II dated 28th January, 1999 is reproduced below:

- (i) In the case of death of a sitting Member of Rajya Sabha who dies when Parliament is in session the House will be adjourned for the day as soon as the message is received or on the following day if the message is received late.
- (ii) In the case of death of a sitting member during the inter-session period, the House will be adjourned on the first day of the session after making obituary reference.
- (iii) In the case of the death of a Minister who, at the time of his death, was not a member of the Rajya Sabha, the House should be adjourned for the day, if the death took place in Delhi, in order to enable the members to participate in the funeral or sending of the dead body from Delhi.
- (iv) In the case of the death of the head of a national political party, the House may be adjourned for the day if (a) the deceased was a sitting member of the Lok Sabha at the time of his death, (b) his party was represented in the Rajya Sabha and had been recognised by the Chairman either as a Party or Group in the House and (c) the death took place in Delhi, in order to enable the members to participate in the funeral or sending of the dead body from Delhi.
- (v) In the case of the death of an outstanding personality or national leader or a foreign dignitary, the Chairman, in consultation with the Leader of the House, might decide in each case whether the House should be adjourned for the day or not.

The Committee also recommended that in the matter of making obituary references the existing practice of the Chairman alone making a reference should continue to be followed. This would not preclude party/group leaders also participating in the obituary reference on special occasions when there is a general consensus to that effect.

The Committee further, recommended that obituary references should be made immediately after the House meets.

6.2.3 The Secretary-General conveys the sense of profound sorrow and deep sympathy of the House to the members of the bereaved family, as per the direction of the Chairman. A letter conveying the message of condolence along with relevant extracts from the proceedings of the House is put up for Secretary-General's signature. In the case of Members who are unmarried and do not have a family, no letter of condolence is sent to his/her relations. With regard to foreign dignitaries, the extracts of the proceedings are sent to the Ministry of External Affairs for onward transmission.

6.2.4 An entry is also made in the Register of Obituary References maintained in the Section in the following format for record purpose:-

| Date of Obituary Reference | Name of Member/ Ex-Member/Personality | Date of Death | Remarks |
|----------------------------|------------------------------------------|---------------|---------|
| | | | |

An entry is also made in Remarks column of the Index Card of the concerned Member mentioning the date of death and the date on which obituary reference was made in the House. The text of the approved Obituary Reference is also kept in the guard file for record purpose.

6.3 References from the Chair on tragic happenings and on solemn or significant occasions: A reference from the Chair has come to be an accepted and established customary procedure for the purpose of echoing and expressing the sentiments and feelings of the House on occasions and events-whether solemn or tragic involving loss of life and property-of national and international significance. The Chairman and Members pay tributes/homage in the House on some historical events. Draft of the references to pay tributes/homage are put up for Chairman's approval well in advance and are made in the House before the Question Hour of the day, after making Obituary References, if any, listed for the day. However, no entry is made in the List of Business in this regard.

6.3.1 References are also made on tragic happenings - either man made or natural calamities - involving extensive loss of life and property either in the country or outside. A draft reference on the basis of press reports and electronic media to express sympathy and sorrow on behalf of the House for those who have suffered or affected by the tragic occurrences is put up for Chairman's approval along with relevant paper clippings. In case of tragic incidents in the country, the authentic figures regarding loss of lives and property is ascertained from the Ministry of Home Affairs and the facts are incorporated in the reference to be made in the House. Similarly, in case of incidents which happened abroad, the Ministry of External Affairs is requested to furnish the authentic text of reference, which is then submitted for approval of the Chairman. After approval, the text of reference is placed in the Memorandum of Business for use of the Chair. On occasions, in view of the gravity of the happenings, besides expression of sympathies and sorrow, the House also observes silence, all Members standing, as a mark of respect to those who lost their lives in the tragic incidents.

6.3.2 In certain cases, the House also adopts condolence resolutions on events and issues which are of great national and international significance. They are proposed from the Chair or moved by the Leader of the House or the Prime Minister or any other Minister. They embody and reflect the general will and wish of the House. The House also offers felicitations and makes reference on the occasion of International Days.

6.3.3 After a reference is made in the House, an entry is made in the Register of References from the Chair maintained in the following format for record purpose:-

| Sl. No. | Date of Reference | Subject of Reference | Remarks |
|---------|-------------------|----------------------|---------|
| | | | |

A copy of the approved text of reference is also placed in the guard file for record.

6.4 Felicitations/Tribute and Homage: It is customary to offer felicitations or congratulations on behalf of the House whenever any achievement of great significance takes place. The Chairman or Members also pay tributes or homage to persons for their outstanding actions or achievements as occasions demand, expressing their sentiments or feelings befitting the occasion. It is also an established convention that the House offers congratulations and felicitations to the Chairman on his/her election as the Vice-President at the earliest available opportunity and the Deputy Chairman immediately after his/her election. In all the above cases, the text of the felicitations/tribute and homage is prepared and after approval, the text is placed in the Memorandum of Business for use of the Chair. A copy of the approved text is also kept in the Guard File for record. Any entry is also made in the Register of References from the Chair.

6.5 Welcome to Foreign Parliamentary Delegations: Whenever a distinguished foreign visitor or a foreign parliamentary delegation visits the Rajya Sabha to watch the proceedings from the Special Box, the Chairman interrupts the proceedings of the House and welcomes the visitors on behalf of the House and wishes them a pleasant time during their stay in the country and also sends greetings and good wishes to the Government and people of that country. Generally such visits take place during the Question Hour and Members join the Chairman in welcoming the distinguished guests by applauding and thumping the Table. The approved text received from Conference and Protocol Section is read out by the Chair on such occasions. The approved text is received in advance for inclusion in the Folders containing the Memorandum of Business for the day.

CHAPTER - 7

STATEMENT BY MINISTER

7.1 Statutory provisions: A Minister may make a statement on a matter of public importance with the consent of the Chairman in pursuance of Rule 251 of the Rules of Procedure and Conduct of Business in the Council of States.

7.2 Procedure for processing Statements by Ministers: Prior to the commencement of every session, a circular is issued to all Ministries/Departments of Government of India informing them that if any Minister wishes to make a statement in the House, an authenticated copy of the statement (in English and Hindi) along with 350 copies in English and 150 copies in Hindi proposed to be made may be supplied to Table Office well in advance of the day on which the statement is proposed to be made, for circulation to Members. Copies of the Statement are also made available to Press and Media Unit for circulation to Press and media persons..

7.2.1 In case a Minister wishes to make a *suo moto* statement on a matter of policy or any other issue of public importance, he sends a communication to the Chairman forwarding therewith a copy of the proposed Statement (in English and Hindi) with a request to include the Statement in the List of Business/Supplementary List of Business on a specific date and time or on any day or time as decided by the Chairman. The item is accordingly included in the List of Business/Revised List of Business/Supplementary List of Business. Statements are generally listed as last item for the day. Time is indicated on the express request of the Minister and agreed to by the Chairman. However, the statement to be made by the Prime Minister is generally listed immediately after the question hour. Copies of the Statements, received from the Ministry, are sent to the Chamber in advance and when the Minister rises to make his statement in the House, it is circulated to Members.

7.2.2 As per well established convention in Rajya Sabha clarifications are sought by Members on the statement made by Minister. List showing names of Members, who wish to seek clarifications received in the section are compiled according to point of time of receipt of notices in this regard. The final list is sent to the Chamber for use of the Chair.

7.3 Statements regarding status of implementation of recommendations contained in Reports of Department-related Parliamentary Standing Committees: In the year 2004, pursuant to provisions of Rule 266 of the Rules of Procedure and Conduct of Business in the Council of States, the Chairman, Rajya Sabha issued a direction that 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 with regard to his Ministry. Accordingly, each Minister, who wishes to make such statement, addresses a letter to the Chairman, Rajya Sabha seeking permission to make such statement. 25 copies of the statements along with Action Taken Statements (in English and Hindi) with one authenticated copy each in English and Hindi are also forwarded for laying on the Table of the House.

7.3.1 On receipt of the letter from the Minister, the item is included in the List of Business/Revised List of Business immediately after Laying of Papers. Such statements though listed to be made in the House in practice are laid on the Table of the House. Clarifications usually are not sought by Members on such statements.

7.4 Statements to correct inaccuracies: When a Minister finds that an incorrect information has been given to the House by him in answer to a starred/unstarred/short notice question or a supplementary question or during a debate, he/she may make a statement or lay it on the Table correcting his/her earlier answer or information. An advance notice of the proposed statement together with a copy thereof is required to be given to the Secretary-General for inclusion of the item in the List of Business. Correcting statements arising out of questions are generally made or laid immediately at the end of Question Hour, whereas statements arising out of a debate may be made or laid at such time as the Chairman may permit.

7.5 Statements in response to Calling Attention: Statements are also made by Ministers in response to the Calling Attention Notice by Members, immediately after Question Hour. As the matter is dealt with by Legislative Section, they ensure that sufficient copies (both in English and Hindi) of the Statement by the Minister are delivered in Table Office, well in advance and when Minister reads out the statement. Copies of the statement are circulated in the House. Copies are also supplied to the Press & Media Unit for circulation to press and media persons. Some copies are also retained in Table Office for record.

CHAPTER - 8

MINUTES BOOK OF THE COUNCIL

8.1 Minutes Book : A 'Minutes Book' is kept at the Table of the House, in which all the Business transacted in the House are briefly recorded by the concerned Officer sitting at the Table, as per a Duty Roster prepared at the commencement of each Session. The officer records each item of the proceedings briefly as entered in the List of Business, along with the time.

8.1.1 The entry for each day starts with the day and date, the time of assembly of the House and the name of the person presiding in the Chair at that time. With the commencement of a new session number of the session is indicated in the Minutes Book. Slips containing the formal items of Business given in the List/Revised List of Business are cut and kept at the Table by the Chamber Attendants so as to enable the officers at the Table to paste the same at the proper place in the Minutes Book. The following are also recorded in the Minutes Book:—

- (i) The names of Members who raise Supplementary to Questions;
- (ii) Submissions made by Members during the Zero Hour. (Matters Raised with Permission);
- (iii) Incidents of walk out by Members in the House;
- (iv) Messages from Lok Sabha reported in the House and a copy of the bill laid on the Table;
- (v) Announcement regarding grant of Leave of Absence to a Member;
- (vi) Statement regarding Government Business made by the Minister of State in the Ministry of Parliamentary Affairs;
- (vii) Ruling/Direction/Observation made by the Chair;
- (viii) Change of Presiding Officer from time to time with time;
- (ix) Names of Members, their party affiliation, the time taken while participating in the debates;
- (x) The time of each adjournment and re-assembly of the House during every sitting;
- (xi) Any other items of Business which are taken up in the House without an entry in the List of Business; and
- (xii) Any disturbances/interruptions caused in the Business of the House along with duration thereof.

When the House is adjourned for the day, the time is mentioned in consultation with the Reporters and the Officer recording in the Minutes Book at the end of the day puts his signature with date.

The formal items of Business are usually recorded in ink and other informal items, which come up or are taken up in the House, from time to time, are recorded in pencil in the margin of the Minutes Book.

8.1.2 From time to time, slips containing record of the proceedings are sent to Table Office by the officer at the Table making entries in the 'Minutes Book' in order to facilitate the preparation of the 'Parliamentary Bulletin Part-I' for the day. The draft manuscript of the Bulletin is finally compared with the Minutes Book after the adjournment of the House for the day.

8.2 Duty Roster : Prior to the commencement of each Session, a duty roster is prepared and issued with the approval of the Secretary-General, indicating the officers who will be on duty at the Table during the sittings of the House. Generally, officers who are in-charge of Council Sections of the rank of Legislative Officer/Assistant Director are deputed for recording the minutes of the proceedings of the House in the Minutes Book for a duration of 1½ hours. Officers in-charge of the Council Sections of the rank of Deputy Director and above are also deputed for duty at the Table for a duration of 2 hours or more and are always available to assist the Secretary-General and the Chair in the smooth conduct of Business of the House. During the Question Hour, *i.e.*, from 11.00 A.M. to 12.00 Noon, Officers in-charge of the Questions Branch are on roster duty at the Table. In case, any officer who is on roster duty is absent on a particular day, other officers on roster duty takes turns in performing the duty.

CHAPTER -9

PARLIAMENTARY BULLETIN—PART II

9.1 Statutory provisions: Parliamentary Bulletin—Part II comprises items of information on any matter relating to or connected with the business of the House or Committees or other matters of a general and routine nature useful to Members in the discharge of their parliamentary duties, which in the opinion of the Chairman may be included therein, in accordance with Rule 2 of the Rules of Procedure and Conduct of Business in the Council of States. It is issued in both English and Hindi versions. Bulletin—Part II is issued throughout the year unlike Bulletin—Part I, which is issued only during Session.

9.2 Processing of items received for publication in Bulletin—Part II: The co-ordination work relating to the issue of Bulletin—Part II is done by Table Office. Paragraphs (in English) containing information to be published in Bulletin—Part II approved by the Secretary-General are received from various Sections with a brief note indicating the date/dates on which the paragraph is to be published. Advance information regarding the para to be published is given by the concerned Section telephonically and through e-mail. After approval, the final version is sent through e-mail along with the hard copy. During inter-Session, Sections are required to forward the hard copies of the paragraphs meant for publishing in Bulletin—Part II latest by 5.30 p.m. In case, any urgent paragraph is to be published, then the concerned Section is required to intimate Table Office well in advance and send the item immediately on approval for incorporation in the Bulletin. All paragraphs are examined to ensure that the requisite formatting, font type and font size prescribed has been adhered to and in case of any discrepancies the same are rectified. Each paragraph of the Bulletin is serially numbered and indicated at the top left hand corner just above the heading of each para, as per order of appearance of the items desired to be given. Important paras are given priority over less important ones. The name of the originating Section is given in *italics*. After finalizing the items the name of the originating Section is indicated at the top right hand corner of the item. An e-mail is also sent to Translation Section-I and Government of India Press. Hindi version is prepared by Translation Section in CRC format and supplied directly to Printing Section. Printing Section then forwards final hard copy of the Bulletin to Government of India Press and ensures that printed copies are supplied to Distribution Branch at the earliest for circulation to Members and Officers in the next morning.

9.3 Paras issued by the Section on the eve of every Session: Besides processing of items received from other Sections for publication in Parliamentary Bulletin Part-II, following paragraphs are published by the Section on the eve of every Session for information of Members:—

- (i) Direction by the Chairman, Rajya Sabha (regarding Laying of Papers on the Table by Private Members);
- (ii) Observance of Rule 243 by Members when Chairman rises;
- (iii) Parliamentary Customs and Etiquette;
- (iv) Mode of addressing of Communication and Notices; and
- (v) Allocation of Time in Debates.

9.4 Uploading of Bulletin—Part II on the Rajya Sabha website: The English version of the Bulletin is uploaded on the Rajya Sabha website by Table Office using the Bulletin—Part II Publishing software and they are available for public viewing on the website under the link 'Business '—' Bulletin—Part II' in a month-wise and date-wise format. The subject matter of each para and the section publishing the para is also indicated on the website for easy reference.

9.5 Binding of Bulletin—Part II: The serial numbers given to each para in the Bulletin—Part II, brief subject matter and name of the Section is entered in a Register. The Bulletins are also kept in a folder and at the end of each year, the Bulletins issued during the year are got bound separately (both English and Hindi versions) and one copy each is kept in Table Office and Chamber for record and reference.

CHAPTER-10

VACATION OF SEATS IN THE RAJYASABHA

10.1 Reasons for vacation of seats: The vacation of seat of a Member may arise on the following grounds:—

- (i) Resignation;
- (ii) Death of a sitting Member;
- (iii) Retirement on expiration of term of office;
- (iv) Election of a Member to the other House or to a State Legislature;
- (v) Declaration of the election of a Member as void by the Court;
- (vi) Adoption of a motion by the House expelling the Member;
- (vii) Election of a Member to the office of President/Vice-President or Governor of a State;
- (viii) Absence from all the sittings of the House for a period of 60 days without permission of the House; and
- (ix) Disqualification of a Member under Tenth Schedule to the Constitution or due to various reasons etc.

10.2 Resignation of Member: If a Member communicates his intention to resign his seat by intimating in writing under his hand addressed to the Chairman, the letter is submitted on file for acceptance, under Rule 213 of the Rules of Procedure and Conduct of Business in the Council of States and article 101(3) (b) of the Constitution of India. In case of letters of resignation received either by post or through some other persons, the Chairman after satisfying himself through an inquiry, either himself or through the agency of the Rajya Sabha Secretariat or through any other agency, as deemed fit, regarding the voluntary nature and genuineness of the said resignation, accepts the resignation. If the Member hands over the letter of resignation to the Chairman personally and informs him that the resignation is voluntary and genuine and the Chairman has no knowledge to the contrary, the Chairman accepts the resignation immediately. The resignation takes effect from the date specified by the Member, if accepted by the Chairman by that date and if no such date is specified, then from the date of acceptance by the Chairman. A member may withdraw his resignation at any time before it is accepted by the Chairman, but in no case thereafter. A Member may also resign his/her seat before he/she has made and subscribed oath/affirmation.

10.2.1 If the resignation is accepted when the House is in Session, an announcement is made in the House, at the earliest and is published in the Parliamentary Bulletin Part-I. As no entry is made in the List of Business, the announcement is incorporated in the Memorandum of Business and placed in the Chairman's folder and also the folders of other Officers at the Table. If the House is not in Session, the resignation is published in Bulletin Part-II for information of Members. A Gazette Notification is issued with a copy endorsed to the concerned Member, Election Commission of India and Chief Electoral Officer of the concerned State, so that steps can be initiated to fill the vacancy. Copies of the Notification are also endorsed to the Chief Secretary of the concerned State, Prime Minister's Office, Supreme Court, all Ministries of the Government of India, Cabinet Secretariat, Lok Sabha Secretariat, all officers/Sections of the Secretariat etc. In case of nominated Member, instead of the Election Commission, a copy of the Notification is endorsed to the Ministry of Home Affairs. An announcement regarding vacation of seat is also made on the first day of sitting of the next Session.

10.3 Death of a Member: In case of death of a sitting Member, verification is ascertained from the State Govt./District Magistrate/Resident Commissioner, before the vacancy is notified in the manner as stated at para 10.2.1. above. An Obituary Reference is also made to the passing away of the sitting Member immediately if the House is in Session and if the House is not in Session, on the first day of the sitting of the next Session.

10.4 Retirement on expiration of term of office: Well before the term of office of a Member expires, the exact date of retirement of Members in a particular year is verified from the Ministry of Law and Justice (Legislative Department). On receipt of the information from the Ministry of Law and Justice, the details of the Members whose term of office is likely to expire in a given year, State-wise, along with the dates of expiration of their term is published in the Parliamentary Bulletin—Part II. The Election Commission of India notifies the dates and programme of the biennial elections to the Rajya Sabha as and when vacancy arises.

10.5 Election of a Member to the other House or State Legislature: If a Member of Rajya Sabha is chosen as a Member of Lok Sabha, his/her seat in Rajya Sabha becomes vacant with effect from the date on which he/she is chosen as a Member of the other House, *i.e.*, on the date of his/her election to the Lok Sabha, in accordance with article 101(1) of the Constitution of India. If a person is chosen as a Member both of the Rajya Sabha and a House of the State Legislature, his/her seat in the Rajya Sabha becomes vacant unless he/she has resigned his/her seat in the State Legislature within a period of 14 days from the publication of the declaration of his/her election in the Gazette of India or in the State Gazette, whichever is later, in accordance with article 101(2) of the Constitution of India.

10.5.1 Further, if a person is chosen as a Member of both the Houses but has not taken his seat in either of them, then he/she has to intimate in writing to the Election Commission, within 10 days of the publication of the declaration that he/she has been so chosen in the Gazette of India, in which House he/she wishes to serve and thereupon his/her seat in the House in which he/she does not wish to serve becomes vacant, in terms of Section 68 read with Section 67-A of the Representation of the People's Act, 1951. The intimation given is treated as final and irrevocable. In case, any person fails to give such intimation, his/her seat in the Rajya Sabha becomes vacant after the expiration of that period. Also, if a person is elected to more than one seat in the House, then all the seats become vacant, unless he/she resigns within 14 days all but one of the seats, in terms of Section 70 of the Representation of the People's Act, 1951 read with Rule 91 of the Conduct of Election Rules, 1961.

10.5.2 In all the above-mentioned cases, after duly processing the cases on file, a circular is issued by the Section, in terms of the relevant provisions of Section 67A, 68, 69 and 70 of the Representation of the People Act, 1951, as applicable in the relevant case, for information of all concerned.

10.6 Declaration of election of a Member as void by the Court: If the election of a Member is declared void by the High Court, his/her seat becomes vacant as soon as the order is pronounced by the Court. Where stay has been granted on the operation of the Order, it is deemed never to have taken effect. Where the Supreme Court allows the Member to attend the House pending disposal of appeal by the said Court only for the days necessary to keep the appellant Member's seat alive, the Member continues to be a Member of the House subject to restrictions mentioned in the order of the Supreme Court. On receipt of the order from the High Court, the case is submitted on file and a circular reproducing the relevant portions of the Court Order is issued for information of all concerned. In case of any order of the Supreme Court on an appeal in the said case, that order is also reproduced for information of all concerned in continuation of the earlier Circular issued by the section.

10.7 Adoption of a Motion by the House expelling the Member: The seat of a Member shall be declared vacant, on a motion moved by the Leader of the House or by such other Member to whom he may delegate his functions in this behalf, as per Rule 215 of the Rules of Procedure and Conduct of Business in the Council of States. If the motion referred to is carried, the Secretary-General shall cause the information to be published in the Gazette *vide* a Notification issued in this regard and forward a copy of the said Notification to the Election Commission for taking steps to fill the vacancy thus caused.

10.8 Election of a Member to the office of President, Vice-President or Governor of a State: If a Member is elected to any of the said offices, his/her seat in the Rajya Sabha becomes vacant upon his/her entering upon the office to which he/she is elected or appointed, as the case may be. The vacancy is notified in the manner, as stated at para 10.2. above. If the Member tenders his/her resignation on being elected/appointed to such offices, then the procedure detailed at para 10.2. is followed.

10.9 Absence of a Member from the sittings of the House for a period of 60 days: If a Member remains absent from all the sittings of the House for a period of 60 days or more without the permission of the House, his/her seat may be declared vacant, under article 101(4) of the Constitution of India. Provided that in computing the period of 60 days, no account shall be taken of any period during which the House is prorogued or is adjourned for more than four consecutive days. The seat is generally declared vacant on a motion moved and adopted by the House. Thereafter, a Notification declaring the seat vacant is issued, as per procedure laid down.

10.10 Disqualification of a Member: Under article 102 of the Constitution of India, a person shall be disqualified for being chosen as, and for being, a Member on the following grounds:—

- (i) holds any office of profit under the Government of India or the Government of any State, other than an office declared by Parliament by law not to disqualify its holder;
- (ii) is declared by a competent court to be of unsound mind;
- (iii) becomes an undischarged insolvent;

- (iv) voluntarily acquires the citizenship of a foreign State or is under any acknowledgement of a allegiance or adherence to a foreign State; and
- (v) is disqualified under the Tenth Schedule (Disqualification on grounds of defection).

On receipt of any petition regarding disqualification of a Member for holding an office of profit, either by the Election Commission of India or by the President's Office, the opinion of the Election Commission is initially sought in the matter and the President gives his/her decision in the matter based on the opinion of the Election Commission. The decision of the President is immediately reproduced in Parliamentary Bulletin Part-II for information of all concerned. An announcement is also made in the House immediately for information of all Members. If the House is not in Session, then the announcement is made on the first day of sitting of the next Session.

In cases of disqualification under the Tenth Schedule, on receipt of petition in this regard, the Chairman, who is the deciding authority in this case, as per existing practice refers the matter to the Committee of Privileges and based on the Report of the Committee and after giving reasonable opportunity to the Member to represent his case, the Chairman gives his decision holding the concerned Member disqualified or dismisses the petition, if it lacks merit. The decision is announced in the House immediately, if it is in Session and if not in Session, then immediately after it re-assembles. It is also published in the Bulletin Part-II and notified in the Official Gazette with copies endorsed to the Election Commission of India and Ministries of the Government of India.

10.10.1 The seat of a Member also becomes vacant, if he/she is convicted or found guilty of certain offences under the Indian Penal Code or of an electoral offence mentioned in Section 125 or 135 or 136 of the Representation of People Act, 1951 or has incurred any other disqualification mentioned in Part II, Chapter III of the said Act.

10.11 Good Wishes to Retiring Members: About one-third of the Members of the Rajya Sabha retire every second year on the expiration of their term. It is customary to offer good wishes or bid farewell to the retiring members as when their retirement is imminent, during the session. The text of the good wishes is prepared and submitted on file for approval of the Chairman, Rajya Sabha. The approved text is incorporated in the folder containing the Memorandum of Business on the day on which it has been decided to offer good wishes. However, no entry in this regard is made in the List of Business. After the Chairman, Rajya Sabha offers good wishes and bade farewell to the retiring Members, Leader of Opposition, Deputy Chairman and Leaders of political parties/groups in Rajya Sabha having a strength of four and more and at the end the Prime Minister or the Leader of the House responds to the sentiments expressed by the Chair. Members who are due to retire also respond to the sentiments expressed by the Chairman and others.

CHAPTER-11

ELECTIONS TO FILL VACANT SEATS IN THE RAJYA SABHA

11.1 Biennial Elections: The elections held every second year to elect new Members to replace those retiring is called 'Biennial Election'. For the purpose of filling the seats of Members of Rajya Sabha retiring on the expiration of their term of office, the President, by one or more notification published in the Gazette of India on such date or dates as may be recommended by the Election Commission, calls upon the elected members of the Legislative Assembly of each State or members of the electoral college of each Union Territory as the case may be, to elect Members of the Rajya Sabha in accordance with the Representation of People Act, 1951 and the rules and orders made thereunder. The notifications issued by the Election Commission specify the number of seats to be filled in each State along with the date of retirement/vacation of seat in each State, the election schedule/programme and the officers appointed as Returning Officer/Assistant Returning Officer of the elections. Generally, the Secretaries/Officials of the State Legislatures are appointed as Returning Officers/Assistant Returning Officers. Copies of the said notifications are endorsed to the President's Secretariat, Chief Secretaries of concerned States, Ministry of Law and Justice, Returning Officers etc. The contents of the notification issued by the Ministry of Law and Justice (Legislative Department) along with the election schedule issued by the Election Commission under relevant sections of the Representation of the People Act, 1951, is reproduced in Parliamentary Bulletin Part-II for information of Members.

11.1.1 After the declaration of the result, the Returning Officer sends the declaration of results to the Election Commission, Ministry of Law & Justice (Legislative Department) and the Secretary-General, Rajya Sabha. The date on which a candidate is declared elected is the date of election of that candidate. The Returning Officer issues a certificate of election in Form 24 of the Conduct of Elections Rules, 1961 and obtains an acknowledgement of its receipt duly signed from the candidate, a copy of which is sent to the Secretary-General, Rajya Sabha by registered post. The Ministry of Law and Justice (Legislative Department) forwards a copy of the Gazette Notification containing the names of the elected candidates to the Secretariat. A circular is then issued by the Secretariat for information of all concerned.

11.2 Bye-Elections: The election held to fill a vacancy arising otherwise than by retirement of a Member on the expiration of his term of office, namely, causal vacancy, is called 'Bye-election'. The bye-election is required to be held within six months of the occurrence of the vacancy. However, this will not apply if (i) the remainder of the term of a Member in relation to a vacancy is less than one year or (ii) the Election Commission in consultation with the Central Government certifies that it is difficult to hold the bye-election within that period. Election Commission issues notifications regarding the bye-election specifying the number of vacancies from the State concerned and the reason for such vacancy, the election schedule/programme and the Returning and Assistant Returning Officers appointed for the said elections. However, the contents of the Notification are not published in the Parliamentary Bulletin—Part II. After declaration of the result and notification of the same by the Ministry of Law and Justice, a circular is issued by the Section for information of all concerned.

11.3 Nominations to the Rajya Sabha: In case of vacancies caused due to resignation, retirement, death etc. of nominated Members, the process for nomination is initiated by the Ministry of Home Affairs. Whenever, a vacancy occurs in respect of nominated Members, a copy of the gazette notification/circular notifying the vacancy is endorsed to the Ministry of Home Affairs, so as to enable them to initiate steps for filling the said vacancy. The President, in exercise of the powers conferred under sub-clause (a) of clause (1) of article 80 of the Constitution nominates persons having special knowledge or practical experience in respect of literature, science, art and social service. The Ministry of Home Affairs issues a notification to be published in the Gazette of India regarding the nomination of Members. Thereafter, the Ministry of Law and Justice (Legislative Department) issues their Notification in pursuance of Section 71 of the Representation of People Act, 1951. The term of office of nominated Member commences from the date of issue of Notification by the Ministry of Law and Justice. On receipt of the Notification, a circular informing all concerned about the nominated Members is issued by the section immediately.

11.4 Action on the part of the section after election/nomination: When a Member is elected to the Rajya Sabha either through a Bye-election, Biennial election or nomination a congratulatory letter is issued to the Member-elect/Member-nominated from the Secretary-General, immediately on receipt of the relevant information from the Returning Officer for the elections, Ministry of Law and Justice/Ministry of Home Affairs, as the case may be. An index card containing the name of Member, State to which they belong, permanent address, date of election/nomination, date of notification, date of taking oath/seat, date of expiration of term, date of vacation of seat with reasons, party affiliation, remarks is maintained in tabular

format and when a new Member is elected/nominated, the requisite information is entered in the index card, to enable easy access to essential data regarding Members. The details of each Member are also entered in a Register of Members of the Council of States (Rajya Sabha), maintained in a tabular format, for record purpose.

11.5 Welcome to newly elected/nominated Members: As per well-established convention, the Chairman welcomes the newly elected/nominated Members in biennial elections to the Rajya Sabha on behalf of the House after they have made and subscribed oath or affirmation and taken their seats in the House. The text of the welcome address is prepared and got approved by the section and thereafter incorporated in the folder containing the Memorandum of Business for the day for use of the Chairman.

11.6 Change in Style of Name of Members: When a Member is elected to the Rajya Sabha either through biennial or bye-elections or is nominated to the Rajya Sabha and notification is issued by the Ministry of Law and Justice (Legislative Department), a circular is issued informing all concerned about the election/nomination. The name of the Member in the circular is reproduced as given in the notification issued by the Ministry of Law and Justice. If a Member, thereafter, wishes to change his name style, he/she is required to intimate style of name about the same in the prescribed form. On receipt of the form the same is processed and submitted on file for approval of the Secretary-General. After approval, a circular is issued informing all concerned including the Member of the change in his/her style of name. An entry is also made in the index card of the Member indicating the new style of name of the Member and the date on which the name style has been changed. Other records featuring name of the Member are also corrected accordingly.

CHAPTER-12

ALLOCATION OF SEATS AND DIVISION NUMBERS IN THE CHAMBER

12.1 Seating Arrangement in the Rajya Sabha Chamber: The Rajya Sabha Chamber which is of semi-circular (or horse-shoe) shape has a seating capacity for 250 Members. The Chamber is divided into six blocks each with seven rows. The first and the sixth block consist of 23 seats each and each of the remaining blocks (two to five) consists of 51 seats. The seats are numbered consecutively block wise starting from the first seat to the right of the Chair in the first block and then in the second block and so on.

12.2 Procedure for allotment of Seat/Division Number: As per Rule 4 of the Rules of Procedure and Conduct of Business in the Council of States, Members sit in such order as the Chairman may determine. According to the well-established convention, Members belonging to the ruling party are given seats on the right side of the Chair and Members belonging to the opposition parties are given seats on the left side of the Chair. Recognised parties and groups are allotted blocks of seats in proportion to their respective strength and the total number of seats available in the House. For the purpose of allotment of blocks of seats, recognized parties/groups are those which have minimum strength of five Members. Individual allotment of seats within a block or seats is made in consultation with the Leader/Whip of the party or group concerned. Seats to Members belonging to small or unrecognized parties/groups, independents or nominated Members not belonging to any party/group are allotted by the Chairman. Members of such groups who form an association for the purpose of floor functioning and who express a desire to sit together are, as far as possible, allotted contiguous seats.

12.2.1 There are twenty front seats in the first row. Out of them, four seats are reserved for the Leader of the House, the Prime Minister, the Deputy Chairman and the Leader of the Opposition. The first seat on the right side of the Chair is reserved for the Leader of the House and the second seat for the Prime Minister. The first seat to the left side of the Chair is reserved for the Deputy Chairman and the seat next is reserved for the Leader of the Opposition. The remaining 16 front row seats are earmarked for the leaders of the recognized parties or groups in the Rajya Sabha having a strength of at least five Members. If a seat is not available for the leader of such group in the front row, he is allotted a seat in the next available row for the time being until a front row becomes available for allotment to him and the strength of his group continues to be five or more Members. The first row of each of the three blocks to the right of the Chair is ordinarily reserved for the Ministers who are Members of the Rajya Sabha and seats are allotted to them in consultation with the Minister of Parliamentary Affairs. Ministers who are not Members of the Rajya Sabha are not allotted seats. If any seats remain vacant in these rows, such seats may be occupied by them while they are present in the House for transaction of business listed against their name.

12.2.2 Parties and groups in the Opposition are allotted blocks of contiguous seats in proportion to their strength, starting from the left of the Chair. A party or group having the next largest numerical strength is allotted seats to the extreme left, the party or group having the next largest numerical strength to the left of that party or group and so on. Senior Members of the House are allotted prominent seats and in appropriate cases, in the front rows without consideration of party or group to which they belong. Nominated Members are ordinarily allotted seats in the fourth and the fifth blocks facing the Chair, except to those who belong to a political party in which case they are accommodated in the blocks reserved to that party.

12.2.3 Whenever any changes take place in the membership of the Rajya Sabha due to various reasons like vacation of seats by Members on account of retirement, death, resignation etc., filling up of the vacant seats by new Members in biennial/bye-elections/nomination, change in numerical strength of a party or group, formation of a new party or group due to merger, appointment of Members as Leaders/Chief Whips of a party or group, the seating arrangement is reviewed and revised accordingly. The exercise is usually done before the commencement of each Session. A draft seating arrangement is worked out keeping in view the changes and requests received from the Leaders/Chief Whips of various parties/groups and individual Members and submitted for the approval of the Secretary-General. In respect of larger parties, even if individual requests are received from Members for change of seat, the same is considered only after consultation with the Leader/Chief Whip of the concerned party. Care is taken to ensure that all Members are given suitable seats as per their convenience and that of the party to which they belong. After approval, concerned Members are informed about the seat numbers allotted to them, through letters addressed to each of them. The format for informing change in seat numbers to existing Members and allotment of seat number to new Members is different. The seat number is also the Division number of the Member and is to be quoted at the time of voting in the House. Members are informed to memorise that number and quote the same in every notice/communication addressed to the Secretary-General. Once a seat number has been allotted

to a Member that becomes his fixed seat and he has to address the House from that allotted seat. If the request of any Member for change in seat/division number is not acceded to, then the Member is informed accordingly. Generally, changes in seat/division numbers are not done during the currency of the Session unless they are absolutely essential and even if few changes are made, care is taken that these changes do not upset the general seating arrangement till the duration of the Session.

12.3 Preparation of Division List and Attendance Register: After approval of the seating arrangement, the CRC of the Division List and Attendance Register are prepared and sent to Printing Section for onward transmission to Government of India Press for supply of printed copies. The Attendance Register contains the names of Members both in English and Hindi along with their Division Nos. A note is also sent to Lobby Office informing them of the changes in seat/division number, so as to enable them to make the necessary changes inside the Chamber, well in time. Changes in Division Numbers of Members are also intimated to Questions Branch *vide* a note for their information. Five final copies of the seating arrangement chart indicating different parties in different colours are also prepared and provided for the use of Chairman and Secretary-General in their office and Chamber (one copy each of the Chart is kept on the Table of the Chairman and Secretary-General in the Chamber).

12.4 Uploading/Updating of changes in Division Numbers in the relevant softwares: A software, namely Rajya Sabha Members Information System (RMIS) has been developed which indicates the seat/division numbers of Members and their party affiliation. Any change in the division number of a Member is immediately made in the software and coloured print-outs of the chart are generated for use of the Chairman and Secretary-General. The division numbers of Members are entered in the Automatic Vote Recording System used for counting votes during a division in the House. The division numbers, party affiliation etc. of a Member is also indicated on the newly installed Integrated Talk-time Management and Display System in the Chamber.

CHAPTER - 13

OATH/AFFIRMATION BY MEMBERS

13.1 Constitutional and Statutory Provisions: Under article 99 of the Constitution, every Member of the Rajya Sabha elected either in a biennial election or bye-election or nominated by the President, before taking his/her seat in the House, is required to make and subscribe oath or affirmation according to the form set out for the purpose in the Third Schedule to the Constitution. As per Rule 5 of the Rules of Procedure and Conduct of Business in the Council of States, a member who has not already made and subscribed an oath or affirmation in pursuance of article 99 of the Constitution may do so at the commencement of a sitting of the Council, or at such other time of the sitting as the Chairman may direct. Under article 104 of the Constitution, if a Member sits or votes in the House without making and subscribing the oath or affirmation he is liable in respect of every day on which he so sits or votes to a penalty of Rs. 500, to be recovered as a debt due to the Union.

13.2 Formalities to be completed before making oath/affirmation: A Member elected or nominated to the Rajya Sabha is entitled to make and subscribe oath or affirmation and take his seat in the House only upon the commencement of his term of office. Before taking Oath/Affirmation, a newly elected Member has to furnish to the Secretary-General/Table Office, the Certificate of Election granted to him by the Returning Officer under Rule 85 of the Conduct of Election Rules, 1961 and in case of a nominated Member, certified copy of the Notification nominating him as a Member issued by the Ministry of Home Affairs. A statement of particulars and declaration in Form III under Rule 4 of the Members of Rajya Sabha Disqualification on Ground of Defection Rules, 1985 is also required to be filled. He may also indicate the language in which he wishes to make the Oath or Affirmation in advance and obtain the requisite form from Table Office. A Member can make and subscribe oath or affirmation in any of the 22 languages given in the Eighth Schedule of the Constitution or in English. The authenticated forms of oath and affirmation, for use of both elected and nominated (male and female) Members in all the languages listed in the Eighth Schedule are obtained from the Ministry of Law and Justice (Official Language Wing).

13.3 Rights etc. of a Member before making oath/affirmation: A Member is not entitled to sit, participate and vote in the House until he/she has made and subscribed oath or affirmation. However, a Member whose term of office has commenced but has not made and subscribed oath or affirmation is entitled to receive salary as a Member. A Member who has not taken his/her seat in the House can give notice of a question or a resolution and it can be included in the list of business but he/she cannot ask the question or move the resolution until he/she takes his/her seat after making the oath or affirmation. Members can also attend the President's Address without making the oath/affirmation. He/she can be nominated to the panel of Vice-Chairmen though he/she can function as such only after he/she makes and subscribes oath or affirmation and takes his/her seat. A Member who has not taken his/her seat in the House has to ask for leave of absence from the sittings of the House in order to save his/her seat being declared vacant, under article 101 of the Constitution. A Member can resign his/her membership of the House by addressing a letter to the Chairman before he/she makes and subscribes oath or affirmation and takes his/her seat in the House.

13.4 Procedure for oath/affirmation in the House: Ordinarily, oath or affirmation is made or subscribed during a regular sitting of the House and most preferably on the first day of sitting of the House. For this purpose, it is included as the first item in the List of Business under the heading Oath or Affirmation. Even if the item is not included in the List of Business, if intimation is received that a member wants to take oath, he/she is permitted to do so. The timings of the oath/affirmation can also vary, if permitted by the Chairman. After biennial elections, when large number of newly elected Members are required to take oath/affirmation, Members are informed *vide* Parliamentary Bulletin Part-II that they may do so on the first day of the ensuing Session of Rajya Sabha. In the Memorandum of Business, the names of the Members are arranged State-wise and under each State names of Members are arranged in alphabetical order. If one of the Members who is to make oath/affirmation has been appointed as the Leader of House/Leader of the Opposition, he is called first to do so. The names of the Members and the States which they represent along with the time of oath/affirmation are published in the Parliamentary Bulletin Part-I issued for the day.

13.5 Procedure for oath/affirmation in the Chairman's Chamber: A Member can also make and subscribe Oath/Affirmation in the Chairman's Chamber, if permitted by the Chairman. This is done when Members have been newly elected/nominated and their term of office have commenced, but the regular sitting of the House is scheduled to start some time later and to enable them to participate in the meetings of the Department-related Parliamentary Standing Committee during the intervening period. When requests from some Members are received, it is submitted on file for seeking the convenience of the Chairman

for the oath taking ceremony. If the Chairman indicates a convenient date and time, then invitation letters for the oath taking ceremony are issued to the concerned Members, Prime Minister, Deputy Chairman, Minister(s) in-charge of the Ministry of Parliamentary Affairs, Leader of Opposition and Leaders of the parties to which the Members belong. Concerned Sections, *i.e.*, Lobby Office, Notice Office and Press and Media Unit are also informed to make the necessary arrangements for the said ceremony. A press communiqué and Parliamentary Bulletin Part-II are also issued containing information of the Members, who have made and subscribed oath/affirmation.

13.6 Roll of Members: As provided in Rule 6, a Member is required to sign the 'Roll of Members' before taking his/her seat, in the presence of the Secretary-General. The date on which a Member has made and subscribed oath/affirmation is indicated at the top of the page and the name of the Member along with the language in which he/she has made and subscribed oath/affirmation is indicated in brackets beneath the signature. The Roll of Members is maintained and kept under safe custody by the Section.

CHAPTER - 14

BUSINESS ADVISORY COMMITTEE

14.1 Statutory Provisions and Composition of the Committee: The Business Advisory Committee is constituted by the Chairman under Rule 30(1) of the Rules of Procedure and Conduct of Business in the Council of States to recommend time that should be allocated for various stages of Government Bills and other Business as well as for various stages of Private Members' Bills and Resolutions. It consists of 11 Members including the Deputy Chairman, Rajya Sabha and with the Chairman, Rajya Sabha as Chairman of the Committee. The Committee so nominated holds office until a new Committee is nominated. Casual vacancies in the Committee are filled by nomination by the Chairman. In order to make the Committee as broad-based as possible so that its recommendations could be acceptable to all sections of the House, Leaders of groups having strength of four or more which do not find representation on the Committee are invited to attend its meetings as Special Invitees. Similarly, members of the panel of Vice-Chairmen, if not already members of the Committee, Leader of the House, Leader of the Opposition and Minister(s) in-charge of the Ministry of Parliamentary Affairs are also invited to attend the meetings of the Committee as Special Invitees. Quorum of the Committee is five.

14.2 Meetings and Functions of the Committee: The Committee generally meets on the opening day of every session to allocate time for Government Legislative and other Business expected to be taken up during the first week of the session. Thereafter, meetings of the Committee are generally held every Thursday afternoon (mostly at 4.00 p.m.) when the House is in session or on any other day or time at the convenience of the Chairman. The Committee also recommends time for discussion of other items of business such as Motion of Thanks on the President's Address. All proposals for late sittings of the House (in exceptional cases dispensing with Question Hour) or dispensing with or curtailment of lunch hour and fixing of additional sittings/cancellation of sittings or fixation of a sitting on a Saturday are generally placed before the Committee for its consideration. The priority of Government Business is determined by the Government. The Committee however, in certain cases recommends priority of business to be taken up in the House or recommends postponement of certain items of business, if sufficient time is not available during the session for discussion of that item of business. The Committee may also recommend that the House may dispense with the Private Members' Business listed for a Friday in order to complete the urgent Government Legislative Business and allot time for Private Members' Business on any other day in that or subsequent week. As per convention, the Committee recommends the Ministries whose working is to be discussed by the House during the Budget Session and fixes the order in which they may be taken up for discussion as well as the party which would initiate the discussion.

14.3 Procedure for organizing the meetings of the Committee: A note is sent to the Ministry of Parliamentary Affairs two days prior to the meetings of the Committee, *i.e.*, on Tuesday in respect of meeting on Thursday, requesting them to supply the Agenda containing the List of Bills and other Business expected to be taken up in the House for the ensuing week. The Ministry is requested to specify against each Bill, the status/purport, gist of the Bill and whether it has been referred to the concerned Department-related Parliamentary Standing Committee and if so, the date of presentation of the Report thereon in the House. The Ministry is also requested to ensure that all procedural formalities, such as, requisite notice(s), President's recommendation, notice for amendments, request for waiver under Rule 123 of the Rules of Procedure and Conduct of Business in the Council of States etc., wherever necessary, required to be fulfilled by the concerned Ministries/Departments in respect of the Bills proposed to be included in the Agenda to be placed before the Committee are complete in all respects. A notice for the meeting (both in English and Hindi) is generally issued to all Members and Special Invitees one day before the meeting of the Committee. No agenda is circulated in advance to the Members. However, the information received from the Ministry of Parliamentary Affairs is prepared in the form of an Agenda for the meeting indicating the dates available for Government/Private Members' Business and business for which time has already been allotted by the BAC and is circulated at the time of the meeting.

14.3.1 The menu of refreshments to be served at each meeting is decided in consultation with the higher officers and a note is sent to the Catering Manager, Northern Railway Catering Service Parliament House requesting him to make arrangements for serving refreshments at the venue of the meeting. The note is sent one day prior to the day of the meeting.

14.3.2 To assist the Chairman, Secretary-General, Secretary and other officers concerned are supplied, folders containing the following documents and generally it is given to them in the morning of the day of the meeting:—

- (i) Agenda;
- (ii) Meeting Notice;
- (iii) Minutes of the previous meeting (s) held during the current session or Minutes of the last meeting held during the previous session, in case of meeting held on the opening day of a new session; and
- (iv) Calendar

In case, time has already been allocated for a particular Bill by the BAC in any of its previous meetings, then the same is indicated in the Agenda. Similarly, if time has already been allocated for a particular Bill by the BAC in Lok Sabha, as ascertained from Table Office, Lok Sabha, the time so allocated and indicated on the left side of the Agenda for information of the officers. A list of Calling Attention and Short Duration Notices received for the Session are obtained from Legislative Section and placed in the folders of the officers. Any other statistical information relevant for the meeting are also prepared, if required, for information and circulation to members of the Committee and Officers present.

14.4 Action on the part of the Section after the meeting: After conclusion of the meeting, as provided in Rule 33(1) of the Rules of Procedure and Conduct of Business in the Council of States, a draft announcement containing recommendations of the Committee regarding allocation of time to Government Legislative and other Business is put up for approval of the Secretary-General. After approval, a copy of the same is immediately sent to the Chamber for announcement by the Chair if the House is not adjourned for the day. If the House is adjourned for the day, a copy of the announcement is placed in the Memorandum of Business for making the announcement on the following day after Question Hour and paper laying. After the announcement is made in the House, the same is published in the Parliamentary Bulletin Part-II. The minutes containing allocation of time and other recommendations made by the Committee is submitted on file for approval of the Chairman and thereafter is circulated to all persons present in the meeting. The meetings of the Business Advisory Committee are consecutively numbered from the time of constitution of the Committee and is indicated on the minutes. No Bulletin is issued or announcement made in case of informal meetings of the Committee. A copy of the meeting of the Business Advisory Committee is placed in the Guard File for future reference. A record of the date of meetings of the Committee and the date of announcement of the recommendations of the Committee in the House is also kept in the Guard File. The Guard File is got bound from time to time for permanent record. The Report of Business Advisory Committee Meeting, as per practice in vogue are not prepared.

14.5 Settlement of Bills incurred on meetings of BAC: On receipt of the Bills regarding the expenditure incurred on refreshments served during the meetings of the Committee from the Northern Railway Catering Service, the same are examined and processed for settlement. A register is maintained to keep record of the expenditure incurred.

CHAPTER-15

RECOGNITION OF LEADER OF THE HOUSE/LEADER OF OPPOSITION/GROUPS IN RAJYA SABHA AND NOMINATION OF MEMBERS ON THE PANEL OF VICE-CHAIRMEN

15.1 Recognition of Leader of the House in Rajya Sabha: The Leader of the House is an important parliamentary functionary and exercises direct influence on the course of parliamentary business. Rule 2(1) of the Rules of Procedure and Conduct of Business in the Council of States defines the Leader of the Council to mean the Prime Minister, if he/she is a Member of the Council, or a Minister who is the Member of the Council and is nominated by the Prime Minister to function as the Leader of the Council.

After the General Elections to Lok Sabha, the party in Government intimates the name of the Leader of the ruling party in the Rajya Sabha to the Chairman, Rajya Sabha. The letter of such intimation is usually received from the Minister of Parliamentary Affairs or Chief Whip of the ruling party in Parliament. On receipt of the letter of intimation about the new Leader of the House in Rajya Sabha, the same is submitted for approval of the Chairman, Rajya Sabha. An announcement to be made in the House by the Chair regarding the new Leader of the House is also prepared and put up for approval. After approval, the said announcement is placed in the folder of the Chairman containing Memorandum of Business for the day on which the said announcement has to be made in the House. The announcement is shown in Parliamentary Bulletin Part-I and records of the Section are updated accordingly.

15.1.1 The Leader of the House occupies the first seat in the Chamber at the right side of the Chair. As a matter of convention, if the Leader of the House, has to make and subscribe oath/affirmation, he is called first to do so. He is invited to the customary luncheon/dinner meetings hosted by the Chairman, Rajya Sabha on the eve of every Session and also as a special invitee to the meetings of the Business Advisory Committee.

15.2 Recognition of Leader of Opposition in Rajya Sabha: The Leader of the Opposition is also an important parliamentary functionary and is accorded statutory recognition. The Salary and Allowances of Leaders of Opposition in Parliament Act, 1977, defines the Leader of the Opposition, Rajya Sabha as Member of the Council of the States, who is, for the time being, the Leader in the House of the party in Opposition to the Government having the greatest numerical strength and recognized as such by the Chairman of the Council of States.

15.2.1 As per practice in vogue, various parties/groups generally intimate the Chairman, Rajya Sabha about the changes in their office bearers. Whenever, a vacancy occurs in the Office of the Leader of the Opposition due to resignation, death, election to Lok Sabha and after the General Elections to Lok Sabha, the party in Opposition to the Government having the greatest numerical strength in the Rajya Sabha intimates the name of their new Leader along with other office bearers of the party to the Chairman, Rajya Sabha. The letter of such intimation is usually received from the Leader of the Opposition in Lok Sabha or the President of that party. On receipt of such letter, the same is processed on file for approval of the Chairman, Rajya Sabha. The Chairman, Rajya Sabha accords recognition to the Leader of the Opposition in Rajya Sabha if he/she fulfils the necessary requirements enumerated in the said Act. After approval, an announcement is made in the House by the Chair. As per Explanation to Section 2 of the said Act, if there are two or more parties in opposition to the Government in the Council of States having the same numerical strength, the Chairman of the Council of States having regard to the status of the parties, recognize any of the Leaders of such parties as the Leader of the Opposition for the purposes of this section and such recognition shall be final and conclusive.

15.2.2 After the Chairman accords recognition to the new Leader of the Opposition in Rajya Sabha, the following steps are taken:—

- (i) The recognition of the new Leader of the Opposition by the Chairman, Rajya Sabha is published immediately in the Parliamentary Bulletin Part-II for information of Members of Rajya Sabha and others.
- (ii) The Ministry of Parliamentary Affairs is intimated through a U.O. Note about the recognition of the Leader of the Opposition in Rajya Sabha for publication of the same in the Gazette Notification as required under Section 9 of the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977.
- (iii) A copy of the approved announcement is placed in Memorandum of Business (Chairman's folder) to enable the Chair to announce the same in the House.

- (iv) After the announcement is made in the House, the same is shown in the Parliamentary Bulletin Part-I.
- (v) A copy each of the announcement made in the House, Parliamentary Bulletins, Part-I and Part-II and Gazette Notification (issued by the Ministry of Parliamentary Affairs) are kept in the file for reference and record.
- (vi) M.A. Section, M.S.&A. Branch and Personnel Section are also informed about the recognition of the Leader of the Opposition in Rajya Sabha.

The above-mentioned procedure is also followed in case the said office becomes vacant due to resignation, death, etc.

15.3 Recognition of Groups for limited purpose of functioning in the House: A group of Members belonging to different political parties and unattached Members who form an association with distinctive designation, having a strength of five and more, is recognized as a parliamentary group for the limited purpose of functioning in the House, namely, allocation of time for participation in debates and allotment of contiguous seats in the Chamber, on the orders of the Chairman, without according it a formal recognition as such. For the purpose of getting recognition, Members concerned have to make a formal request to the Chairman with the signatures of all members concerned. On receipt of such a request, it is processed with a background note on the subject for perusal of the Chairman. The Chairman, if he so desires, contacts the concerned Members by calling a meeting and on approval, a parliamentary group of the concerned Members is formed for the limited purpose of functioning in the House. The Leader/Convenor of the group so formed is informed *vide* a letter about the formation of the group and the records maintained in the section are updated accordingly. The group is shown as separate block in the List of Speakers and is allotted time accordingly for participation in various debates/discussions. The Leader/Convenor of such group is also invited for the customary lunch/dinner meetings hosted by the Chairman on the eve of every session and as a Special Invitee to the meetings of the Business Advisory Committee. In 1983, a group known as 'United Association of Members' (UAM) consisting of 22 Members of Rajya Sabha owing allegiance to different political parties including some 'non-aligned' Members was formed and in 1990, six Members of the Rajya Sabha formed another group known as 'United Parliamentary Group' (UPG) for the limited purpose of facilitating their participation in the debates of the House.

15.4 Nomination of Members on the Panel of Vice-Chairmen: As per Rule 8(1) of the Rules of Procedure and Conduct of Business in the Council of States, the Chairman, from time to time, nominates from amongst the members of the Council, a panel of not more than six Vice-Chairmen, any one of whom may preside over the Council in the absence of the Chairman and the Deputy Chairman, when so requested by the Chairman, or in his absence, by the Deputy Chairman. As per Rule 8 (2), a Vice-Chairman so nominated holds office until a new Panel of Vice-Chairmen is nominated.

15.4.1 Whenever there is withdrawal, resignation or retirement of member(s) from the Panel of Vice-Chairmen, the said panel is re-constituted. Besides, if a vacancy arises in the Panel of Vice-Chairmen, in case of death of a Member who is on the said Panel or if he/she is appointed as a Minister in the Union Council of Ministers the panel is re-constituted. The process of re-constitution of the said panel is initiated as and when directed to do so. The Chairman while re-constituting the Panel gives due consideration to the numerical strength of various parties/groups in the House. The Chairman may also consult the Leaders of political parties/groups before making a final choice. The Members on the existing panel may also be re-nominated, if the Chairman so desires.

15.4.2 After receiving the orders of the Chairman regarding re-constitution of Panel of Vice-Chairmen, the following steps are taken:—

- (i) A draft announcement regarding re-constitution of the Panel of Vice-Chairmen, Rajya Sabha containing the names of Members nominated/re-nominated to the panel in alphabetical order to be made in the House is prepared and got approved;
- (ii) A copy of the approved announcement is placed in the Memorandum of Business (Chairman's folder) to enable the Chair to make an announcement in the House at an appropriate time.
- (iii) After the announcement regarding the re-constituted Panel is made in the House, the same is shown in the Parliamentary Bulletin Part-I.
- (iv) All the Members of the newly re-constituted Panel are informed individually, through a letter, about their nomination/re-nomination to the Panel;
- (v) The names of Members on the Panel and the date from which the said Panel has been re-constituted is published immediately *vide* Parliamentary Bulletin Part-II for information of Members and others.
- (vi) A copy each of the announcement made in the House and Parliamentary Bulletins—Part-I and Part-II are kept in the file for reference and record.

- (vii) A copy of the Parliamentary Bulletin—Part II is also pasted in the Register meant for "Re-constitution of Business Advisory Committee and Panel of Vice-Chairmen" with the date of re-constitution of the said Panel and announcement made in the House.

15.4.3 Any Member on the Panel of Vice-Chairmen may preside over the sitting of the House in the absence of the Chairman and Deputy Chairman. On certain occasions, a Roster Duty of Panel of Vice-Chairmen for the period of absence of the Chairman and Deputy Chairman during the Session is prepared. The convenience of all the Vice-Chairmen and their availability at the assigned timings is obtained before the Roster Duty is prepared and finalized. After getting approval from the Chairman, a copy of the Roster Duty is handed over to each of the Vice-Chairmen with a request to make it convenient to preside over the sitting of the House, as per the Roster. If any Vice-Chairman is unable to preside over the House as per the Roster, he/she has to co-ordinate with the other Vice-Chairmen to ensure the presence of one of the Vice-Chairmen on that particular day and time.

CHAPTER - 16

PREPARATION OF VARIOUS STATEMENTS CONTAINING INFORMATION OF THE HOUSE

16.1 Introduction: Various statements indicating the Party Position in Rajya Sabha, Term of Office of Members, Names of Office-Bearers of various Parties/Groups, Alphabetical List of Members, Women Members, Time Allotment to various parties/groups during each Session, List of Speakers for various discussions in the House, Time Lost due to interruptions etc. are prepared by the Section for facilitating and assisting in the smooth running of the House. These statements are updated and placed on the left side in the folders containing the Memorandum of Business.

16.2 Statement showing Party Position in Rajya Sabha: The statement indicates numerical strength of various parties in the Rajya Sabha, names of Members and Leader/Deputy Leader of each party. The list also indicates the Members of Rajya Sabha in the Union Council of Ministers. A summary is also provided at the end of the statement indicating the numerical strength of various parties and vacancies. The statement is updated as soon as any change takes place and is also available on the Rajya Sabha intranet under the link 'Party Position'.

16.3 Statement showing the Term of Office of Members: The statement indicates the names of all sitting Members of Rajya Sabha, State-wise along with the date of expiration of their term of office. A consolidated statement showing the total number of Members representing various States along with their date of retirement for particular years is also given. The statement is updated as soon as any change takes place due to retirement, death or resignation of a Member.

16.4 Statement of Office-Bearers of various Parties/Groups: The statement contains the names of persons elected/appointed as Leader, Deputy Leader, Chief Whip and Deputy Chief Whip of each party/group in Rajya Sabha along with the numerical strength. When a Member is elected/appointed as an office-bearer, intimation of the same is submitted for information of the Chairman/Secretary-General. A copy each of the said statement is also forwarded to M.A. Section, M.S. & A. Branch and Personnel Section for their information and necessary action in regard to provision of telephone and secretarial facilities to the Leaders/Deputy Leaders/Chief Whips.

16.5 Alphabetical List of Members: The list indicates the names of Members in alphabetical order along with the State which they represent. Any changes due to death/resignation/retirement of Members are immediately incorporated and the list is updated. The alphabetical list of Members is also available on the Rajya Sabha website under the link 'Members'—'Sitting Members'—'Members List'—'Alphabetical'.

16.6 List of Women Members: The List contains the names of women Members of Rajya Sabha in tabular form along with the party and State which they represent and is updated on regular basis whenever any changes take place.

16.7 Time Allotment Chart: A time allotment chart is prepared at the commencement of each session indicating time allotted to each party/group in Rajya Sabha, as per their numerical strength. For the purpose of time allotment, nominated Members are treated as a separate group and all other parties with numerical strength of four or less in the Rajya Sabha are grouped together under the category 'Others'. For discussions which take place for 3 hours and more, 30 minutes are allocated for Minister's reply. The time allotment chart is revised in case of any change in the numerical strength of parties/groups. The time chart facilitates calculation of the time allotted for various discussions, the time taken and the time left if the discussion is carried over to the subsequent day, which is reflected in the Memorandum of Business and in the List of Speakers.

16.8 List of Speakers for various discussions in the House: Members belonging to various parties/groups give their names desiring to participate in discussions on Bills, Calling Attention, etc. are required to give their names 30 minutes prior to the commencement of a debate. In the case of parties with strength of five and above, the list of Speakers are received from the Leader/Whip of the Party. The slips/letters so received are kept in separate folders according to the point of time of their receipt (officers receiving the slips/letters are required to indicate the time of receipt thereon along with their signature). The List of Speakers indicates the subject of discussion/debate, date of discussion/debate, the total time allocated, the time taken and the time left along with the names of Members under their party/group and the time allotted for each party/group. If the discussion carries over to the subsequent day, the names of Members who have already spoken are prepared on a separate list and appended to the main list. The List of Speakers enables the Chair to call the names of Members desirous of participating in the various discussions/debates according to the numerical strength of their party/group and facilitates proper time management.

16.9 Statement showing the time lost due to interruptions: A statement indicating the total time lost due to interruptions in the House during each session along with the actual hours of the sitting of the House during the session is prepared for incorporation in the Statistical Information and Valedictory Address. For this purpose, the time lost on each day of the sitting of the House is noted and compiled at the end of the session.

CHAPTER - 17

VALEDICTORY ADDRESS AND STATISTICAL INFORMATION

17.1 Statistical Information: Statistical Information regarding each session is prepared during the last week of each session containing brief details of the important activities undertaken by the House for use of the Chairman during his Valedictory Address and for circulation to the Members and media. The Statistical information generally consists of the following information:—

- (i) Dates of commencement and termination of the Session;
- (ii) Time lost during the session and the issues due to which time was lost along with the total number of hours made up;
- (iii) Brief details of the new Members;
- (iv) Farewell to Members (if made during the Session);
- (v) Vacancies caused due to resignation;
- (vi) Obituary References made in the House;
- (vii) Reference made by the Chair;
- (viii) Date of President's Address and discussion on the Motion of Thanks (during Budget Session);
- (ix) Laying of Railway Budget and General Budget and discussion thereon (during Budget Session);
- (x) Laying of Outcome Budgets of various Ministries/Departments;
- (xi) Discussion on working of Ministries (during Budget Session);
- (xii) Details of *suo-moto* statements made/laid on the Table of the House as well as statements regarding status of implementation of recommendations contained in the Reports of various Department-related Parliamentary Standing Committees;
- (xiii) Number of Special Mentions made/laid;
- (xiv) Details regarding Government Bills introduced and passed/returned;
- (xv) Brief details of Calling Attentions taken up along with the subject;
- (xvi) Brief details of Short Duration Discussions along with the subject;
- (xvii) Brief details regarding Private Members' Bills and Resolutions;
- (xviii) Number of Matters raised with permission of the Chair;
- (xix) Details regarding Questions, both Starred and Unstarred;
- (xx) Number of Reports/Statements of Department-related Parliamentary Standing Committees presented/laid on the Table of the House;
- (xxi) Important Papers Laid on the Table; and
- (xxii) Any other new initiative undertaken during the session or as desired by the Chairman/Secretary-General.

17.1.1 A summary showing the highlights of work transacted during the Session containing details in figures on various items under the following broad heads in tabular format is also attached to the Statistical Information:—

- (i) Sittings
- (ii) Questions
- (iii) Government Bills

- (iv) Private Members' Business
- (v) Oath/Affirmation
- (vi) Statements by Ministers
- (vii) Matters of public importance raised
- (viii) Papers Laid on the Table

17.1.2 In order to facilitate preparation of the Statistical Information, concerned sections like Questions Branch, Bill Office and Legislative Section are requested to give updated information on the various work undertaken during the session for incorporation therein. The inputs received are incorporated at appropriate places in the Statistical Information and is submitted for approval of the Secretary-General. The final updated statement is kept ready for circulation to Members inside the Chamber after Valedictory Address is over. A hard copy and soft copy of the information is also provided to Press and Media Unit for supply to Press and media persons.

17.2 Valedictory Address: A Valedictory Address to be read out by the Chair on the concluding day of the session is also prepared. Both the Valedictory Address and Statistical Information are also e-mailed to NIC for uploading on the Rajya Sabha website under the link 'Business'—'Valedictory Address (Session-wise)'—'Statistical Information (Session-wise)'.

CHAPTER - 18

RESUME OF THE BUSINESS TRANSACTED BY THE RAJYA SABHA DURING EACH SESSION

18.1 Introduction: A publication entitled 'Resume of the Business Transacted by the Rajya Sabha' is compiled and prepared after the termination of each Session of Rajya Sabha containing brief details on the various items of business transacted during the Session under various Heads along with the total time taken for disposal of each item. The items are consecutively numbered and an index of the items along with the page numbers is also given at the beginning of the publication. A statement showing the break-up of the time taken on various items of business during the session along with the total time taken and the highlights of the work transacted during the session in tabular format are also provided in the publication.

18.2 Preparation of the Resume: To facilitate calculation of the time taken by various items of Business during the session, a Register showing "Break-up of time taken by the Rajya Sabha on the various items of Business during each session" is maintained in a tabular format on daily basis. The said Register is referred to for preparation of the publication. The details in the register has now been fed in the computer to facilitate smooth calculation and easy retrieval of data. After termination of each Session, information regarding questions is procured from Questions Branch and thereafter the information available in Table Office is consolidated item-wise. The draft is prepared in CRC format. After approval of the draft and the design and colour of the cover page, the final draft in CRC format is forwarded to Printing Section for onward transmission of the same to Government of India Press for final printing. Printing Section is usually requested to get 450 copies of the Resume printed. Only the English version of the publication is got printed. The publication is also e-mailed to NIC with the request to upload the same on the Rajya Sabha website under the link 'Business'—'Sessional Resume' against the relevant Session no. and the period of the Session.

18.3 Circulation of copies of the Resume: After the printed copies of the publication are received from the Press, copies thereof are circulated to the following:—

- (i) Members of Rajya Sabha
- (ii) Concerned Officers and Sections of the Rajya Sabha Secretariat
- (iii) Secretaries of all State Legislative Assemblies/Councils
- (iv) Secretary-General, Lok Sabha
- (v) Table Office and Parliament Library, Lok Sabha Secretariat
- (vi) Ministry of Parliamentary Affairs
- (vii) Librarians of the (i) National Library Belvedere, Kolkata, (ii) Connemara Public Library, Chennai, (iii) Central Library, Town Hall, Mumbai and (iv) Delhi Public Library, S. P. Mukherjee Marg, Delhi.

Circulation of copies of the Publication to Members of Rajya Sabha and Officers and Sections of the Rajya Sabha Secretariat are done through Distribution Branch and to the Lok Sabha Secretariat and Ministry of Parliamentary Affairs through internal circulation.

Copies to Secretaries of all State Legislative Assemblies/Councils and Librarians are sent through letters addressed to them. Copies of the Resume to Members are circulated during the Session. After receipt of acknowledgement of circulation of the publication to Members from Distribution Branch, a Parliamentary Bulletin—Part II is issued informing the Members about the circulation along with other parliamentary papers. Copies of the publication are bound and kept in the section for record purpose.

CHAPTER - 19

DIVISIONS HELD IN THE RAJYA SABHA

19.1 General Procedure: As per article 100 (1) of the Constitution, all questions at any sitting of either House or joint sitting of the Houses shall be determined by a majority of votes of the Members present and voting, other than the Speaker/person acting as Chairman or the Speaker. Rules 252, 253 and 254 of the Rules of Procedure and Conduct of Business in the Council of States specify in detail the procedure regarding division. Questions are generally decided in the House by a voice vote. On conclusion of a debate, Chairman puts the question before the House whereupon Members in favour say 'Aye' and Members not in favour say 'Noes' and the Chairman declares his opinion by saying 'I think the Ayes (or the Noes, as the case may be) have it.' If the opinion of the Chairman as to the decision of a question is challenged, he may, if he thinks fit, ask the Members who are for 'Aye' and 'Noes' respectively to rise in their places and, on a count being taken, he may declare the determination of the House. In both cases, the names of the voters are not recorded. When a question is decided by a voice vote, the Chairman does not announce the numbers of 'Ayes' and 'Noes'. If the opinion of the Chairman is challenged by the Members and they demand a division or if the Chairman so decides, the Chairman orders the division and the Secretary-General sets the voting process in motion after explaining the voting procedure to the Members. When division is about to take place, the division bell is rung, the lobbies are cleared and the Automatic Vote Recorder (AVR) machine is put into operation. The Members register their vote during the voting period of 10 seconds and the results are indicated on the Electronic Display Boards in the Chamber. The individual results are displayed on the Individual Result Display Panels located on either side of the Chairman's seat, arranged in a geographical layout similar to the seating arrangement of the Chamber. If the AVR machine goes wrong or if some Members were not able to register their vote properly during the voting period, printed voting slips of different colours for use of Members, block-wise are distributed. Members are required to record votes of their choice on the slips by signing and writing their names, division numbers and dates legibly at appropriate places. The division clerks collect the slips and handover the same to the Officers at the Table who scrutinizes the same, counts the votes records and compiles the result. The result so arrived at is announced by the Chair stating that the results are subject to correction. The Chairman or the person acting as Chairman at the time of division cannot vote as an ordinary Member, he has only a casting vote, which he may exercise in the case of an equality of votes. The result of the division is also reflected in the Parliamentary Bulletin—Part I and Verbatim Debates of the day.

19.2 Action on the part of the Section after Division: After the divisions are held and the results are declared, the vote recording sheets of each division held is obtained from the Sound Division. The vote recording sheets indicates the total number of Members present in the House at the time of voting on each division, the total number of 'Ayes' and 'Noes' recorded, the number of Members who abstained from voting along with the name of each Member, their division number and the vote registered by them in a tabular format. The voting slips received from Members during each division are tallied with the vote recording sheet. If a vote had not been registered in the sheet and the Member has recorded his vote on the voting slip, the vote so registered is indicated in pencil against the name of the Member. In case, the vote registered in the vote recording sheet and the voting slip by a Member is the same, then no change is made. However, if both are different, then the vote registered by the Member in the voting slip is taken into consideration for determination of the final result. Besides, if the vote recorded in the vote recording sheet for one division is changed on the basis of the vote recorded by the Member in the voting slip, as cited above, then the same change is carried out in all the divisions held for the said purpose. After tallying all the vote recording sheets, a file is prepared indicating the divisions held and the details of the votes for each division, *i.e.*, 'Ayes' and 'Noes' recorded on the vote recording sheet, as declared in the House and the actual result as it should be, which is arrived at by adding the number of 'Ayes' and 'Noes' in the voting slips with the number recorded on the vote recording sheets. The names of all Members who had recorded their votes on voting slips along with their division no.s and remarks is also prepared in tabular format for each division. The final result for each division thus arrived at should be the same. The copy of the notes and orders, after approval, along with copies of the vote recording sheets of the divisions held is forwarded to Editing (English) Section for incorporation of the final result in the printed debates.

19.3 Division by going into Lobbies: Divisions are also held by Members going into the Lobbies. If the Chairman decides to hold the division by this method, he directs the Members for 'Ayes' to go into the Right Lobby and those for 'Noes' to go into the Left Lobby. In the 'Ayes' or the 'Noes' Lobby, as the case may be, each Member calls out his division number and the division clerk while marking off a Member's number on the division list simultaneously calls out the name of the

Member. After voting in the Lobbies is completed, the division clerks handover the division lists to the Secretary-General, who counts the votes along with assistance of the Officers at the Table and presents the total of 'Ayes and Noes' to the Chairman. The result of the division is then announced by the Chairman and cannot be challenged. However, this method is rarely resorted to and divisions are mostly held by the Automatic Vote Recorder.

CHAPTER - 20

SUSPENSION/EXPULSION/WITHDRAWAL OF MEMBERS FROM THE SERVICE OF THE HOUSE

20.1 Suspension of Member: Rule 256 of the Rules of Procedure and Conduct of Business in the Council of States lays down the procedure regarding suspension of Member(s) of Rajya Sabha. When a Member causes persistent and willful obstruction in the business of the House in utter disregard to the authority of the Chair, a Motion to suspend such a Member from the service of the House for a specified period is moved by the Leader of the House/Minister in-charge of the Ministry of Parliamentary Affairs. No amendment, adjournment or debate is allowed on the motion. As per the Rules of Procedure, a Member cannot be suspended for a period not exceeding the remainder of the Session. On adoption of the said Motion by the House, the Member is suspended from the service of the House for the period specified. In case, the Member, does not leave the House even after direction from the Chair, the Chair calls the Marshal to remove him from the House.

20.1.1 When there is a move to suspend a Member, the text of the Motion is provided to the Minister concerned in the prescribed format. The text of the Memorandum of Business for use of the Chair, after the Motion has been moved by the Minister is also prepared and supplied to the Chair, Secretary-General and Officers at the Table. Immediately after the Motion is moved and adopted in the House for suspension of a Member, a Circular is issued informing all concerned, *i.e.*, the concerned Members, Leaders of their parties and all Officers and sections of the Secretariat with separate copies endorsed to the Sections on whose part consequential action is called for. The Member, who is suspended cannot enter the Chamber, the Inner Lobby and the Galleries of the Rajya Sabha during the period of suspension. Due care is also taken to ensure that the name of a suspended Member is not included in the List of Speakers for participation in the discussions on various Bills, Short Duration Discussions, Discussion on Calling Attention etc., even if he/she has earlier given his/her name for participation therein.

20.2 Termination of suspension of Member: The suspension of Member may later on be terminated on a Motion moved by the Leader of the House/Minister in-charge of the Ministry of Parliamentary Affairs and adopted by the House. The text of the Memorandum of Business for use of the Chair, after the Motion has been moved by the Minister is also prepared and supplied to the Chair, Secretary-General and Officers at the Table. After the motion is moved and adopted in the House, a circular is issued informing all concerned about the termination of the suspension.

20.3 Withdrawal of Member: Rule 255 of the Rules of Procedure and Conduct of Business in the Council of States lays down that the Chairman may direct any Member whose conduct is in his opinion grossly disorderly to withdraw from the House immediately. Any Member so ordered to withdrawal shall do so forthwith and shall absent himself during the remainder of the day's meeting. The incident is reflected in the Parliamentary Bulletin—Part I for the day prepared and issued by the Section.

20.4 Expulsion of Member: In extreme case of misconduct, *i.e.*, if the conduct of a Member is derogatory to the dignity of the House and inconsistent with the Code of Conduct, the House may expel a Member from the House. The Rules of Procedure is silent in this regard and such instances also occur rarely.

CHAPTER - 21

PERSONAL EXPLANATION BY MEMBERS/MINISTERS

21.1 Statutory Provisions: Rule 241 of the Rules of Procedure and Conduct of Business in the Council of States lays down that a Member may, with the permission of the Chairman, make a personal explanation although there is no question before the House, but in this case no debatable matter should be brought forward and no debate shall arise. Members against whom comments, criticisms or accusations of a personal nature are made on the floor of the House are entitled to make, with the consent of the Chairman, personal explanations in their defence to explain their conduct or position in reply thereto or to correct an alleged misrepresentation against them. Personal explanation is made before the main business of the day is taken up, unless the Member in question is permitted by the Chair to make it during the course of a debate when the allegations against him are made.

21.1.1 If a Member during the course of a debate makes any allegation in the House against another Member or Minister without following Rule 238A and the same has gone on record, the said Minister or Member is allowed on his request to make a personal explanation in the House with a view to clarifying his position on the same or later on. In case he does not make the personal explanation immediately or is not present at that time in the House, he is permitted to make a statement later on, on a written request to the Chairman enclosing a copy of the statement to be made. This is intended to enable the Chairman to ascertain that the Member wishing to make a personal explanation does not introduce any debatable matter. If the permission is granted, the Member or Minister makes the statement in the House and no further questions are allowed on it the intention being that the explanation should not be converted into a debate and the matter is treated as closed with the statement of both the sides being placed on record.

21.2 General Procedure: If an advance item is received from a Member or a Minister of his desire to make a personal explanation and the Chairman accords his consent, an item regarding the matter is included in the List of Business. When a request is received from any Member seeking permission for making a personal explanation, the copies of the statement/document submitted by him is examined keeping in view the Rules of Procedure and established conventions and is submitted for obtaining the permission of the Chairman. If the Chairman after persual feels that the statement/document conforms to all the requirements, he accords permission for making the personal explanation. If the Chairman is of the opinion that the statement/document suffers from certain infirmities, then the requisite permission is not accorded and if need be certain words are deleted to avoid any debatable matter before the Member is permitted to make a personal explanation. In certain cases, legal opinion of the Ministry of Law and Justice (Department of Legal Affairs) is also sought before according the necessary permission. After the requisite approval, the item is included in the List of Business and is generally listed immediately after Papers to be laid and Reports to be presented/laid. After a personal explanation is made in the House by a Member/Minister, the same is also reflected in the Parliamentary Bulletin—Part I for the day.

CHAPTER - 22

ELECTION TO THE OFFICE OF THE PRESIDENT, VICE-PRESIDENT AND DEPUTY CHAIRMAN, RAJYA SABHA

22.1 Election to the Office of President and Vice-President: The provisions regarding election to the Office of President are prescribed in articles 52 to 71 and 324 of the Constitution. The detailed procedure for election to the Office of President and Vice-President is laid down in the Presidential and Vice-Presidential Elections Act, 1952. The election procedure for both offices is almost similar except for the fact that the electoral college for both are different. The President is elected by members of an electoral college consisting of the elected Members of both Houses of Parliament and of the Legislative Assemblies of the States whereas Vice-President is elected by an electoral college consisting of Members of both Houses of Parliament in accordance with the system of proportional representation by means of a single transferable vote and the voting at such will be by secret ballot. Nominated Members are, however, not eligible to vote in the election of the President.

22.2 General Procedure for election to the Office of President and Vice-President: As per established convention, the Rajya Sabha Secretariat and Lok Sabha Secretariat conduct the elections to the Offices of the President and Vice-President of India by rotation. For each Presidential/Vice-Presidential Election, the Election Commission of India, in consultation with the Government of India, appoints the Returning Officer having office in New Delhi. Whenever, the Election Commission of India appoints the Secretary-General, Rajya Sabha as the Returning Officer to conduct any such election, the election process is set in motion and the Table Office is converted into the "Presidential/Vice-Presidential Election Cell" to perform, in addition to its present duties, all work relating to such election. In view of the sensitivity attached to the election process for these highest offices of the country, this Section/Cell takes every care to assist the Returning Officer to complete the election process smoothly.

22.3 Action required on the part of the Section: After the Election Commission of India appoints the Secretary-General, Rajya Sabha, under Rule 3(1) of the Presidential and Vice-Presidential Elections Act as the Returning Officer to conduct any such Election, the Election Cell (Table Office) take immediate action to print the relevant materials and procure the necessary stationery, furniture and other items that will be required for the conduct of the election. The major actions initiated by this Cell includes:—

- (i) Requests for posting some additional staff having past experience in the Cell; for providing relevant rubber stamps, special and ordinary stationery items which are usually used during such election are made to concerned Sections.
- (ii) As required, names of two senior most officer of the Secretariat duly approved by the Returning Officer (Secretary-General) are conveyed to the Election Commission of India for appointment as Assistant Returning Officers.
- (iii) Appointment of the Returning Officer and Assistant Returning Officers are notified in the Official Gazette of India.
- (iv) The booklet containing the relevant articles of the constitution and provisions of the Presidential and Vice-Presidential Elections Act, 1952 along with other relevant rules made there under are got updated from the Commission and the Ministry of Law and Justice. Thereafter, the manuscript of the booklet incorporating all the amendments is prepared and sufficient number of printed copies thereof are procured from the Press.
- (v) The requisite Forms, as specified in the Presidential Elections Rules, 1974 and booklets containing instructions for the Polling Officers and the Counting Officers during the election are prepared and sufficient number of printed copies thereof are also procured from the Press. A copy each of the publications and forms etc. pertaining to the election are also made available on the official website of the Rajya Sabha.
- (vi) Request is made to the CPWD to prepare and install the Notice and Sign Boards to be used during the election. Different Sections/Branches of the Secretariat are also requested to give top most priority to the work or providing the relevant material relating to the election. After finalization of the venue (usually Parliament House, New Delhi) for such election and if the Committee Room in Parliament House falls under the domain of the Lok Sabha Secretariat, a request is sent to Lok Sabha Secretariat (General Works Branch), to reserve that place until the election process is over.

- (vii) The Commissioner of Delhi Police and Joint Secretary/Director (Security), Parliament House are requested to make necessary security arrangements in connection with the election.
- (viii) After the dates for various stages of such election have been finalized and notified in the Official Gazette under Rule 4(1) of the said Act, a Public Notice detailing the procedure and dates for filing nominations and the place where nomination papers can be delivered is prepared and approved. Public Notice along with the copy of the Notification issued by the Election Commission under Rule 4(1) is issued to the general public on the same day (Rule 5). The arrangements are also made to publish the Notification and the Public Notice in the Official Gazette of India and Gazette of all States on the day of issue itself.
- (ix) Record of supply of Nomination Papers is kept in a register along with the name, address, number of Nomination Papers supplied and signature of the recipient. Nomination Papers can be procured from the Cell individually, through a representative or by post. An updated Statement showing the details of Nomination Papers received on daily basis is displayed on the Notice Boards outside the Office of the Returning Officer, Assistant Returning Officers, Election Cell and Reception, Parliament House for information (Rule 5D). A statement is prepared on the last day of the filing of nomination papers, indicating the details of all the nomination papers including those which have been rejected by the Returning Officer under Section 5B(4) of the said Act.
- (x) The security deposited by a candidate as required under Section 5C(1) of the Act at the time of filing nomination papers with the Returning Officer is sent to the Cashier alongwith a duly filled Challan for depositing the same in the accredited Bank of Election Commission of India. An acknowledgement receipt of the security deposit, duly signed by the Returning Officer/Assistant Returning Officer is also issued to the candidate by the Cell. A copy of the statement showing the details of cash deposit made with the Returning Officer for the election is forwarded to the Commission for their information and record.
- (xi) Necessary arrangements are made for the seating arrangement, verbatim reporting of the scrutiny process, etc. in the Office of the Returning Officer during scrutiny of nomination papers.
- (xii) After the expiry of the last date of withdrawal of candidature, if there is only one candidate who has been validly nominated and has not withdrawn his candidature, the Returning Officer declares him/her as elected. If there are two or more candidates, List of Contesting Candidates (Form 5) is prepared (in English and Hindi) by arranging the names of the candidates in an alphabetical order and the same is published in the Gazette of India [Rule 6(a)]. A copy of the List of Contesting Candidates is displayed on the Notice Boards outside the Office of the Returning Officer, Assistant Returning Officers, Election Cell and Reception, Parliament House for information.
- (xiii) Assistant Returning Officers and the Chief Secretaries of the States are requested to make arrangements to publish the List of Contesting Candidates for election to the Office of the President of India in their Official Gazettes. A Press Note is also prepared and issued alongwith the List of Contesting Candidates to the PIB, Doordarshan and AIR for giving wide publicity to the same and endorsing a copy each thereof to the Commission.
- (xiv) Directions of Commission issued from time to time regarding collection and return of ballot box(es), ballot papers and other instructions connected with the election are conveyed to all the Assistant Returning Officers in the States intimating them about the arrangements made for receiving them at the Airport/Railway Station at New Delhi.
- (xv) The Chairman, Airport Authority of India is also requested to make necessary arrangements for the safe delivery of the ballot box(es) sent by different States at the airport. Parliament Security Service liaises with the Airport and Railway Station to receive the ballot box(es) and bring them to Parliament House. All the ballot box(es) are kept under lock at the polling booth at Parliament House and a log book is maintained by the Security Staff.
- (xvi) All Members of Parliament, who are entitled to vote in the election are informed about their Serial Number in the List of Electors provided by the Commission to the Returning Officer and Assistant Returning Officers.
- (xvii) The Returning Officer appoints the Officers and Staff who have past experience of working during such elections as Polling and Counting Officer to assist him in conducting the election. All these officers are properly briefed in advance about the sensitivity of the election process and the specified duties assigned to each of them. However, Officers and Staff working in the Cell are always available to meet any contingency.
- (xviii) The Returning Officer, Assistant Returning Officers, each Polling/Counting Officer and Officers and Staff working in the Cell are issued laminated I-Cards during the election. Persons from other allied services/agencies viz. Security Staff of Secretariat, CPWD, NIC, etc. deputed for election duties are issued temporary entry passes.

- (xix) Requisite number of Ballot papers with names of contesting candidates printed thereon and ballot boxes are provided to the Presiding Officers by the Election Commission.
- (xx) Arrangements are made with the Northern Railway Catering Service, Parliament House to provide refreshments, tea/coffee etc. during the polling and counting of votes for the Polling/Counting Officers and other security personnel deputed for election related duties. Settlement of bills pertaining to the expenditure incurred on the refreshments etc. is done by the Cell.
- (xxi) Necessary arrangements are made for requisite furniture, pens (blue ink ball point) with pen stands, etc. at the polling booth and counting centre as per the directions received from the Election Commission.
- (xxii) Before commencement of the polling and counting of votes, Presiding Officer allows the authorized representatives of the contesting candidates and persons belonging to Press and Media to inspect the arrangements made at the venue.
- (xxiii) Statement indicating the hourly details of voting and counting during such election is prepared and the same is provided to the Election Supervisors appointed by the Election Commission.
- (xxiv) The Presiding Officer, at the close of the poll, prepares a Ballot Paper Account (Form 6) and encloses it in a separate cover with the words "Ballot Paper Account" superscribed thereon. Thereafter, the ballot boxes and elections papers are sealed.
- (xxv) Before all the Ballot Boxes including those received from the States are opened for counting of votes, the Returning Officer reads out the provisions of Section 22 of the Act pertaining to maintenance of secrecy of voting to the persons present at the Counting Centre.
- (xxvi) After counting is over and before declaration of result of voting, valid and invalid ballot papers are separated and final value and number of valid votes is calculated and result determined.
- (xxvii) Arrangements are made for the Returning Officer to declare the result (Rule 35) and other details of the voting and counting trends before the representatives of the contesting candidates and press persons. The name of the winning candidate is intimated to the Central Government (Ministry of Law and Justice) for publishing the same in the Official Gazette and the Election Commission as required under Section 12 of the said Act.
- (xxviii) Return of Election Form (Form 7) is prepared and a certified copy thereof alongwith sealed packets of ballot papers, etc. is supplied to the Election Commission.
- (xxix) Request for return of security deposit along with the related original challan is forwarded to the Election Commission for taking appropriate action at their end.

22.4 Election to the Office of Deputy Chairman, Rajya Sabha: Article 89(2) of the Constitution of India and Rule 7 of the Rules of Procedure and Conduct of Business in the Council of States lays down the procedure for the election to the Office of the Deputy Chairman, Rajya Sabha.

22.5 Procedure for election of Deputy Chairman, Rajya Sabha: The Deputy Chairman is elected by the Rajya Sabha from amongst its Members. The election of the Deputy Chairman is held on such date as the Chairman may fix and the Secretary-General sends to every Member notice of this date. Whenever a vacancy is likely to arise due to expiration of term of office of the existing Deputy Chairman from the Membership of the Rajya Sabha in near future or a vacancy has arisen due to death or resignation, the following steps are taken:—

- (i) The election process is set in motion by moving a file requesting the Hon'ble Chairman, Rajya Sabha to fix the (i) date on which the Notice will be issued to the Members, (ii) the date and time by which the notices of motions are to be received and (iii) the date of such election.
- (ii) After the Chairman has fixed the date for such election, drafts of the following are prepared and got approved before the same are issued to all concerned:—
 - (a) Notice for the Election to be issued to all Members of Rajya Sabha;
 - (b) Form of Notice of Motion for Election;
 - (c) Parliamentary Bulletin Part-II intimating the Members about the dates fixed for receipt of Notice and election and the procedure; and
 - (d) U.O. Note to the Ministry of Parliamentary Affairs.

- (iii) An approved copy each of the Notice/Bulletin mentioned at Sl. No. (ii) (a) to (c) is also sent to Translation Section for getting the Hindi version of the same. Thereafter, a copy each (in English and Hindi) of Notice (*duly signed by the Secretary-General*) and Form of Notice of Motion for such election is circulated to all Members of Rajya Sabha through Distribution Branch. Further, Parliamentary Bulletin Part-II and the U.O. Note mentioned above at Sl. No. (ii) (c) and 2(d) respectively are issued. Sufficient number of copies of the Notice alongwith the Form of Notice of Motion for such election are also supplied to Notice Office for distribution to members on demand.
- (iv) At any time before noon on the day preceding the date so fixed, any Member may give notice in writing addressed to the Secretary-General of a motion that another Member be chosen as the Deputy Chairman of the Rajya Sabha. The notice is required to be seconded by a third Member and accompanied by a statement of the Member proposed that he/she is willing to serve as Deputy Chairman, if elected, provided that a Member cannot propose or second more than one motion.
- (v) After receiving the notices of Motion for election to the office of the Deputy Chairman, Rajya Sabha by the time so fixed, the notices so received are serialized in point of time and a statement is prepared for the perusal of Secretary-General. Thereafter, the notices of motions so received are examined whether these notices fulfill the requirements of sub-rule (2) of Rule 7 of the Rules of Procedure and are in order or not.
- (vi) After approval, all the notices of motions, which fulfill the requirement of aforementioned Rules, are included in the List of Business for the day on which the election of the Deputy Chairman is to take place, in the order in which they are received in the Notice Office in point of time. The item under the heading "Motions for Election of Deputy Chairman" is taken up immediately after the Question Hour on the scheduled day.
- (vii) Memorandum of Business for the "Motions for election of Deputy Chairman" is also prepared and accordingly placed in the Chairman's folder.
- (viii) On the day of election, a Member in whose name a motion stands in the List of Business may, when called by the Chair, move the motion or not move the motion, in which case he/she shall confine himself/herself to a mere statement to that effect.
- (ix) All Members whose name is included in the List of Business is called, in the order in which his/her name appears in the List, to move the motion. If a Member does not want to move the motion listed against his/her name, Chair may allow him/her to do so. If a Member in whose name the motion stands is absent, the Chair may call the next Member to move the motion listed against his name in the List of Business.
- (x) After all the motions have been moved and duly seconded, the Chair puts the motions one by one in the order in which they have been moved to the vote of the House. If necessary, division is held. If any such motion is carried and adopted, the Chair declares that the member whose name was proposed in the motion which has been carried, has been chosen as the Deputy Chairman of the Rajya Sabha. The rest of the motions are not taken up and put for vote.
- (xi) As per established practice, the Member so chosen as Deputy Chairman is conducted to his/her seat (Seat No. 229 which is reserved for the Deputy Chairman) by the Leader of the House and the Leader of Opposition.
- (xii) After the newly elected Deputy Chairman is conducted to his seat, he is felicitated by the Leader of the House, Leader of the Opposition and Leaders of various parties/groups in Rajya Sabha. The Chair may also associate himself.
- (xiii) The new Deputy Chairman, thanks all the Leaders for their sentiments expressed during the felicitations after which he is invited by the Chair to preside over the Council.
- (xiv) The Election of Deputy Chairman is reflected in the Parliamentary Bulletin Part-I.
- (xv) A Notification (in English and Hindi) duly approved and signed by the Secretary-General is sent to the Manager, Government of India Press, Mayapuri for publishing the same in the Gazette of India, Extra-ordinary, Part-I, Section I. A copy of the above Notification is also circulated to all concerned for information.

CHAPTER - 23

CUSTOMARY LUNCHEON/DINNER MEETINGS HOSTED BY THE CHAIRMAN, RAJYA SABHA ON THE EVE OF EACH SESSION AND FUNCTION/DINNER TO BID FAREWELL TO THE OUTGOING CHAIRMAN, RAJYA SABHA

23.1 Customary Luncheon/Dinner Meetings hosted by the Chairman on the eve of each Session: As per established practice, the Chairman, Rajya Sabha holds a lunch/dinner meeting with the Leaders of Parties/Groups in the Rajya Sabha and Chairmen of different Parliamentary Committees to discuss matters relating to the forthcoming Session of the Rajya Sabha. The Prime Minister, Deputy Chairman, Minister(s) in-charge of the Ministry of Parliamentary Affairs, Members on the Panel of Vice-Chairmen, Chairmen of different Parliamentary Committees and Leaders of Political Parties/Groups with a minimum strength of four Members in the Rajya Sabha are invited to the said meeting. After the finalization of the date for the commencement of the next Session of the Rajya Sabha and issue of Summons to Members of Rajya Sabha, a proposal is submitted for holding the lunch/dinner meeting, as per convenience of the Chairman, Rajya Sabha. Availability of the Prime Minister is confirmed, in advance, before fixing the date for holding such meeting. Generally, such meeting is held on the first day or any other day during the first week of the forthcoming Session subject to convenience of the Chairman, Rajya Sabha and availability of the Prime Minister. Secretary-General, Rajya Sabha decides the venue of the meeting in consultation with the Chairman, Rajya Sabha.

23.2 Arrangements for the lunch/dinner meeting: After the finalization of the date, time and venue for holding such meeting by the Chairman, Rajya Sabha, the following steps are taken:-

- (i) Fair invitation letters, without indicating the date of issue, addressed to each invitee along with two blank invitation letters are prepared and submitted for signatures of the Chairman, Rajya Sabha. If the Chairman desires that any Member other than those whose names have been included in the List of Invitees may also be invited, the Blank invitation letter signed by the Chairman is used for that purpose.
- (ii) A List of Invitees indicating the names of all invitees *i.e.* Prime Minister, Deputy Chairman, Leader of the House/ Opposition, Vice-Chairmen, Chairmen of different Parliamentary Committees, Leaders of various Parties/groups in Rajya Sabha with a minimum strength of four Members, Deputy Leaders of Ruling/main Opposition Party is prepared. Apart from the names of the Chairman (Host) and the Secretary-General, Rajya Sabha, the List of Invitees also indicates the names of Officers from the Office of the Chairman, Rajya Sabha and from the Secretariat.
- (iii) A statement showing the latest party-wise list of Members of Rajya Sabha is also placed in the file for reference purpose.

Upon receiving the signed fair invitation letters from the Office of the Chairman, Rajya Sabha, it is ensured that all letters have been duly signed. However, before issue of such letters to the individual concerned, date is put on each invitation letters and a copy of each of the signed letters is also kept for record purpose. Thereafter, the fair signed letters of invitation are put in a closed cover and issued through the Distribution Branch. Care is taken to ensure that all invitation letters are issued to the addressees in time by Distribution Branch. The following steps are taken:—

- (i) As per practice, Secretary and Additional Secretaries are intimated separately through notes about such meeting with a request to attend the same.
- (ii) If the venue of such meeting is fixed within the precincts of the Parliament House, then the W.G. Branch of the Lok Sabha Secretariat is requested through a U.O. Note to reserve the venue and also to take steps for other necessary arrangements relating to air-conditioning, lighting etc. at the venue for the day of such meeting.
- (iii) If the venue of such meeting is fixed outside the precincts of the Parliament House, namely Hyderabad House, Vigyan Bhavan, etc., then the in-charge of the venue so fixed is requested through a letter to reserve the venue and also to take steps for other necessary arrangements for such meeting. They are also requested to make arrangements to serve the lunch/dinner procured from the Hotel Ashok, New Delhi.
- (iv) Ministry of External Affairs is requested through a letter to provide View Cutters at the venue. As regards other arrangements at the dinner venue, Office of Chairman generally interacts and coordinates with officials of I.T.D.C. and other allied agencies.

- (v) Director (Security), Rajya Sabha Secretariat, CPWD and other allied agencies are intimated about such meeting and details of invitees with a request to make necessary arrangements befitting the occasion. DCP (Traffic) and DCP (New Delhi Range) of Delhi Police (under intimation to Commissioner of Police) are also intimated to make necessary security arrangements in and around the dinner venue.
- (vi) M.A. Section is requested to make necessary transport arrangements to ferry the invitees before and after such meeting.
- (vii) The Menu approved by the Office of the Chairman, Rajya Sabha is then conveyed to the Senior Commercial Manager, Northern Railway Catering Service through a letter with a request to serve the same to a fixed number of invitees for such meeting.
- (viii) Officers of the Section attend the Advance Security Liaisoning (ASL) meeting called by the Parliament Security Service with regard to arrival, departure of the Host and other invitees, security arrangements in and around the venue, etc.
- (ix) Seating Arrangement Chart and name plates are also prepared for some selected invitees *i.e.* Chairman (Host), Prime Minister, Leader of the Opposition, Minister of Parliamentary Affairs, Deputy Chairman, etc.
- (x) Confirmations from all the invitees are obtained telephonically and a final confirmation report is submitted on the day of such meeting to the Office of the Chairman and Secretary-General, Rajya Sabha for their information.
- (xi) Secretary-General, Rajya Sabha along with other officers of the Section usually visits the venue to supervise the final seating arrangement at the venue on the day of such meeting.
- (xii) Attendance of the invitees during such meeting is also kept for record purpose.
- (xiii) A record note of such meeting, if desired, is also prepared and submitted to the Secretary-General.
- (xiv) Bills pertaining to expenditure incurred on the furniture, tentage items etc. and refreshments served during such meeting are settled by the Section on receipt of the same from the concerned agencies/sections after the meeting.

23.3 Function/Dinner to bid farewell to the outgoing Chairman, Rajya Sabha: A farewell function is organised in honour of the outgoing Chairman, Rajya Sabha at the time of his demitting Office. Table Office acts as nodal section for organizing the function and the main items of work performed by the section in this connection are as follows:—

- (i) A meeting presided over by Hon'ble Deputy Chairman, is held to decide about the details related to the farewell function.
- (ii) The Minister of Parliamentary Affairs, Minister(s) of State in the Ministry of Parliamentary Affairs, Leader of Opposition, Leaders of important parties and groups in Rajya Sabha are requested to attend the meeting to chalk out the tentative programme associated with the function to be organized.
- (iii) Various details like venue of the farewell function, venue of group photograph of Hon'ble Chairman with Members of Rajya Sabha, printing and issue of invitation cards related with the function and publication of Parliamentary Bulletin Part-II for information of all concerned, etc., are decided during the meeting.
- (iv) The tentative programme for the function generally includes the following:—
 - (a) Welcome address by Deputy Chairman
 - (b) Presentation of bouquet
 - (c) Reading of address and its presentation to the Hon'ble Chairman by the Deputy Chairman
 - (d) Presentation of Memento to the Hon'ble Chairman by Hon'ble Prime Minister
 - (e) Speech of Hon'ble Prime Minister
 - (f) Speech by Hon'ble Speaker, Lok Sabha
 - (g) Speech by Leader of Opposition, Rajya Sabha
 - (h) Speech by retiring Hon'ble Chairman
- (v) The above programme is followed by lunch/dinner. The menu of the lunch/dinner is generally approved by Secretary-General. After approval, the Northern Railway Catering Service or any other agency, as decided is approached to make appropriate arrangements for lunch/dinner. The Horticulture department and CPWD are also requested to make appropriate arrangements/decorations befitting the occasion at the venue.

- (vi) Other concerned sections like Lobby Office, M.A. Section, Press and Media Unit are also intimated about the function and the duties to be carried out in this regard.
- (vii) Invitations are generally sent to the following important dignitaries apart from the Members of Rajya Sabha:—
 - (i) Prime Minister
 - (ii) All Ministers in the Union Council of Ministers
 - (iii) Speaker and Deputy Speaker, Lok Sabha
 - (iv) Leader of House, Lok Sabha
 - (v) Leader of Opposition, Lok Sabha/Rajya Sabha
- (viii) As per convention, a 'Silver Salver' (memento) with emblem of Parliament and inscribed signatures of Deputy Chairman, Leader of the House, Leader of Opposition, Leader of various parties/groups having strength of five or more, Members of Rajya Sabha who are in the Council of Ministers and Members on the Panel of Vice Chairmen is presented to the Hon'ble Chairman in a velvet box. Order for the memento is placed in advance.
- (ix) The sitting arrangement showing the exact place to be occupied by dignitaries on the dais is prepared and first two rows of the venue for the programme (generally auditorium) is reserved for important dignitaries.
- (x) Officers/staff of the Secretariat are also identified and assigned various duties for supervising and ensuring smooth conduct of the farewell function and activities connected thereto. A briefing meeting is also organized with allied agencies/other concerned sections/officials of the Secretariat, who are assigned duties pertaining to the farewell function.
- (xi) Settlement of bills regarding expenditure incurred on the farewell function under various Heads is undertaken on receipt of the same, after the function.

CHAPTER - 24

PREPARATION AND PUBLICATION OF 'LIST OF MEMBERS' AND BOOKLET 'LIST OF COUNCIL OF MINISTERS'

24.1 List of Members: A publication titled 'List of Members of Rajya Sabha' showing permanent and Delhi addresses and telephone nos. etc. of the Members of Rajya Sabha is brought out by the Section periodically. The publication consists of eight parts:—

- Part-I** List of Council of Ministers.
- Part-II** Alphabetical List of Members showing their party affiliation, State, permanent and Delhi addresses and telephone numbers.
- Part-III** State-wise alphabetical List of Members showing their party/group affiliation.
- Part-IV** Important Telephone Nos.—Rajya Sabha and others.
 - A. Telephone Nos. of the Officers of the Rajya Sabha (Chairman, Deputy Chairman, Secretary-General), Leader of the House and Leader of the Opposition.
 - B. Information regarding Chairmen of various Parliamentary Committees.
 - C. Telephone Nos. of the Officers of the Rajya Sabha Secretariat (of the level of Director and above of the Specialised Services and of the level of Deputy Director and above of the LAFEA and LARRDI Services) and Sections connected with the House/Members.
 - D. Room and Telephone Nos. of various party offices in PH premises.
 - E. Telephone Nos. of the Officers of the Lok Sabha and Lok Sabha Secretariat (of the level of Joint Secretary and above).
 - F. Telephone Nos. of various Ministries and Election Commission of India.
- Part-V** Vice-President's Secretariat.
- Part-VI** Information regarding allied services like CPWD, Income-tax, Health Services, Indian Oil and NDMC, etc. available in the Parliament House/Annexe.
- Part-VII** State Guest Houses/Bhawans.
- Part-VIII** Governors, Chief Ministers and Chief Secretaries of States/Union Territories.

A List of Abbreviations used for various parties and Groups, party-position in the Rajya Sabha, number of Members in Rajya Sabha from different States/Union Territories and Officers of the Rajya Sabha are also shown separately in the publication.

24.2 Procedure for preparation of List of Members: Part-I of the list is compiled on the basis of information collected from the web site of Cabinet Secretariat, Office(s) of Minister(s) and from Ministries/Departments of Government of India. Local addresses of Members in Part-II of the publication is compiled on the basis of the information provided by M.A. Section and the permanent addresses are incorporated in the publication on the basis of information received from the Members. The e-mail address of the Members is supplied by NIC/IT Section. Part III is updated on the basis of Party Position and Alphabetical List of Members. Part-IV and Part-V are compiled and updated on the basis of information furnished by G.A. Section, Lok Sabha Secretariat, Ministry of Parliamentary Affairs, IT Section/NIC, etc. Part-VI is updated on the basis of inputs received from M.A. Section and Parliament Security Service, etc. and Part-VII and VIII on the basis of information procured from the Offices of the Resident Commissioners of the concerned States/Union Territories. The details of each Member entered in the Members MIS software is also referred to while preparing Part-II of the publication. Moreover, the details in the software are updated as and when any change takes place. Changes are noted in the latest edition of the publication by the dealing Assistant as a guard copy and is also referred to while preparing the revised edition.

24.2.1 The publication is prepared in CRC format after comparing and updating information in all Parts of the publication on the basis of inputs received from various sections/agencies and is submitted for approval of the Secretary-General. Approval is also obtained for the design of the cover page, size, price and date of publication and number of copies of the publication to be printed after taking into consideration the demand from various quarters. As regards cover page, Printing Section is requested to provide specimen designs of cover page for approval of Secretary General. After approval, Printing Section is requested to provide first proof of the manuscript for comparison and updation of any information. Thereafter, Printing Section sends the final manuscript of the publication for final printing to the Government of India Press, Minto Road. As per practice, 2700 copies in English and 600 copies in Hindi of the publication are printed in A5 size. The final copy of the publication is forwarded to Translation Section-I for preparation of the Hindi version.

24.2.2 Two editions of the publication are usually brought out in a year. Copies of the publication are distributed to Members, Officers of Rajya Sabha and Officers/Sections of the Rajya Sabha Secretariat, Members and Officers of Lok Sabha and Lok Sabha Secretariat, Ministries/Departments of the Government of India, State Legislative Assembly Secretariats, Resident Commissioners of various States/Union Territories and also to ex-Members on request. Copies are also sent to Sales & Archives Section for sale to general public through the sales counter. The number of copies required by them for sale of the List (In English and Hindi) are obtained in advance from the Sales & Archives Section. In the year when Biennial Elections to the Rajya Sabha are held, a working copy of the List of Members is prepared and circulated. The various editions of the 'List of Members' are bound and retained in the section for record purpose.

24.3 List of Council of Ministers: A pocket sized (unpriced) booklet entitled 'List of Council of Ministers' containing the names, addresses and telephone numbers (both official and residential) of the Ministers in the Union Council of Ministers is brought out in the year in which a new Lok Sabha is constituted/major re-shuffle in the Union Council of Ministers. The addresses and telephone numbers of the Ministers are ascertained from their offices before incorporating the same in the booklet. The procedure regarding preparation and publication of the booklet is the same as followed in the case of the publication 'List of Members'. Only limited copies of the booklet, in English, are got printed from the Government of India Press. The booklet is circulated to the Members of Rajya Sabha and is also provided to Officers/Sections of the Secretariat on demand.

CHAPTER - 25

PREPARATION AND PUBLICATION OF THE BOOKLET

'General Information for Members of Rajya Sabha'

25.1 Introduction: A booklet titled 'General Information for Members of Rajya Sabha' intended to serve as a handy guide particularly to new Members containing information, *inter-alia*, based on relevant provisions of the Constitution, the Salary, Allowances and Pension of Members of Parliament Act, 1954 and the Rules made thereunder, the Members of Rajya Sabha (Declaration of Assets and Liabilities) Rules, 2004 made under the Representation of the People Act, 1951 and the Declaration of Pecuniary Interests under Rule 293 of the Rules of Procedure and Conduct of Business in the Council of States is updated and published by the Section periodically. The booklet contains information in brief on the initial formalities required to be completed by a newly-elected Member, the emoluments, allowances, amenities and facilities available to Members etc. The booklet is usually updated before Biennial Elections to the Rajya Sabha, *i.e.*, once in every two years, so that updated information can be supplied to newly-elected Members.

25.2 General Procedure: The booklet is updated on the basis of inputs received from concerned Sections like Notice Office, IT Section, M.S.&A Branch, M.A. Section, Conference & Protocol Section and Committee Section (Ethics) besides the information pertaining to Table Office. For this purpose, tear off pages of the last edition of the booklet is supplied to the said Sections with the request to furnish updated information, if any, for incorporation in the latest edition. The CRC of the booklet is prepared and submitted for approval of the Secretary-General. After approval of the Secretary-General, the manuscript of the booklet in CRC format is forwarded to Printing Section for getting the same printed from the Government of India Press. The booklet is usually printed in size 6.5" X 4.8". The design of the cover page of the booklet is also got approved by the Secretary-General. A final copy of the booklet is forwarded to Translation Section-I for preparation of the Hindi version. 250 copies in English and 100 copies in Hindi of the booklet are got printed and supplied to Notice Office for supply to newly-elected Members. Copies are also supplied to other Sections of the Secretariat on demand.

25.2.1 The booklet is also available on the Rajya Sabha website under the link 'Members'—'General Information'. Whenever the booklet is updated and after approval of the Secretary-General is obtained for the same, NIC is requested through e-mail to upload the updated version on the website.

CHAPTER - 26

DISQUALIFICATION OF MEMBERS ON GROUND OF DEFECTION (CASES UNDER ANTI-DEFECTION LAW)

26.1 Constitutional and Statutory Provisions: Disqualification of Members on ground of defection are done in pursuance to the Tenth Schedule to the Constitution and the Members of Rajya Sabha (Disqualification on Ground of Defection) Rules, 1985 framed by the Chairman, Rajya Sabha in exercise of the powers conferred by paragraph 8 of the Tenth Schedule. As per Rule 3, the Leader of each Legislature Party is required to furnish to the Chairman, a statement containing the names of Members of his party and other particulars in Form-I within thirty days of the commencement of the rules or where the party is formed after such commencement within thirty days from the date of its formation. This applies to one-member legislature party as well. Changes in the information already furnished, condonation or otherwise in regard to voting contrary to direction or abstention from voting are also required to be furnished immediately. Each newly-elected Member is required to furnish a statement of particulars and declaration in Form-III, as per Rule 4. The Member is also required to show the original Election Certificate and submit a copy thereof before making and subscribing oath or affirmation under Article 99 of the Constitution.

26.2 Furnishing of information under the Rules: Form-I submitted by the Leader of each legislature party and Form-III submitted by each Member of Rajya Sabha are filed for record purpose. The Section also maintains in Form-IV, a register based on the information furnished under Rules 3 and 4 in relation to the Members. The information in relation to each Member is recorded on a separate page in the register. The register has been computerized for easy maintenance and speedy retrieval of information. A summary of the information furnished by Members is also published in Parliamentary Bulletin Part-II.

26.3 Reference of question by petition: A reference of any question as to whether a Member has become subject to disqualification under the Tenth Schedule is required to be made only by a petition to the Chairman and his decision is final. The petition should be in writing, contain concise statement of the material facts, be accompanied by copies of the documentary evidence and be duly signed by the petitioner and verified in the manner laid down in the Code of Civil Procedure, 1908 (5 of 1908) for the verification of pleadings. The petitioner has to satisfy himself in the petition that there are reasonable grounds for believing that a question has arisen for a Member to be subject to disqualification under the Tenth Schedule. If the petitioner relies on any information furnished to him by any person, a statement containing the names and addresses of such persons and the gist of such information as furnished by each such person is to be submitted along with the petition. Every annexure to the petition is also required to be signed by the petitioner and verified.

26.4 Procedure for dealing with the petition: If the petition does not comply with the Rules, it is dismissed. If it complies with the Rules, it is forwarded along with its annexures to the Member in relation to whom it is made and to the Leader of the legislature party (if the Member belongs to any legislature party and the Leader himself is not the Petitioner) for comments, within seven days of the receipt of the same. The Chairman may, for sufficient reasons also extend the period for furnishing the comments. Copies of the petition and annexures (wherever applicable) are sent to the concerned Member both at his local and permanent address. After considering the comments received, the Chairman, either decides the question himself or refers it to the Committee of Privileges of the Rajya Sabha for making a preliminary inquiry and submitting a report to him. If the Chairman refers the petition to the Committee of Privileges, intimation thereof is sent to the petitioner. The House is also informed of such reference either by an announcement, if it is in Session or through a Parliamentary Bulletin Part-II, if it is not in Session.

26.5 Consideration of the petition by Committee of Privileges: A memorandum for consideration of the Committee of Privileges is prepared along with annexures and a request is made to the Legislative Section, dealing with the said Committee for placing it before the Committee of Privileges. The electronic text of the memorandum along with a booklet containing *inter-alia* the Tenth Schedule to the Constitution and Members of Rajya Sabha (Disqualification on Grounds of Defection) Rules, 1985 are also sent to the Legislative Section for necessary action. The Committee of Privileges after due consideration of the petition and adoption of its report submits the same to the Table Office for information and placing the report along with other papers before the Chairman under the provisions of the Members of Rajya Sabha (Disqualification on Grounds of Defection) Rules, 1985, for his consideration and decision in the matter.

26.6 Final decision of the Chairman after submission of Report by the Committee of Privileges: If the Committee of Privileges arrives at the conclusion that in terms of paragraph 2(1) (a) of the Tenth Schedule of the Constitution, the individual has incurred disqualification for being a Member of the Rajya Sabha, the case is submitted for consideration of Chairman, in view of Rule 7(7) of the Members of Rajya Sabha (Disqualification on Grounds of Defection) Rules, 1985, which states that neither the Chairman nor the Committee shall come to any finding that a Member has become subject to disqualification under the Tenth Schedule without affording a reasonable opportunity to such Member to represent his case and to be heard in person. The Chairman accordingly indicates a date and time convenient to him for hearing such a Member. A letter is sent to the Member concerned to be present on the stipulated date and time to present his case in person to the Chairman. A note is also issued to Joint Secretary/Director (Reporting) for making arrangements for recording the verbatim proceedings of the meeting. Parliament Security Service is also requested *vide* a note to make the necessary security arrangements. A point-wise detailed note of the case and a summary of the same is prepared for perusal of Chairman. During the personal hearing, the following two questions are put to the Member by the Chairman:—

- (i) whether he has anything to say about the findings of the Committee of Privileges; and
- (ii) whether he has any further evidence to adduce apart from what he has already deposed before the Committee.

In case the Member requests the Chairman for an extension of time to reply to the above queries after consulting his lawyer, the Chairman may adjourn the proceedings with the direction to re-appear before him on a date and time convenient to him.

26.7 Action after the final order of Chairman on the petition: At the conclusion of the personal hearing and consideration of the petition, the Chairman by an order in writing either dismisses the petition or declares that the Member in relation to whom the petition has been made has become subject to disqualification under the Tenth Schedule, and causes copies of the order to be delivered or forwarded to the petitioner, the Member in relation to whom the petition has been made and to the Leader of the legislature party, if any through a letter. Every order in this regard is published in the Parliamentary Bulletin Part-II and notified in the official Gazette and copies thereof are forwarded by the Secretary-General to the Election Commission of India and the Central Government. An announcement is also made in the House immediately, if it is in Session or on the first day of its next sitting, if it is not in Session. A circular in this regard is also issued for information of all concerned.

CHAPTER - 27

ISSUE OF MEMBERSHIP CERTIFICATES TO FORMER MEMBERS OF RAJYA SABHA AND PROVIDING INFORMATION FOR PROCESSING PENSION PAPERS OF EX-MEMBERS

27.1 Issue of Membership Certificates to Ex-Members: Requests are often received from Members/Ex-Members for issue of Membership Certificates for their personal use. If the Member comes in person, then no written request is required. However, in case of secretarial staff attached to the Member, a written request signed by the Member is required. On receipt of such request, a certificate in letter format indicating the name of the Member, name of father and period/term of Membership is prepared with reference to the Index Card of the Member and relevant Who's Who. The Certificate is issued to the Member under signature of the Section in-charge and a Receipt of the same is retained for record purpose.

27.2 Providing details of Term of Office of Ex-MPs in Pension Papers: M.S.&A. Branch processes the pension papers of Ex-Members and also cases of family pension to spouses of Ex-Members. On receipt of file from M.S.&A. Branch, the requisite Membership Certificate is filled up after referring to the Index Card of the Ex-Member maintained in the Section and is submitted to the Deputy Director/Joint Director in-charge of the Section for attestation on the certificate and is returned to M.S.&A. Branch. A register of the pension cases so processed is also maintained with signature of the Section in-charge for record purposes. Similarly, pension papers of Members of Lok Sabha who were previously Members of Rajya Sabha are also received in the Section from M.S.&A. Branch, Lok Sabha Secretariat for furnishing Membership Certificate as Member of Rajya Sabha duly attested by the Deputy Director/Joint Director in-charge of the Section. The same is also furnished as per procedure detailed above and entered in the register for record purpose.

CHAPTER - 28

UPDATION OF DATA ON VARIOUS SOFTWARES AND MAINTENANCE OF RAJYA SABHA WEBSITE

28.1 Introduction: All data pertaining to Members of Rajya Sabha have been computerized in different formats and is updated regularly. For this purpose different specialized softwares have been developed and are used for maintenance of data. The various information pertaining to the functioning of Rajya Sabha and its Members are regularly updated on the Rajya Sabha website. The important softwares used by the Section are as follows:—

28.2 Members Information System (MIS): The software generates various reports related to information on Members/ Ex-Members of Rajya Sabha. Whenever a Member is elected to the Rajya Sabha, the details of the Member like name, local and permanent address, telephone numbers, State, party affiliation etc. are entered in the software. Other details like date of notification of election/nomination, term of membership, date of taking oath/affirmation, date of vacation of seat, reason for vacation of seat etc. are also entered in the software. The status of current Members are so indicated in the software that as soon as a Member vacates his/her seat, his/her status is changed and his/her name is reflected under Ex-Members. If a Member of Rajya Sabha is also a Minister that also is indicated in the software. The details entered in this software are used for generating various reports regarding Members and is regularly updated as and when any change takes place or are brought to the notice of the Section.

28.3 Precedent Management System (PMS): In order to identify and locate important precedents, a 'Precedents Register' is maintained in the Section in the following format:—

| Sl. No. | Decision/Ruling (in brief with heading) | File No./Bulletin No. and Date |
|---------|--------------------------------------------|-----------------------------------|
| | | |

The precedents register records precedents and deviations occurred from Rules/General practice, from time to time, in the conduct of proceedings of the Rajya Sabha. The entries in the register is recorded manually and maintained in an alphabetical order. All entries recorded manually in the precedents register are also entered into the software, 'Precedents Management System' available on the Rajya Sabha Intranet. The software comes with a search facility and precedents can be electronically retrieved within a short time.

28.4 Other Softwares used by the Section: The Section also uses software, namely 'Daily Business Publishing', 'Bulletin Publishing' for uploading the List of Business, Papers to be Laid on Table, Bulletin Part-I and Part-II on the Rajya Sabha website, as already explained in Chapters 2, 3, 5 and 9. Another software, 'Rajya Sabha Members Information System' (RMIS) is also used for indicating the seat/division numbers of Members, their party affiliation etc. and for generating coloured print-outs of the Seating Arrangement Chart for every Session, as explained in Chapter 11. Data is regularly updated on the software for providing updated information.

28.4.1 The various information available on the Rajya Sabha website in different formats relating to Members, their party affiliation, vacant seats etc. are generated using the data fed in the MIS software by the Section. Apart from this, a statement showing the party-position in Rajya Sabha is available as a separate link on the Rajya Sabha Intranet and is regularly updated by the Section. The Valedictory Address made by the Chairman at the conclusion of every Session, the Statistical Information pertaining to each Session and Sessional Resume prepared by the Section are also uploaded on the Rajya Sabha website by NIC and are available for public viewing under separate links.

CHAPTER - 29

CONSOLIDATED WHO'S WHO

29.1 Introduction: Consolidated Who's Who or Rajya Sabha Members-Biographical Sketches is a compendium containing the brief biographical details of Members of Rajya Sabha since 1952. It is a priced publication prepared, updated and published by the Secretariat once in 10 years. The first edition of this publication containing brief biographical details of Members of Rajya Sabha from 1952 to 1990 was brought out in the year 1991 and the second edition containing brief details of Members from 1952 to 2003 was brought out in the year 2004. The publication is divided into four parts and contains the biographical sketches of Chairmen, Deputy Chairmen, Secretaries-General and Members. Besides, a List of Abbreviations and Index are also provided.

29.2 Procedure for preparation of the publication: The publication is prepared mainly based on the information published in the biennial editions of 'Who's Who' of the Rajya Sabha prepared and published by LARRDI Service of the Secretariat. Emphasis is laid on the parliamentary, legislative and literary career of a Member, his/her academic attainments and other accomplishments in his/her field of interest. In respect of Members whose bio-data are not available due to their short tenure or who had not furnished their bio-data for inclusion in the relevant 'Who's Who', their names and duration of their membership only are indicated. A sitting Member is distinguished by an asterisk mark against his/her name. In case of Members who have passed away, the dates of obituary references made in respect of them in the House and in some cases only the dates of death are indicated on the basis of information available/received in the Secretariat.

29.2.1 The draft manuscript, after approval, is sent to Printing Section for getting the publication printed from the agency identified for the purpose. A Foreword by the Chairman, Rajya Sabha and a Preface by the Secretary-General is also incorporated in the publication. The number of copies to be printed, price etc. is also decided in advance. After printing of the publication, copies are circulated to Members, Officers of the Secretariat, State Legislatures etc. after obtaining orders of the Secretary-General.

CHAPTER - 30

MISCELLANEOUS WORK

30.1 The important activities undertaken by the Section have been outlined in the previous chapters. Besides these, the following miscellaneous/routine work are also undertaken by the Section:—

- (i) Preparation of various statements related to information on Members of Rajya Sabha, functioning of Rajya Sabha and the business taken up during each Session, as requested by the Secretary-General and other Officers of the Secretariat;
- (ii) Furnishing of requisite information related to each Session to the LARRDI Service for incorporation in the Journal of Parliamentary Information published by Lok Sabha Secretariat;
- (iii) Preparation of notes, background papers and fact sheets for use of the Secretary-General and Hon'ble Chairman, Rajya Sabha during their participation in various national and international conferences and seminars;
- (iv) Preparation of Annual Action Plan and submission of review of Annual Action Plan, as per norms prescribed by the O&M Section;
- (v) Preparation of Annual Administrative Report;
- (vi) Furnishing replies to RTI queries pertaining to the Section;
- (vii) Furnishing of tri-monthly Hindi Progress Report;
- (viii) Preparation for Annual Inspection of the Section;
- (ix) Maintenance of Diary Register, File Register etc.; and
- (x) Weeding out of files on a yearly basis and maintenance of record thereof.

PART-II

NOTICE OFFICE

CHAPTER - 1

MAIN RESPONSIBILITIES OF NOTICE OFFICE

The Notice Office acts as a liaison between Members of the Rajya Sabha, various Sections of Rajya Sabha Secretariat and other allied agencies. It also serves as the Reception Office for the Members. The main functions of the Section are as follows:—

- (i) Dealing with Members queries on various matters as a single window;
- (ii) Supply and receiving of Notices from the Members in respect of Bills, Calling Attention, Special Mentions, Matters raised with the permission of the Chair, Questions, Short Duration Discussions, Half-an-Hour Discussions, Motions, Resolutions and Amendments to Bills etc.;
- (iii) Receiving miscellaneous papers/letters of Members such as Members TA/DA Bills, Exchange orders' requisitions, etc. and letters addressed to the Officers of the Secretariat or to Ministers of the Government;
- (iv) Receiving and processing applications for various passes like Distinguished Visitors Gallery (DVG) passes, Public Gallery (PG) passes and Official Gallery (OG) passes etc.;
- (v) Issue of Central Hall passes on daily basis and Central Hall Gallery cards for witnessing President's Address;
- (vi) Entry pass for PA/PS of Members of Rajya Sabha and Library Pass;
- (vii) Parking Labels (For MPs, Ex-MPs, Officials, etc.);
- (viii) Photo identity cards to Officials/Staff of the Secretariat and Allied staff deputed in Rajya Sabha Sector;
- (ix) Member's Temporary Identity Card and Entry Pass for Member's Spouse;
- (x) Cable Television (CATV);
- (xi) Group Photograph of Members of Rajya Sabha; and
- (xii) Maintenance of Notice Boards.

The procedure in respect of above mentioned items is elaborated in the subsequent chapters.

CHAPTER - 2
DEALING WITH MEMBERS—GENERAL

2.1 Notice Office receives Notices and other communications from Members of Rajya Sabha and meets their requirements in connection with the business of Rajya Sabha and other related matters in coordination with respective Branches/agencies. Telephonic queries from Members are also entertained.

2.2 The staff members of Notice Office are required to be very vigilant, alert, polite and tactful in their dealing. They should be well acquainted with names of all Members. In case, they are not able to satisfy any Member regarding his queries, they should immediately bring the matter to the attention of the Notice Officer.

2.3 All the Staff of the Notice Office should always keep themselves informed of the Day-to-Day business of the House and be able to give Members whatever information they want in that connection.

2.4 All staff of the Notice Office should acquaint themselves with the functions of the various Branches of the Secretariat and the items of work dealt with by them. This will enable them to reply to queries of Members in an intelligent and efficient manner and also to pass on communications, etc. received from Members to the Branches concerned without any delay.

2.5 As the Notice Office is exclusively meant for providing services to the Members, the Officer in-charge of the Section is required to ensure that other persons do not use Section facilities and thus disrupt services. Guests of the Members must wait in the corridor opposite the Notice Office where chairs are available for them and not crowd into the room.

CHAPTER - 3

SUPPLY AND RECEIPT OF NOTICES/FORMS

3.1 Supply of Forms to the Members: All types of forms, which are used by Members of Rajya Sabha have been placed in a rack in the Notice Office, properly labelled so that the Member can conveniently locate the same and collect the required form from the rack without any difficulty.

The following forms are available in the Notice Office (formats are however, not included in this publication):—

| Sl. No. | Type of form | Rule | Nodal Section |
|---------|------------------------------------------------|---------------------------------------------------------------|---------------------|
| 1. | Question for Oral Answer | Rule 39 of the Rules of Procedure and Conduct of Business | Questions Branch |
| 2. | Question for Written Answer | -do- | -do- |
| 3. | Short Notice Question | Rule 58(1) of the Rules of Procedure and Conduct of Business | -do- |
| 4. | Notice for Half-an-Hour Discussion | Rule 60(2) of the Rules of Procedure and Conduct of Business | -do- |
| 5. | Calling Attention Notice | Rule 180 of the Rules of Procedure and Conduct of Business | Legislative Section |
| 6. | Notice for Short Duration Discussion | Rule 176 of the Rules of Procedure and Conduct of Business | -do- |
| 7. | Notice for Special Mention | Rule 180(A) of the Rules of Procedure and Conduct of Business | -do- |
| 8. | Calling Attention Renewal Notice | — | -do- |
| 9. | Notice of Motion | Rule 168 of the Rules of Procedure and Conduct of Business | -do- |
| 10. | Ballot of Private Members' Resolutions | — | -do- |
| 11. | Medical Re-imbusement | — | MS& A Branch |
| 12. | TA/DA Bill | — | -do- |
| 13. | Members' Pension | — | -do- |
| 14. | Grant of advance for purchase of conveyance | — | -do- |
| 15. | Members' spouse Identity Card-cum-railway pass | — | -do- |
| 16. | Exchange order requisitions | — | -do- |
| 17. | Ex-Member Identity Card | — | Notice Office |
| 18. | General Entry Pass for PA/PS of MPs | — | -do- |
| 19. | PA/PS General entry pass renewal | — | -do- |
| 20. | Central Hall pass requisition | — | -do- |
| 21. | Library Pass | — | -do- |
| 22. | Application for Public Gallery Admission Card | — | -do- |
| 23. | 'MP' Parking Label | — | -do- |
| 24. | Ex-MP Parking Label | — | -do- |

| Sl. No. | Type of form | Rule | Nodal Section |
|---------|-------------------------------------------------------------------------------------------------------------------|------|--------------------------------|
| 25. | Parking Label for Officers/Staff of the Secretariat | — | Notice Office |
| 26. | Parking Label for Allied Agencies | — | -do- |
| 27. | Accommodation to Members | — | MA Section |
| 28. | Application for Mobile Phone connection at Delhi to Member, Rajya Sabha | — | -do- |
| 29. | Application for second Mobile Phone connection to Member, Rajya Sabha | — | -do- |
| 30. | Application for installation of a telephone at Delhi address of a Member, Rajya Sabha | — | -do- |
| 31. | Application for a telephone at the permanent/usual place of a Member, Rajya Sabha | — | -do- |
| 32. | Application for the installation of third telephone connection for internet connectivity to a Member, Rajya Sabha | — | -do- |
| 33. | Application for the provision of broadband internet facilities in telephone connection to a Member of Rajya Sabha | — | -do- |
| 34. | Application for suite in Western Court Hostel | — | -do- |
| 35. | Proforma for CGHS Card for Member, Rajya Sabha | — | -do- |
| 36. | Diplomatic/official passport | — | Conference & Protocol Section |
| 37. | Nomination for elections to the Committees | — | Committee Coordination Section |
| 38. | Biographical sketch for Who's Who | — | Library & Reference Unit |

It will be the duty of the Dealing Assistant/Attendants of the Section to see daily that sufficient copies of each forms are available in the Forms Rack.

Before the commencement of a Session, an indent for the requisite number of copies of the various forms required for the duration of the Session will be placed with the concerned sections.

3.2 Receipt of Notices from the Members: Under Rule 223 of the Rules of Procedure and Conduct of Business in the Council of States, every notice required under the Rules shall be given in writing addressed to the Secretary-General and signed by the Member giving notice and shall be left in the Notice Office which shall remain open for this purpose between the Hours to be notified in Bulletin from time to time.

3.2.1 Notices Received at Reception Office: Notices can be delivered in the Notice Office on all working days from 10.00 a.m. to 6.00 p.m. A box is kept outside the Notice Office and another box is kept in the Reception Office, Parliament House for notices/papers delivered after office hours and on closed holidays, during Session period. During Session days these boxes are opened twice at 1000 hours and 1400 hours. The Notices deposited therein between 10.00 a.m. and 2.00 p.m. will be deemed to have been received in the Notice Office at 2.00 p.m. on that day and the notices deposited after 2.00 p.m. will be deemed to have been received in the Notice Office at 10.00 a.m. on the next working day.

3.2.2 Notices Received at Notice Office: Notices are received in accordance with the laid down procedure and as per schedule mentioned in Parliamentary Bulletin issued to the Members along with the summons before commencement of

each session. In general, following procedure is applicable for receipt and onward transmission of notices:

- (i) In the Notice Office, a tray is kept for the receipt of the Notices. Apart from this Notices can be delivered in the boxes kept outside Notice Office and Reception Office, after office hours and on closed holidays;
- (ii) Upon receipt of Notices in Notice Office, date, time and diary number is recorded immediately on each Notice and the type of Notice, name of the Member and subject are entered in the Notice Office Diary Software, after which the diary no. and time of receipt is generated by the computer.
- (iii) After diarisation of Notices in the computer software, they are sent to the concerned Branches immediately, as follows:—

| Sl. No. | Notice/Questions | To be sent to (Name of Section) |
|---------|-------------------------------------------------|---------------------------------|
| 1. | Starred/Unstarred Questions | Questions Branch |
| 2. | Short Notice Question | -do- |
| 3. | Half-an-Hour Discussion | -do- |
| 4. | Calling Attention Notices | Legislative Section |
| 5. | Short Duration Discussion | -do- |
| 6. | Matters raised with the permission of the Chair | -do- |
| 7. | Special Mention | -do- |
| 8. | Resolution | -do- |
| 9. | Motions | -do- |
| 10. | Notice of Bills | Bill Office |
| 11. | Notice of Amendments to Bills | -do- |

3.3 Enquiries regarding Questions: The Notice Office also attends to enquiries of Members with regard to the Questions. Notices of Questions received in Notice Office are sent to the Questions Branch, and if a Member contacts the Notice Office with regard to his Question, the details etc. shall be noted down and transmitted to Questions Branch. The Member is informed of the position after ascertaining the facts from Questions Branch. In case a Member is not satisfied with the reply to his query, as received from the Questions Branch, the Member may be requested to contact the Joint Director/Director of the Questions Branch. In case, any Member expresses a desire to see the officer in-charge of Questions Branch, Notice Office assists him in this regard and also inform the Officer concerned in advance.

3.4 Enquiries regarding Matters raised with permission of the Chair/Calling Attention/Special Mention Notices, etc.: The Notices of Matters raised with permission of the Chair/Calling Attention/Special Mentions, etc., are received in Notice Office and after diarising in the computer, the same are sent to the Legislative Section. In the case of matters raised with permission of the Chair, copies of Notices are sent to the Office of Hon'ble Chairman, Rajya Sabha, Secretary-General, Secretary, Director (L) and Joint Director (L). List of admitted Notices are sent by the Legislative Section to the Notice Office so that queries of Members can be answered in the Notice Office itself.

CHAPTER -4

RECEIPT OF MISCELLANEOUS COMMUNICATIONS/LETTERS

4.1 Receipt of TA/DA Bills of the Members: Notice Office receives Arrival/Departure Report and TA/DA Bill forms from Members and forwards the same to the MS&A Branch for necessary action.

4.2 Exchange Order Requisitions: Members submit Exchange Order Requisitions in the Notice Office for getting Air Journey tickets. At regular intervals, these Requisitions are sent to the MS&A Branch for obtaining Exchange Order. The MS&A Branch prepares Exchange Order and forwards the same to the Notice Office. On the basis of Exchange Order, Indian Airlines Office in Parliament House issues Air Tickets. Notice Office, then, gives the ticket to the Member or to any person authorized by the Members to collect the tickets.

4.3 Miscellaneous communications: Notice Office also receives various letters/communications from Members for onward transmission to different Sections/Branches of the Secretariat. These receipts are diarised in the General Diary Register and sent to respective Branches in a routine manner. Closed envelopes for Central Ministers are also received from Members and sent to Distribution Branch twice a day without diarisation for onward transmission to various Ministers.

Sometimes requests are also received from Members for accepting printed or cyclostyled pamphlets, invitation cards, etc. for distribution to Ministers or Members through their Parliamentary Papers. Parliamentary Papers are not the proper medium for distribution of private daks of Members or any kind of printed literature received from Members, and hence, if such a request is made by any Member, he may be politely informed of the procedure.

CHAPTER - 5

ISSUE OF CARDS FOR RAJYA SABHA GALLERIES

Admission cards are issued for the following Galleries of Rajya Sabha:

| | No. of seats |
|------------------------------------|--------------|
| (a) Distinguished Visitors Gallery | 80 |
| (b) Public Gallery | 160 |
| (c) Official Gallery | 47 |
| (d) Gallery for Lok Sabha MPs | 79 |

5.1 Distinguished Visitors' Gallery (DVG): Distinguished Visitors' Gallery (DVG) is intended for use of Members of any Legislature in India, Ex-Members of Parliament, Spouses of sitting Members of Parliament, High officials of Government of India and State Governments, men of standing in public life, Members of Diplomatic Corps and distinguished visitors from foreign countries. The Card for admission to this gallery is obtained by Members on an application in the prescribed form available in the Notice Office one day in advance. Persons other than Members can also get cards for this gallery on the approval of the Secretary-General.

Heads of Foreign Missions and other diplomats are issued annual photo diplomatic cards for entry into the Distinguished Visitors Gallery. The names of the Heads of Missions are sponsored by the Ministry of External Affairs and the cards so prepared are issued to that Ministry for onward transmission to the Missions concerned and the entry is made in the register as per format given below.

| Sl. No. | Card No. | Name of Diplomat and designation | Name of the Country | Date of Issue | Valid for | Photo-graph | Remarks |
|---------|----------|----------------------------------|---------------------|---------------|-----------|-------------|---------|
| | | | | | | | |

Members of Diplomatic Corps are also issued Passes on day-to-day basis for entry into Distinguished Visitors Gallery on the recommendation of the Ministry of External Affairs one day prior to the date of the sitting for which cards are required and the cards, when prepared are forwarded to that Ministry. No direct requisitions from the Embassies are entertained for such cards.

5.2 Public Gallery (PG): Public Gallery is intended for the use of general public to view proceedings. Application, in the prescribed form, is available in the Notice Office. For admission to this gallery, Members are requested to fill in the prescribed form and submit the same at least one clear day before the date of the sitting for which the admission card is desired. After diarising the application form, the same is sent to the Centralized Pass Issue Cell (CPIC) for issuance of Cards.

In order to accommodate personal friends and relatives of Members who happen to visit Delhi for a very short period and in whose case it is not possible to adhere to the requirement of one day in advance, relaxation may be granted, and the *same day Visitors Cards* may be arranged in exceptional cases. Members are, however, requested to avoid making requests for the same day visitors' cards in view of the present security environment in the country.

After an application for Visitors Gallery Card is received, it is checked to ensure that the particulars, given therein are full and legible.

The following procedure is observed:

- Members are required to give full particulars in the application forms for visitors cards in accordance with the printed instructions thereon. No action is taken on an incomplete application form.

In cases where the complete particulars have not been furnished the concerned Member may be contacted personally or telephonically and the requisite information obtained before issuing the Cards.

- A Member has to deliver the application form personally to the Notice Office furnishing all the particulars of the visitors.

- (c) As no person is allowed entry in the Parliament House without a proper pass, the persons whom the pass is applied for should wait in the Reception Office outside the Parliament House and the Card would be delivered to him by the Member. Cards are not to be handed over to the visitors direct.

On request of the Member the Cards may be sent at the local address of the Member along with the Parliamentary Papers.

- (d) Cards are not issued for the whole day of the sitting of the Rajya Sabha. They are generally issued for a complete hour and not part of an hour.
- (e) Children below 10 years of age are not allowed admission to the Galleries.
- (f) Application forms are received not later than 17.00 hours on a day preceeding the date of sitting for which the visitors cards have been applied for.

Public Gallery Cards are also issued on request from Officers of the Secretariat. Union Ministers, Head of Schools, Colleges and other Government Institutions, and Bureau of Parliamentary Studies and Training, Lok Sabha Secretariat also sponsors delegates of India and foreign countries for galleries of the House provided all details of the intending visitors are made available at least two clear days in advance.

The request of the applicant for change in timings of the Card is entertained subject to availability of space in the gallery.

5.3 Official Gallery (OG): Official Gallery (OG) is meant for the Officials of Ministries/Departments whose presence is necessary in connection with the Business under discussion in the House. Prior to the commencement of every Session a circular is issued (Annexure-A) to all the Ministries/Departments of the Government of India requesting them to send their requisitions for the Official Gallery Cards in writing to the Notice Office on prescribed proforma.

Normally, not more than 6 Official Gallery Cards valid for the Session are issued to each Ministry/Department, to the following categories of Officers:—

- (i) Officers of the rank of Additional Secretary and above.
- (ii) One Officer of the rank of Under Secretary and above dealing with Parliamentary works.
- (iii) Private Secretary to the Minister.
- (iv) General Passes with endorsement for the Official Gallery or 'Outer Lobby' are issued to the following:
 - (a) Section Officer or the Parliament Assistant of the Ministry/Department.
 - (b) O.S.D./Additional P.S./1st P.A./P.A. to the Minister (restricted to one).
 - (c) Peon or Jamadar attached to the Minister.

Provision has also been made for issuance of day-to-day official gallery Passes to the officials of the Ministries/Departments when a subject concerning that Ministry/Department is under consideration of the House. The request for such Cards is required to be signed by an Officer not below the rank of Deputy Secretary of the Ministry/Department concerned and the Business of the House in connection with which such Card is required has to be clearly spelt out in the request.

The Officers to whom official gallery Cards are issued, are required to put their signature on Cards in the space provided for the purpose and bring these Cards with them along with their Identity Cards and produce the same when asked to do so for the purpose of identification before entering the gallery.

5.4 Gallery for Lok Sabha MPs: The Gallery is intended for the use of the Members of the Lok Sabha. Admission is allowed to this Gallery on the production of Identity Card issued to them by the Lok Sabha Secretariat. As such no separate Cards are issued to them for admission to this Gallery.

CHAPTER -6
CENTRAL HALL PASSES

6.1 Central Hall Card Issued on Daily Basis: When there is no function in the Central Hall, a Card valid for a day is issued for entry into Central Hall to the following categories of persons on the recommendation of a sitting Member of Rajya Sabha, in the prescribed form available in the Notice Office:—

- (i) Sitting Members of State Legislatures (MLA/MLC);
- (ii) Chief Ministers/Ministers of States;
- (iii) Ex-Chief Ministers/Ministers;
- (iv) Sons and daughters of sitting Members of Rajya Sabha; and
- (v) Spouses of sitting Members of Rajya Sabha.

6.2 Central Hall Gallery Cards for witnessing President's Address or other functions: Central Hall Cards for President's Address or other functions are issued to the guests of the Members on receipt of an application to that effect. The application should contain all particulars of the visitor as required in the case of other galleries of the House. A total of 80 seats are available for guests of Rajya Sabha Members in two Galleries (Gallery 'D' & Gallery 'F') of the Central Hall. In view of the limited seats, Members are informed in advance through a paragraph in the Parliamentary Bulletin, Part-II that Cards will be issued on 'first come first served' basis.

CHAPTER -7

ENTRY PASS FOR THE PERSONAL STAFF OF A MEMBER AND LIBRARY PASS

7.1 Entry Pass for PA/PS to Members of Rajya Sabha: Notice Office issues general photo Pass for one PA/PS of a Member of Rajya Sabha at a time for entry into Parliament House Complex to enable such PA/PS to assist the Member in his parliamentary work. The Pass allows entry into Parliament House/Parliament House Annexe. For the entry Pass, a Member has to submit the application, in the prescribed proforma available in the Notice Office, containing complete details of the person along with two photographs in whose respect the Pass is required. The Member has to take full responsibility for the conduct and character of his PA/PS.

After receiving the application, a photo Pass is prepared by the Notice Office and given to the PA/PS concerned and his signature obtained in the register meant for the purpose, the format of which is as follows:—

Name of the Member _____

| Pass No. and date of Issue | Name of the PS/PA | Cellular Phone permitted | Valid upto | Photograph | Signature | Remarks (regarding character verification) |
|----------------------------|-------------------|--------------------------|------------|------------|-----------|--------------------------------------------|
| | | | | | | |

Antecedents of the PA/PS are sent to Parliament Security Office for verification. The Pass is initially issued for one month and on receipt of positive police verification Report, it is revalidated on quarterly basis on the request of the Member in a separate proforma. On verification, if a negative Report is received from the Parliament Security Office, the Pass issued to the said person is withdrawn and the concerned Member is informed. A Member can change his PA/PS at his discretion. In such a case, previous Pass is required to be surrendered before the issuance of a Pass to the new PA/PS.

7.2 Library Pass: A Library Pass (with photo) can be issued to a person for 14 days during the inter-session period on the recommendation of a Member to enable interested persons to visit the Parliamentary Library. There is a prescribed proforma, which requires complete particulars of a person so sponsored along with a declaration taking full responsibility of the person concerned by the sponsoring Member. The antecedents of the said person are sent to the Parliament Security Office for verification. Library Passes are also issued on orders of the Secretary-General, Rajya Sabha.

CHAPTER - 8

ISSUANCE OF PARKING LABELS TO THE MPs, Ex-MPs, OFFICERS AND STAFF OF THE SECRETARIAT

8.1 Notice Office handles the work relating to printing and issuance of Car Parking Labels. Car Parking Labels are issued to the Members, Ex-MPs, Officers and Staff of Rajya Sabha Secretariat and allied agencies for their unhindered entry into the Parliament House Complex. There are three types of parking labels, viz. 'MP' Label for sitting Members and two types of 'P' Labels — one for Ex-MPs and Officers of the rank of Joint Director and above and the other for Officers of the rank of Deputy Director and below and the permanent employees of allied agencies holding permanent Photo Identity Cards issued by this Secretariat. The 'MP' Label is issued in the month of April every year and its validity remain till the end of March next year. However, 'P' Label remains valid for a calendar year. However, Ex-MPs of Rajya Sabha, who are also Ex-MPs of Lok Sabha, may send their request to the Lok Sabha Secretariat. All requests for issuance of a Parking Label may be submitted in a prescribed proforma available in the Notice Office. A copy of the Registration Certificate of the vehicle is to be attached with the application and entry is made in the counterfoil and in the computer and register.

8.2 The vehicle for which label is required must be registered in the name of the applicant or in the name of his/her spouse and will be used for attending Parliament/Office. All Officers of the rank of Joint Director and above are entitled for two labels — whether for car or scooter. Officers of the rank of Deputy Director, Assistant Director and Executive Officer are entitled for two labels — one for car and second for scooter. Other staff below the Level of Executive Officer are entitled for only one Label — whether car or scooter.

8.3 In case of loss of Label, the matter has to be reported to the nearest Police Station and original copy of Non-Cognizable Report (NCR) is to be submitted to the Notice Office/Parliament Security Office immediately. In case the vehicle for which the Label was issued is transferred to another person, the Label must be returned to the Notice Office, failing which new Label in replacement shall not be issued.

8.4 In the beginning of the year, a communication along with the samples of new annual Parking Labels are sent to the Deputy Commissioner of Police (Traffic), New Delhi, specifying that the Label, issued by the Secretariat entitles the holders to enter the Parliament House Complex in connection with official business and the vehicles displaying such Label be permitted to have unhindered entry in the Parliament House Complex. Samples of the Labels are also forwarded to Parliament Security Office of both Rajya Sabha and Lok Sabha Secretariats.

8.5 All Labels will be issued after entering the vehicle number and the name and status/designation of the Label holder on the Label. All Labels will be signed by the Assistant Director/Executive Officer of the Notice Office and hologram affixed before issue. No Label in excess of the entitlement or to ineligible person shall be issued.

CHAPTER -9

ISSUANCE OF IDENTITY CARDS

9.1 Members' Temporary Identity Card: Identity Cards for Members are issued by the MS&A Branch. However, Notice Office issues Temporary Identity Card to newly-elected/nominated Members of Rajya Sabha, to facilitate their entry into Parliament House Complex, till a Permanent Identity Card is issued by the MS&A Branch.

9.2 Temporary Entry Pass for Member's Spouse: On the request of a sitting Member, Temporary Entry Pass in favour of his/her spouse is issued. Such a Pass is valid for entry into Central Hall, Distinguished Visitors Gallery and Parliament Library during Session period.

9.3 Identity Cards for Former Members: Former Members of Rajya Sabha are issued Photo Identity Cards to enable them to enter the Parliament House Complex, Galleries, Lobbies, Library, Central Hall, etc. Necessary entries are made in a register as follows:

| Name of Ex-Member | Period of Membership | Date of Issue | Card No. | Photograph | Signature |
|-------------------|----------------------|---------------|----------|------------|-----------|
|-------------------|----------------------|---------------|----------|------------|-----------|

9.4 Identity Cards for Former Members' Spouse: Photo Identity Cards to the spouses of former Members of Rajya Sabha are issued to enable them to enter the Parliament House Annexe/Parliament Library Building.

9.5 Issue of Photo Identity Cards to Officers/Staff of the Secretariat: All Officers/Staff of the Secretariat are issued laminated Photo Identity Card valid for a period of 5 years. I-Cards are issued on the basis of appointment posting orders issued by the Personnel Section. Different I-Cards are issued to Gazetted and non-Gazetted regular employees of the Secretariat. While the I-Cards of non-Gazetted staff bear the blue background, I-Cards of Gazetted Officers bear the red background. The register meant for the issuance of Identity Cards has the following format:

| Card No. with Date of Issue | Name | Designation | Photograph | Endorsement, if any | Signature |
|-----------------------------|------|-------------|------------|---------------------|-----------|
|-----------------------------|------|-------------|------------|---------------------|-----------|

On the Identity Cards, Security 'Star' grading is giving to officers of the rank of Deputy Directors and above as indicated below:—

- | | | | |
|-----------------------------------------------|---|------|---------------|
| (a) Deputy Director | - | * | (one star) |
| (b) Joint Director/Director | - | ** | (two stars) |
| (c) Joint Secretary/Addl. Secretary/Secretary | - | *** | (three stars) |
| (d) Secretary-General | - | **** | (four stars) |

Identity Card containing 'without restriction' endorsement is issued to following categories of Officers/Staff:

- (i) Deputy Director and above;
- (ii) Parliament Security Service Office; and
- (iii) All Interpreters and Reporters.

RF Tags of all Officers of Questions Branch and one Officer of Committee Sections, Assistants of Questions Branch and one Messenger from each Question Group, all the Officials from Table Office, Notice Office, Lobby Office, Bill Office and Legislative Section and Stenographers' Pool are also endorsed by the CPIC on the recommendation of the Notice Office for entry into restricted area. RF Tags of one Senior Assistant/Assistant and one Messenger of all Committee Sections are also endorsed.

On fresh appointment of a person in the Secretariat, a Temporary General Pass with photograph is provided till the preparation of a regular Photo Identity Card.

Entry is made in the register meant for the purpose in the following format:

TEMPORARY GENERAL PASS REGISTER

| Date | Pass No. | Name | Designation | Duration | Endorsement, if any | Signature |
|------|----------|------|-------------|----------|---------------------|-----------|
| | | | | | | |

In case of loss of Photo Identity Card, the following penalties have been provided:

- (i) First loss — ₹ 50
- (ii) Second loss — ₹ 75
- (iii) Third loss — ₹ 100 and disciplinary action against the employee

Loss of Identity Card is a serious matter and has to be reported on the same day in writing to the Notice Office and Parliament Security Office. An FIR/NCR has to be registered by the employee and a copy furnished to the Notice Office. As soon as this Section receives written intimation about loss of Identity Card along with a copy of FIR/NCR from an employee, it is forwarded to the Parliament Security Office. A duplicate Identity Card is issued only on the receipt of a copy of the FIR/NCR about the loss of the Card. The employee is, however, required to deposit the penalty amount with the cashier of the Secretariat.

On retirement or transfer out of the Secretariat, Identity Cards are required to be returned to the Notice Office.

9.6 Pensioner Photo Identity Card: On retirement a photo laminated Identity Card is issued to all retired officials of the Secretariat by the Notice Office and necessary entries are made in the register meant for the purpose in the following format:—

| Card No. & date of issue | Name | Designation at the time of retirement | Date of retirement | Photograph | Signature |
|--------------------------|------|---------------------------------------|--------------------|------------|-----------|
| | | | | | |

9.7 Photo Identity Cards to Allied Agencies: Photo Identity Cards valid for 1-2 years, as per requirement are issued to Officers/Staff of the Vice President's Secretariat who need to come to Rajya Sabha regularly. Government agencies such as CPWD, NDMC, Doordarshan, NIC, etc. and other officials of Government Departments, who have regular work or are providing its services in the Rajya Sabha Sector on a regular basis are also issued a separate Photo Identity Card A separate register is maintained for the purpose. Cards are endorsed for entry to restricted areas on per requirement. On transfer, these Cards are required to be surrendered.

CHAPTER - 10
CABLE TELEVISION

Cable Television (CATV) system was introduced in 1993 immediately after the Doordarshan started telecasting the proceedings of Parliament live. Joint Secretary (Reporting) maintains liaison with Doordarshan for that purpose. Under the CATV system, colour TVs have been provided in the rooms of the Chairmen of Parliamentary Committees under administrative control of Rajya Sabha Secretariat; Officers and the Sections of the Secretariat spread over both in Parliament House and Annexe. These colour TVs are connected with dish antenna/master antenna installed on the rooftops of Parliament House. Colour TVs have been provided to Officers of the rank of Joint Director and above and Officers/Sections directly connected with the Business of the House.

During each Session, an Official from Notice Office is deployed in the Doordarshan studio at Parliament House to provide the text overlay to the video coverage of the proceedings. The overlay includes:

- (i) logo, date and time;
- (ii) name of presiding officer;
- (iii) name, party, State (or Ministry in case of Minister) of speaker; and
- (iv) brief subject under discussion.

Before each day's sitting, text of the Business for the day and other messages relating to Committee meetings, etc. are also scrolled. For this purpose the Rajya Sabha's Bilingual Integrated Information Display System (BIIDS) in the studio is kept updated with regard to Members name, party, State, etc. Each evening, as soon as the Business for the next day is finalized, an advance copy of the List of Business may be obtained from the Table Office and a summarized version is prepared for scrolling on next morning. In addition, subject of Starred Questions titles from Question List and List of Special Mentions is also be fed into the Computer as soon as they are available, for display at the appropriate time.

Errors/Omissions in the text overlay noticed by any Officer/Official are to be immediately brought to the notice of the Officials at the studio for instant rectification.

CHAPTER - 11

GROUP PHOTOGRAPH OF MEMBERS OF RAJYA SABHA

A group photograph of Members of Rajya Sabha is arranged by Lobby Office every second year. When one third of Members retire on expiration of their term of Office. Members are informed of the date, time and place of the group photograph by the Lobby Office through Parliamentary Bulletin Part-II. Another Bulletin is also issued by the Lobby Office intimating Members of the charges of such photograph, per copy. After Members deposit the stipulated amount in the Notice Office, orders for copies are placed to the photographer and copies are delivered to the Members by the Notice Office.

The Group photograph of the farewell to the Chairman is also distributed through Notice Office on similar lines.

CHAPTER - 12

MAINTENANCE OF NOTICE BOARDS

12.1 Notice Office is responsible for the maintenance of two sets of Notice Boards located in Outer Lobby in Parliament House. The following items are displayed on these Notice Boards:

- (i) List of Business (English & Hindi);
- (ii) Answers of Starred Questions (English & Hindi);
- (iii) Birthday greetings of Members (English & Hindi);

12.2 The Assistant responsible for the maintenance of the Notice Boards also inspects the Boards daily during the Session and see that all relevant papers/items are displayed properly. He will also see that the Notice Boards are up-to-date in all respects. All papers etc. which are no longer required to be displayed may be removed from the Notice Boards.

12.3 The Section in-charge will make surprise visit to the Notice Boards to see that they are maintained properly and are up-to-date.

12.4 The Caretaker, CPWD, Parliament House, may be asked to clean the Notice Boards at regular intervals.

CHAPTER - 13

ISSUE OF PARLIAMENTARY BULLETIN—PART II

On the eve of commencement of each Session, paragraphs on the following subjects are published in Parliamentary Bulletin—Part II for the information of Members:—

- (a) Visitors' Cards on the occasion of the President's Address;
- (b) Visitors' Cards;
- (c) Same day Visitors' Cards;
- (d) Admission of children in the galleries;
- (e) Arrangements for assisting Members in regard to the Business of the House;
- (f) Facility of a box at the Reception Office in the Parliament House for depositing various notices;
- (g) Entry of visitors in Parliament House;
- (h) Entry of unauthorised persons in Rajya Sabha Notice Office;
- (i) Central Hall Passes;
- (j) Issue of DVG Passes;
- (k) Car Park Labels for regulating entry of vehicles in the Parliament House Complex;
- (l) Baggage, etc. of Members left in the Rajya Sabha Chambers or Lobbies; and
- (m) Issue of PS/PA Passes of Members.

CHAPTER - 14

SESSION REPORT OF NOTICE OFFICE

14. After the conclusion of each Session, a Sessional report will be submitted to Divisional Head, *inter-alia*, giving an account of the work done by the Notice Office, during the Session. Following statements may also be submitted:—

- (a) Number of DVG Passes issued;
- (b) Number of Official Gallery Passes issued;
- (c) Number of Public Gallery Passes issued;
- (d) Number of Central Hall Passes issued; and
- (e) Number of General Passes issued.

ANNEXURES

No. RS.

Date _____

OFFICE MEMORANDUM

Subject: Official Gallery Cards and General Passes with endorsement for Official Gallery/Outer Lobby for the—Session of the Rajya Sabha

The undersigned is directed to state that the—Session of the Rajya Sabha is scheduled to commence from day, the date. In this connection, requests for the issue of Official Gallery Cards/General Passes in favour of the officials of Ministries/Departments, whose presence in the Official Gallery of Rajya Sabha is essential during the Session period, may be sent to this Secretariat at the earliest. The procedure for issuing of Official Gallery Cards/General Passes is outlined hereunder:—

1. (a) Official Gallery Cards are issued to the following officials:—
 - (i) (a) Officers of the rank of Additional Secretary.
 - (b) Officers of the rank of Under Secretary and above dealing with Parliament Work.
 - (c) Private Secretary to the Minister.
 - (ii) **As regards Secretaries to Government of India, no bar coded pass would be issued to them. The Secretaries to Govt. of India will be facilitated access to the Rajya Sabha Official Gallery on the basis of RF Tag only which shall be validated for a period of one year or upto the date of retirement of the concerned officer, whichever is earlier.**
 - (b) General passes with endorsement for Official Gallery or Outer Lobby are issued to the following officials:-
 - (i) Section Officer or the Parliament Assistant of the Ministry/Department.
 - (ii) O.S.D./Addl.P.S./1st P.A./P.A. to the Minister (restricted to one).
 - (iii) Peon or Jamadar attached to the Minister.
 - (c) Requests for issue of day-to-day Official Gallery Cards and General Passes in favour of the officials of a Ministry/Department, when a subject concerning that Ministry/Department is under consideration of the House, may be sent to the Notice Office, Rajya Sabha Secretariat, at least one day in advance. Business in connection with which such Pass is required should clearly be spelt out in the request. Ministries/Departments may not send requests for Passes on weekly basis and in no case request for Passes for more than two days will be entertained.
2. **Two copies of Requisition Proforma for the purpose duly filled in and stamped and signed by an Officer not below the rank of Deputy Secretary**, should contain the names, designations and identity card number of the officials. A copy of the requisition proforma is enclosed.
3. Complete silence should be maintained in the Official Gallery. The officials should not indulge in a behaviour or do anything by signs or gesture which may come in for adverse notice of the Chair or any Member of the House. Ministries/Departments are requested to apprise officials concerned about these Rules for strict compliance.
4. The Cards/Passes may kindly be collected from the **Centralised Pass Issue Cell**, located outside the Parliament House Building near the Reception Office. The Sessional Passes issued earlier, if any, may be returned to this Secretariat at the earliest.

(Name of Officer)
Designation
Tel. No.....

To

All Ministries/Departments of the Government of India,
President's/Vice-President's Secretariat/Prime Minister's Office,
Cabinet Secretariat,
Lok Sabha Secretariat,
Election Commission of India, and
Press Information Bureau.

Register/Album maintained by the Notice Office

1. DVG/PG Cards Diary Register
2. Official Gallery Card Register
3. Laminated Photo Identity Cards to Officers/Staff Album
4. Temporary General Pass Register
5. General Diary and TA/DA Bills Register
6. PA/PS Entry Pass Register
7. Parking Labels Register
8. Bar Coded Passes Register
9. Diplomatic Passes Register
10. Ex-MP Identity Card Register
11. Ex-MP's Spouse Identity Card Register
12. Question Forms Issuance Register
13. Pensioner Identity Card Register
14. Allied Agencies Identity Cards Album

FORMATS OF VARIOUS CARDS ISSUED BY NOTICE OFFICE

(1)

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <p>Non-Transferable No. _____</p> <p>Photo _____</p> <p>Admit _____ to the Distinguished Visitors' Gallery during the sittings of Rajya Sabha in the year _____ .</p> <p>New Delhi; Dated:</p> | <p>RAJYA SABHA DISTINGUISHED VISITORS' GALLERY (DIPLOMATIC CARD)</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|


(2)

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Non-Transferable No. _____</p> <p style="text-align: right;">Photo</p> <p style="text-align: center;">PARLIAMENT HOUSE/ANNEXE ENTRY PASS FOR P.S. OR P.A. OF MEMBER OF PARLIAMENT</p> <p>Admit Shri _____ (whose photograph and signature are annexed), P.S./P.A. of _____ Shri _____, M.P. _____ to the Parliament House/Annexe. He is allowed to visit following places in Parliament House during the time specified:</p> <p>Indian Airlines Office — Between 14.00 & 16.00 Hrs. First Floor Library Counter</p> <p>Post Office Counter — Between 1300 & 1600 Hrs. State Bank of India Pay Office</p> <p style="text-align: right;">for Secretary-General</p> <p>New Delhi; Dated:</p> <p>Signature of holder:</p> | <p style="text-align: center;">RAJYA SABHA</p> <p style="text-align: center;">PARLIAMENT HOUSE/ANNEXE ENTRY PASS FOR P.S. OR P.A. OF MEMBER OF PARLIAMENT</p> <p style="text-align: center;">(Not valid for restricted areas)</p> <p>Valid upto _____</p> <p>Revalidated upto _____</p> <p>Revalidated upto _____</p> <p>Revalidated upto _____</p> <p>Revalidated upto _____</p> <p>Revalidated upto _____</p> <p>Revalidated upto _____</p> <p>Revalidated upto _____</p> <p>Revalidated upto _____</p> <p>Revalidated upto _____</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

(3)

| | |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Photo | PARLIAMENT OF INDIA RAJYA SABHA SECRETARIAT LIBRARY PASS |
| Valid upto _____ | |
| Admit Shri/Smt. _____ to the Library, Parliament House. | |
| Secretary-General | |
| New Delhi; Date: | |
| Signature of holder: | |

(4)

| | |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
|  <small>सत्यमेव जयते</small> | NON-TRANSFERABLE NO. _____ |
| PARLIAMENT OF INDIA RAJYA SABHA SECRETARIAT GENERAL PASS | |
| Admit _____ of the Rajya Sabha Secretariat to the Parliament House/Parliament House Annexe for/from the _____ Session. | |
| Sd/- Secretary-General | |
| Signature of the holder: | |

(5)

IDENTITY CARD FOR OFFICERS/STAFF OF THE SECRETARIAT

*(Obverse)**(Reverse)*

| | | | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------|------------|--------------|------------|------|
| <p style="text-align: center;">PARLIAMENT OF INDIA RAJYA SABHA SECRETARIAT</p> <p style="text-align: right;">Hologram</p> <p>Photo</p> <p>Date of issue:</p> <p>SIGNATURE OF HOLDER: _____ for Secretary-General</p> | <p style="text-align: center;">VALID FOR 5 YEARS</p> <table style="width: 100%;"> <tr> <td>Employee No.:</td> <td>Card No.:</td> </tr> <tr> <td>Phone (R):</td> <td>Blood Group:</td> </tr> <tr> <td>Phone (O):</td> <td>DOB:</td> </tr> </table> <p>_____</p> <p>Resi. Address:</p> <p>_____</p> <p>Issued by: Secretary-General, Rajya Sabha, New Delhi</p> | Employee No.: | Card No.: | Phone (R): | Blood Group: | Phone (O): | DOB: |
| Employee No.: | Card No.: | | | | | | |
| Phone (R): | Blood Group: | | | | | | |
| Phone (O): | DOB: | | | | | | |


(6)

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;">PARLIAMENT OF INDIA RAJYA SABHA</p> <p style="text-align: center;">FORMER MEMBER'S IDENTITY CARD</p> | <p>Non-Transferable No. _____ Photo</p> <p style="text-align: center;">RAJYA SABHA</p> <p>Admit Shri/Smt. _____ Ex-M.P. to PH/PHA including Distinguished Visitors' Gallery, Central Hall, Lobbies, Parliament Library and Members' Refreshment Room.</p> <p>As an Ex-M.P., he/she is entitled to free Rail Travel facility as follows:—</p> <p style="text-align: center;">In AC first class if travelling alone; Or In AC two tier class if travelling along with a companion.</p> <p style="text-align: right;">Secretary-General</p> <p>New Delhi; Date:</p> <p>Signature of Card holder:</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

(7)

| | |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>PARLIAMENT OF INDIA RAJYA SABHA</p> <p>IDENTITY CARD FOR EX-MEMBER'S SPOUSE</p> | <p>Non-Transferable No. _____ Photo</p> <p style="text-align: center;">RAJYASABHA</p> <p>Admit Shri/Smt. _____ Spouse of Smt./Shri _____ Ex-M.P. to PHA/PLB</p> <p>Ex-MP, Identity Card No. _____</p> <p>State _____</p> <p style="text-align: right;">Secretary-General</p> <p>New Delhi; Date:</p> <p>Signature of holder:</p> |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

(8)

| | |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <p>IDENTITY CARD FOR ALLIED STAFF AND CO-TERMINUS STAFF OF RAJYA SABHA</p> | |
| <p>Photo</p> |  <p>PARLIAMENT OF INDIA RAJYA SABHA SECRETARIAT</p> |
| <p>Card No. _____ Valid upto _____</p> | |
| <p>Name: _____</p> | |
| <p>Designation: _____</p> | |
| <p>Organisation: _____</p> | |
| <p>SIGNATURE OF HOLDER:</p> | <p><i>for</i> Secretary-General</p> |

PART III
LOBBY OFFICE

CHAPTER - 1
RESPONSIBILITIES OF THE LOBBY OFFICE

The items of work dealt by Lobby Office are as follows:

- (i) Members' Attendance Register;
- (ii) Leave of Absence of Members;
- (iii) Arrangements in connection with the President's Address;
- (iv) Upkeep and maintenance of the Rajya Sabha Chamber, Lobbies, Galleries and adjoining areas including liaison with CPWD and other service agencies of the Government with regard thereto;
- (v) Installation, operation and maintenance of the Division Bells;
- (vi) Heating, Lighting and Central Air-conditioning arrangements in the Rajya Sabha Chamber;
- (vii) Preparation and circulation of Journals of Rajya Sabha for each Session;
- (viii) Connection/Disconnection of Members seats with A.V.R. System;
- (ix) Upkeep and maintenance of Flower Beds, Lawn and Fountain opposite Gate No. 11;
- (x) Conversion of Rajya Sabha proceedings from DVC Pro-126 minutes tapes into VCDs;
- (xi) Steel Lockers for Members;
- (xii) Installation, operation and maintenance of Sound, Simultaneous Interpretation and the Automatic Vote Recording Systems in the Rajya Sabha Chamber;
- (xiii) Installation, operation and maintenance of 'speakers' provided in the Parliament House;
- (xiv) Upkeep, operation and maintenance of pantry in the courtyard opposite Room No. 32; and
- (xv) Intimation of CPWD and other agencies regarding commencement/extension and adjournment of the Session of Rajya Sabha.

CHAPTER - 2

LEAVE OF ABSENCE OF MEMBERS FROM THE SITTINGS OF THE HOUSE

2.1 Leave of Absence: As soon as an application is received from a Member requesting for permission of the House to remain absent from meetings thereof, the following action will be initiated:—

- (i) It will be verified that the applicant is a Member of Rajya Sabha.
- (ii) The signature of the Member will be verified from the Attendance Register or Roll of Members or from the acknowledgement of the certificate of election of the Member received from the Returning Officer in case he has not taken oath.
- (iii) The text of each application will be carefully examined to determine the period of leave applied for. The period of leave will be commuted from the day from which the Member has been continuously absent from the House during the Session. If the Member has not specified the period for which leave is required, he will be requested to state the period.
- (iv) All applications received from Members will be entered in a register maintained for the purpose.
- (v) If an application is not addressed to either the Chairman or the Secretary-General, the Member will be requested to send a fresh application addressed to the Chairman.
- (vi) Each application will be carefully checked to see that the grounds on which leave has been applied for by the Member is covered as under:—
 - (1) illness of self;
 - (2) illness, accident, mishap, death, marriage in the family or performance of obsequies, etc.;
 - (3) visits abroad for professional work or participation in international conferences or UNO/UNESCO meetings as a delegate, for study or to fulfil family obligations, etc.;
 - (4) preoccupation with professional work as a doctor, artist, etc.;
 - (5) arrest/detention;

On a point of order whether leave of absence should be granted to members going to jail, the Chairman ruled in the affirmative observing:

"If they are unable to attend whatever be the reason." During the Emergency, leave of absence was granted to a number of members on account of their detention. A member in detention was granted leave of absence "on account of his non-transfer to Tihar jail, Delhi to attend the session."

- (6) to attend to private affairs or personal work;
- (7) preoccupation with some problems;
- (8) heavy engagements in public affairs, such as attending meetings of local council, conference, committee, etc.;
- (9) important or urgent work;
- (10) domestic emergency;
- (11) unavoidable or compelling reasons or circumstances;
- (12) disturbed situation or famine condition in the member's place necessitating his presence there;
- (13) presence in connection with election petition/writ petition; and
- (14) inability to attend.

On a point raised whether the reasons should be specified, the Chairman observed that he had read out the application. When a member requested for leave of absence from his hometown, without specifying any reason, the Chairman read out the application to the House upon which leave was granted but he observed that ground was not sufficient. The observations of the Chairman were conveyed to the member concerned.

2.2 Absence for forty days: When a Member is continuously absent from the sittings of the House for a period of forty days without obtaining permission of the House, a letter will be addressed to him informing about his absence and drawing attention to the Constitutional provision. In case no reply is received from the member within ten days, he will be reminded by a letter/telegram.

2.3 Absence for sixty days : In terms of article 101(4) of the Constitution, if a Member of Parliament remains absent from the sittings of the House without permission for a period of sixty days, the case is submitted for the information of the Chairman, Rajya Sabha and a communication under the signature of the Secretary-General is sent to the Leader of the House, informing the facts of the case. On a Motion moved by the Leader of the House or such other member to whom he may delegate his functions in this behalf, and adopted under Rule 215 of the Rules of Procedure and Conduct of Business in the Council of States, the seat of the Member concerned is declared vacant. The Secretary-General causes the information to be published in the Official Gazette and forwards a copy of the Notification to the Election Commission of India for taking steps to fill the vacancy thus caused.

2.4 Absence of Ministers: The provision of sixty days absence will not apply to Members who are Ministers in the Council of Ministers. If however, any Minister applies for leave of absence it will be put up on file for information of the Chairman.

2.5 Absence for less than ten days: As per practice leave of absence for less than ten days is not submitted for approval of the House.

2.6 Announcement by Chairman: After approval of the draft announcement, the approved announcement is sent to the Table Office for inclusion in the Memorandum of Business to be announced by the Chairman in the House in the following terms:—

"Does he have the permission of the House for remaining absent from the meetings of the House for such period"?

If no one dissents, the Chairman announces "Permission to remain absent is granted". But if any dissentient voice is heard, the Chairman takes the sense of the House and if he feels that the sense of the House is against leave being granted, he announces: "The sense of the House is that leave should not be granted. Permission to remain absent is not granted".

2.7 Intimation to Members regarding grant of Leave: After leave of absence is granted by the House, the Member concerned will be informed by a letter about the same.

CHAPTER - 3
ATTENDANCE OF MEMBERS

Article 101(4) of the Constitution provides as under:—

"If for a period of sixty days a Member of either House of Parliament is without permission of the House absent from all meetings thereof, the House may declare his seat vacant:

Provided that in computing the said period of sixty days no account shall be taken of any period during which the House is prorogued or is adjourned for more than four consecutive days."

3.1 Attendance Register: An Attendance Register is kept in the inner Lobby for signatures of the Members as a token of their attendance in the House. The names of the Members are printed both in English and Hindi. Changes, if any, are immediately incorporated in the Attendance Register. Before the commencement of each Session, Members are requested through a paragraph in Parliamentary Bulletin Part-II to sign the register whenever they attend a sitting of the Rajya Sabha. For the convenience of the Member, the Attendance Register is split up into four parts containing the following Division Numbers:—

Part I Division Nos. 001 to 061.

Part II Division Nos. 062 to 127.

Part III Division Nos. 128 to 195.

Part IV Division Nos. 196 to 250.

and each part is kept on a separate rostrum in the Inner Lobby.

3.2 Maintenance of Consolidated Attendance Register: After the House is adjourned each day, all four parts are collected and on the basis of their signatures, attendance of Members is marked with 'P' in a consolidated Attendance Register. If a member informs the Lobby Office that he has inadvertently forgotten to sign the Attendance Register though he was present in the House, the Member may write a letter to the Secretary-General. The letter in original is attached with the corresponding Attendance Sheet, though no signature is taken in the Part Register. However, 'P' is marked in the Consolidated Attendance Register against the name of that Member.

3.3 Forwarding of daily record of Attendance to M.S. & A. Branch and Pay and Accounts Office, Rajya Sabha : In terms of Section 3 of the Salary, Allowances and Pension of Members of Parliament Act, 1993, no member shall be entitled to daily allowances unless he/she signs the Attendance Register. A photocopy of Attendance Register signed by Members is sent to the Pay and Accounts Office (P & A O) and Members' Salaries and Allowances (MS & A) Branch to enable them to settle daily allowance claims, when preferred by the Member.

After prorogation of the Session, the Attendance of the Members during the Session are put on the Rajya Sabha Website.

3.4 Binding of Attendance Register : At the end of the Session, the Attendance Register will be got bound and preserved permanently for record.

CHAPTER -4
PRESIDENT'S ADDRESS

4.1 Place of Address: The President's Address to Members of both Houses of Parliament assembled together as provided in article 87 of the Constitution is delivered in the Central Hall of Parliament House.

4.2 Rehearsal of the Programme: The Military Secretary to the President while forwarding the programme for the President's Address, also intimates the date on which the rehearsal of the Presidential procession is to be held. Officers working in the legislative side along with Officers of the Lok Sabha Secretariat are detailed to take part in the rehearsal.

4.3 Ceremonial Programme: As soon as the programme drawn by the Office of the Military Secretary to the President is received, copies of the programme will be made available to OSD to Chairman, PS to Deputy Chairman, PS to Secretary-General and PS to Secretary.

4.4 Bulletin Part-II regarding the President's Address: A Bulletin Part-II containing the following information regarding President's Address will be issued three clear days before the address:—

- (i) Road Traffic regulation;
- (ii) Arrival and departure of the President.

A paragraph regarding issue of Visitor's Cards on the occasion of President's Address by the Notice Office will be issued by that Section.

4.5 Distribution of Copies of the Address: Copies of the Address meant for distribution to Members will be made available to Members in the inner Lobby immediately after a copy of the Address has been laid on the Table of Rajya Sabha by the Secretary-General. Members who do not take their copies in the Lobby on that day may obtain them subsequently from the Rajya Sabha Publications Counter.

CHAPTER - 5

BOOKS OF REFERENCE IN CHAMBER

The Lobby Office is responsible for the maintenance of books of reference in the Chamber for consultation by the Chairman Secretary-General, and Officers at the Table. The books are also available for consultation by Members.

5.1 Arrangement for keeping reference books in the Chamber:—

- (i) Books kept for the use of the Chairman;
- (ii) Books kept for use of Secretary-General and other Officers at the Table;
- (iii) Other documents kept at the Table; and
- (iv) Rajya Sabha Debates kept in glass showcases on either side of the Chairman's Chair.

(i) Books for the use of the Chairman:—

- (i) Constitution of India
- (ii) Rules of Procedure and Conduct of Business, Rajya Sabha
- (iii) Rules of Procedure and Conduct of Business, Lok Sabha
- (iv) Rajya Sabha Who's Who
- (v) Lok Sabha Who's Who
- (vi) Handbook for Members, Rajya Sabha
- (vii) Handbook for Members, Lok Sabha
- (viii) List of Unparliamentary Expressions, Rajya Sabha
- (ix) List of Unparliamentary Expressions, Lok Sabha
- (x) Rajya Sabha Ruling and Observations from the Chair
- (xi) Practice and Procedure of Parliament by Kaul and Shakti
- (xii) Rajya Sabha at Work

(ii) Books kept for the use of Secretary-General and Officers at the Table:—

- (i) Rules of Procedure and Conduct of Business, Rajya Sabha
- (ii) Rules of Procedure and Conduct of Business, Lok Sabha
- (iii) Handbook for Members, Rajya Sabha
- (iv) Handbook for Members, Lok Sabha
- (v) List of Members, Rajya Sabha
- (vi) List of Unparliamentary Expressions, Rajya Sabha
- (vii) List of Unparliamentary Expressions, Lok Sabha
- (viii) Manual of Election Law
- (ix) Consolidated Who's Who Rajya Sabha
- (x) Rajya Sabha at Work
- (xi) May's Parliamentary Practice

- (xii) Practice and Procedure of Parliament by Kaul and Shakhder
- (xiii) Constitution of India by Shri V.N. Shukla and Shri D.K. Singh
- (xiv) Oxford English Dictionary
- (xv) A Practical Hindi-English Dictionary
- (xvi) Adarsh Hindi Dictionary
- (xvii) Chambers English-Hindi Dictionary
- (xviii) Lighter Moments in Rajya Sabha
- (xix) Privileges Digest
- (xx) Subject for which the various Ministers are responsible for answering questions in Rajya Sabha
- (xxi) Committees of Rajya Sabha and other Parliamentary Bodies on which Rajya Sabha is represented
- (xxii) Directions by the Speaker, Lok Sabha
- (xxiii) Rules relating to Department-related Parliamentary Standing Committees
- (xxiv) Salary, Allowances and Pension of Members' of Parliament Act, 1954 and the Rules made thereunder
- (xxv) Parliamentary functionaries, their Salaries and Allowances-A compendium
- (xxvi) Pamphlet on Computer Controlled Integrated Sound, Simultaneous Interpretation and Vote Recording System in the Rajya Sabha
- (xxvii) List of Members, Lok Sabha

(iii) Other documents kept at the Table:—

- (i) Two copies each of the uncorrected Rajya Sabha Debates Part-I and II relating to the previous day's sitting of the House; and
- (ii) Two copies of Starred and Unstarred Questions' lists.

5.2 Placing of Parliamentary papers and printed forms of various Notices in the inner Lobby: Before the commencement of a sitting, sufficient number of copies of Parliamentary papers pertaining to the Business before the House and printed forms for giving various notices are placed in the racks kept for the purpose in the inner Lobby. The undistributed copies of Parliamentary papers are removed from the racks after the adjournment of the House.

5.3 Replacement of Debates: After the day's proceeding is over the Uncorrected Debates are removed from the Table each day and kept in the Inner Lobby, date wise. As soon as the Debates (Official Record) is printed, a bound copy is procured from the Sales & Archives and kept in the Inner Lobby in chronological order. The uncorrected Debates of the day are then removed from the inner Lobby. The Lobby Assistant must monitor the process to see that printed Debates are procured as early as possible.

5.4 Replacement of Books: The Books received from the Lobby for use in the Chamber will be entered in the Register maintained for the purpose. The Register will be kept up-to-date. When the latest edition of a book is received from the Library, the old edition will either be returned to the Library or orders for its weeding out will be taken and Library informed about it.

5.5 Upkeep of books during the Session: During the Session period, the following action will be taken by the Lobby Assistant to maintain books up-to-date:

- (i) Soon after the House adjourns on each day, these books will be checked.
- (ii) If any book is missing, an enquiry will be made and report submitted to the Senior Officers. If any book is lost, the book will be replaced after taking orders.
- (iii) If any book gets soiled, it will be replaced immediately.

5.6 Safe custody of books after the termination of a Session: After the termination of each Session, the Lobby Assistant will ensure that all books kept for the Chairman, Secretary-General, Officers-at-the Table are removed from the Chamber, properly checked and kept safely in the almirah in inner Lobby. Naphthalene bricks will be kept in the almirah to protect them from insects.

Naphthalene bricks will also be kept in the almirahs where Debates are kept. These will also be checked and got dusted periodically, so that they may not get soiled during inter-Session period.

CHAPTER - 6

MESSENGER SERVICE IN RAJYA SABHA CHAMBER

6.1 Chamber Attendants: Chamber Attendants are posted for Chamber duties at the commencement of each Session. Chamber Attendant in the Chamber will conduct themselves with dignity and decorum befitting the House. Their uniform will be full (with kulla and pugree) and neat. They will always be alert and agile in their work.

They will attend to the needs of the Ministers, Members and Officers-at-the-Table and in the Official Gallery. Chamber Attendants posted in the Lobbies will also attend to the telephones installed in the inner Lobby.

They will also attend to the work of carrying important messages, files and papers from Chamber to Officers concerned and *vice versa*.

Messages meant for the Chair and from the Chair are handled by the Marshal.

All slips or letters sent to the Chair by Members are given to the Chamber Attendants who in turn give them to the Marshal after showing them to the Officer-at-the-Table. In case the Marshal is not there, the Chamber Attendants are to hand over the messages to the Officers-at-the-Table, (and the Secretary-General, if necessary) who will arrange to pass on the messages to the Chair.

All the Chamber Attendants will function under the charge of the Lobby Assistant. The Chamber Attendants will be assigned duties in the Chamber by the Lobby Assistant in consultation with the Lobby Officer and the Seniorsmost Chamber Attendant. The Senior most Chamber Attendant will assist and guide the Chamber Attendants in the discharge of their duties. He will look after the work related to keeping of parliamentary papers, Bulletin, articles of Stationery, etc., at the Table for use of Officers and Members. He will also be responsible for keeping the daily List of Business and lists of questions at the Seats of the Deputy Chairman, Leader of the Opposition and Leaders of Parties and Groups.

Messages from Ministers and Members received by any Chamber Attendant will be delivered by him promptly. In case a Member has asked for anything from the Lobby Office, Notice Office or Post Office or the Library, the Chamber Attendant will bring the same at the earliest.

6.2 General appearance of Chamber Attendants: On all day of sittings, the Lobby Assistant will inspect the turn out of Chamber Attendants to see that their uniform are neat and tidy and shoes properly polished and in good shape.

6.3 Signal bell at the Table to beckon Chamber Attendants: For the prompt handling of messages from the Table, signal bell has been installed on the wooden panel inside the Lobby Gate. The Chamber Attendant posted at this place will be instructed to respond immediately to the call of the Secretary-General, Officers-at-the-Table on listening the bell.

6.4 Rules to be observed by Chamber Attendants: The Chamber Attendants should conduct themselves in the Chamber strictly in accordance with the following instructions:

- (i) No Chamber Attendant will come between the Chair and the Member who is addressing the Chair.
- (ii) Messages will not be delivered across the floor from the Government Benches to the Opposition Benches or *vice versa*. In every case, messages will be delivered along the line of the perimeter of the seats until a convenient line is reached through one of the lanes.
- (iii) In each case the most suitable passage available to the Chamber Attendant to and from the objective will be carefully selected beforehand having regard to strict observance of the above rules.
- (iv) No Chamber Attendant will move when the Chair is addressing the House. He will also refrain from interrupting Members when important statements are made in the House. Movement, if essential, will be restricted to the minimum.
- (v) In case a Chamber Attendant finds that he has unwittingly stepped in the direct line between the Chair and the Member addressing he will immediately get back.
- (vi) Interview slips received for Members through the Reception Office will not be distributed to Members during the Question Hour. Unless the message for a Member is urgent, Chamber Attendants will not distribute the interview slips to Members when the Prime Minister is speaking or during any important debate in the House. In case of any doubt or difficulty, on such occasions, Chamber Attendants should take the instructions from the Lobby Officer/ Assistant concerned.

- (vii) Normally interview slips meant for Members should not be delayed.
- (viii) While delivering or taking a message from a Member, a Chamber Attendant will not sit on his toes on the floor of the Chamber. He will stay for a minimum time near the Member. In case the Member is likely to take time in writing down the messages, the Chamber Attendant will not wait by his side but will come back to his place and will again go to the Member to take the message after the latter has finished writing.
- (ix) Chamber Attendants will acquaint themselves about the places in the Record Room where the Debates, Bulletin Parts I and II, Bills, List of Business, List of Amendments, etc., are kept so that in the absence of the Daftry from the Record Room they are able to bring these themselves for the Members immediately.
- (x) A Chamber Attendant will take his stand near the wooden panel but shall not lean against it.
- (xi) All Chamber Attendants will maintain strict silence when on duty in the House.
- (xii) During the course of the sitting, no Chamber Attendant shall leave the point of his duty except with the prior permission of the Lobby Assistant/Lobby Officer concerned.
- (xiii) On all days of sitting, all Chamber Attendants will report for duty, on time, to the Lobby Assistant. In case of absence for the day or late arrival the same will be intimated to the Lobby Office telephonically. No leave will be sanctioned during Session, except on emergent situation, without prior intimation to the Office. All leave availed without permission or intimation to the Office during Session will be treated as unauthorized absence and disciplinary action will be initiated, accordingly.

CHAPTER -7

MAINTENANCE OF CHAMBER, LOBBIES AND GALLERIES AND ALLIED MATTERS

7.1 Coordination with CPWD: The Lobby Office coordinates with CPWD with regard to fixtures and furnishing of the Rajya Sabha Chamber, Lobbies and Galleries. Periodic checks are conducted to ensure that furniture, carpet, lighting, sound, air-conditioning, vote recording system, division bells, etc., are in good condition, and deficiencies, if any, are to be got corrected.

The administrative approval and financial sanction of the expenditure from time to time are taken from the Secretary/Secretary-General on receipt of estimates from CPWD and the same is conveyed to them.

7.2 Daily checking of Division Bell: The functioning of Division Bells is tested by the Assistant Engineer, Parliament House, before 1000 hours on all working days during the Session period so that no inconvenience is caused to Members and Officers occupying rooms where Division Bells are installed.

7.3 Daily checking of Telephones, Clocks, Call bells, etc.: The Lobby Assistant will check the following and ensure that they are in perfect working condition and in case of movable items, they are kept at their proper places:—

1. Switch board of quorum bell.
2. Signal bell to beckon Chamber Attendants by the Officers at the Table.
3. Electronic clocks.
4. Telephones in the booths in the Inner Lobby with up-to-date copies of telephone directories.
5. Air-conditioning system.
6. General cleanliness of the Chamber, chairs, proper keeping of waste papers baskets near the chairs of Officers-at-the-Table.

7.4 Up-keep of water cooler and boiler in the Outer Lobby: During the Session period, it will be ensured daily that the water cooler/boiler in the Outer Lobby is in working condition. A messenger will be deputed to keep drinking water in the Inner Lobby.

7.5 Requirement of glasses and sanitary articles for keeping water: At the commencement of each Session, sufficient number of tumblers, tumbler covers, Vim powder, Towels, Potassium permanganate, etc. will be obtained from the Stores Section. The materials will be replenished as and when the stock is depleted.

7.6 Checking of hourly temperature: The temperature of the Chamber will be taken every hour from the time of the commencement of the sitting by the air-conditioning staff.

7.7 Effecting variation in the temperature: If Members or Officers-at-the-Table desire any variation in the temperature, the Lobby Assistant will immediately instruct the air-conditioning staff accordingly.

7.8 Answering Enquiries from Members: The Lobby Officer and the Lobby Assistant will equip themselves for answering accurately all enquiries from Members in regard to allotment of rooms to Ministers in the Parliament House, the location of Branches in the Secretariat, rules governing the grant of allowances to members, amenities provided to them, legislative business under discussion and also likely to be taken up in the House, etc.

7.9 Persons' access to the Lobby: The Lobby Officer and the Lobby Assistant will ensure that persons other than Members of Rajya Sabha and those who are not eligible to sit in the House do not go into the Chamber and occupy seats there. Persons like ex-Members, Members of Lok Sabha and accredited Press correspondent, with Lobby passes, who have access to Lobby, should not be allowed to go into the Chamber.

Whenever anyone is found in the Chamber or the Lobby without pass or authority, the Lobby Assistant will at once bring it to the notice of the nearest Security Assistant posted in the Lobby to enable him to take further action.

The Lobby Officer/Assistant will also ensure that no member of the staff stands in the Chamber or behind the Chamber doors at any time when the House is sitting.

7.10 Indent to Stores Section for Supply of Stationery articles: At the commencement of each Session, requisition will be sent to Stores Section for the supply of stationery articles required for use of Members and Officers-at-the-Table.

7.11 Supply of Pencil/Ball point pens to Members: Pencils/Ball point pens will be supplied to Members on specific requests. A pencil will be kept on the desk before each of the front seats. A few pencils will be kept handy at the Table and with the Lobby Assistant to meet casual demands.

7.12 Slip books for Members: Slip books bearing the heading "Rajya Sabha" in English and Hindi will be supplied to Members as and when they ask for them. Every morning sufficient number of slips will be kept handy at the Table. In addition each Chamber Attendant will also be given a few slips to ensure that the requests of Members are promptly complied with.

7.13 Upkeep of Stationery article: The Lobby Assistant will ensure that stationery articles kept at the Table are in order and the pencils have been sharpened properly. Similar checks will be made by him now and then during the day.

7.14 Collecting unused slips and pencils after the House rises: After the House rises on each day, the unused slips and any pencils left will be collected by the Chamber Attendants for use during the next sitting.

7.15 Register for Maintenance of stationery articles: A register showing the stock position of pencils and slip books at the beginning of each Session, requisitioned from Stores Section and the quantity used during the Session and the balance if any, at the end of the Session, will be maintained by the Lobby Assistant.

7.16 Oath/Affirmation by Members: On the day when a newly elected/nominated Member has to take oath/affirmation, the Roll of Members, kept in the custody of the Table Office will be placed at the Table in the Chamber alongwith copies of form of Oath/affirmation in the language indicated by the Members.

7.17 Name Plates for Members: As soon as a Member is elected to the Rajya Sabha his name plate will be prepared as per his style of name obtained from the Table Office. Soon after the allocation of seat to the Member, his name plate will be got fixed with the help of the caretaker.

After the allocation of seats, the Assistant Engineer of the Automatic Vote Recording Equipment will be intimated to insert the name plates in the Board installed in the Machine Room.

As and when seats are re-allotted due to resignation, demise, appointment of Members as Ministers, etc., the name plates of the concerned seats will be removed or re-fixed as the case may be. The Assistant Engineer (Sound) will also be informed simultaneously to enable him to effect changes in the Automatic Vote Recording Equipment and on the Board installed in the Machine Room.

7.18 Disconnection of Push Button sets at Vacant Seats: A list of vacant seats in the House will be supplied to Assistant Engineer (Sound) to disconnect the push button sets fixed at these seats.

Where a Member has been restrained by an order of the Court from participating in voting, the push button sets fixed on the seat of the Member concerned will be got disconnected until any further order is issued by the competent court in supersession of the earlier order.

An updated copy of the Division list will be supplied to Assistant Engineer (Sound) before the commencement of each Session for updating the Automatic Vote Recording Equipment and Electronic Display Board.

7.19 Chamber Rehearsal: With a view to checking the Sessional arrangements made by CPWD authorities for the Rajya Sabha Chamber, its Lobbies, Galleries, Sound system, etc. a rehearsal is carried out few days before the commencement of each Session of Rajya Sabha for fool-proof working. The rehearsal is attended by the Secretary-General and all officers connected with Lobby Office and officers of CPWD. Any defects and other improvements found necessary during the inspection are communicated to take corrective action.

7.20 Distribution of Parliamentary papers in the Chamber: Copies of amendments or any other urgent parliamentary paper connected with the business of the House will be distributed in the Chamber under the direction of the Officer-at-the-Table, causing the least disturbance to the proceedings of the House.

Soon after the conclusion of the Session, a detailed inspection of the area is done by the Officials of Lobby Office alongwith Officials of CPWD and other allied agencies, wherein all the defects observed during the preceding Session period and any other improvements found necessary during the inspection are communicated so that the inter-Session period is utilized for taking necessary corrective action.

CHAPTER - 8

ARRANGEMENTS FOR VOTING

8.1 Divisions: Rules 252 and 254 of the Rules of Procedure and Conduct of Business in the Rajya Sabha provide for the following method of Division in the House.

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

Divisions in Rajya Sabha are normally held with the aid of the Automatic Vote Recording Equipment. In case of failure of the machine divisions may be held by distributing 'Aye' and 'Noes' slips to members in the House or by the members going into the Lobbies as the Chair may direct.

8.2 Duties of Lobby Officer/Lobby Assistant: The Lobby Officer and the Lobby Assistant will ensure that officers/ Assistants of Table Office, Notice Office, Legislative Section and Bill Office proceed to the Lobby/Chamber when the Division Bells start ringing.

In case a Member has not been allotted a Seat/Division Number, he will be asked to write his name, with date legibly below his signature.

8.3 Procedure regarding recording of votes: The procedure for recording votes in the case of Division either with the aid of Automatic Vote Recording Equipment or by distribution slips in the House or by going in to the Lobbies is indicated in the Handbook for Members, April, 2002 edition (Page 9 to 12) for ready reference.

8.4 Ringing of Bells and closure of doors: When the Chair orders that the Lobbies be cleared the division bell will be rung by the Marshall. As soon as the bell stops, all the outer doors of the Inner Lobbies will be closed by the Parliament Security Service Staff on duty at each doors and any entry or exit through these door will not be allowed until the division is concluded and indication to the effect is given by the Officer-at-the-Table.

8.5 Informing Secretary-General regarding closure of doors in the Lobby: The Officer of the Parliament Security, after ensuring that all the doors in the Lobbies are locked, will immediately inform the Secretary-General so that he may inform the Chair to take further action with regard to Division. After the Division, doors will be opened with the specific permission of the Secretary-General.

8.6 Correction Slip: If a Member's Vote is not recorded due to any defect in the vote recording machine and he wants to record his vote or when a Member has inadvertently pressed the wrong button and wants to correct his vote or where a Member has recorded his vote from a wrong seat (seat not allotted to him) and wants to correct his mistake, the Member concerned on demand will be supplied with the relevant correction slip to be filled in and signed by him/her.

8.7 Compilation of Information regarding ringing of quorum bells during Session: At the conclusion of each Session, a statement showing the occasions when the quorum bells were rung, their duration, the name of the Member who raised the question of quorum and other incidental matters are compiled.

CHAPTER -9
JOURNALS OF RAJYA SABHA

9.1 Preparation of Journal: Lobby Office will prepare a Journal for each Session of Rajya Sabha.

The Journal will contain a resume of the proceedings of each day's sitting stating briefly the decisions of the House. It is compiled daily after examining the List of Business, Bulletin Part-I and uncorrected Debates.

9.2 Contents of Journal: (i) A brief description of all business transacted by the House on a day in chronological order without mentioning the details of the process of debates.

- (ii) Summons issued by the President as the first item.
- (iii) When the Secretary-General lays on the Table a copy of the President's Address to both Houses of Parliament assembled together, the entire text of the Address (in English) is reproduced in the Journal.
- (iv) Oath/affirmation, obituary references, questions answered orally, Papers/Reports as actually laid/presented on the Table in that order and the name of the concerned Minister/Member who has actually laid are mentioned.
- (v) Messages from the Lok Sabha as read out by the Secretary-General, in the House.
- (vi) Rulings given by the Chairman in the House.
- (vii) Only clauses, etc. of the Bill taken up for consideration and passing/return are mentioned. The name of the Minister who moves the Bill for consideration/passing/return and the usual procedure of passing the Bill, *i.e.*, different stages of passing of the Bill is mentioned.
- (viii) The prorogation Order.
- (ix) An index to the Journal is also appended at the end.

Journals are compiled in a book form and a number is given to the entire volume pertaining to the whole Session.

The Manuscripts of each day journal will be submitted to the Branch Officer on the following day of the sitting. At the end of the Session the entire manuscript will be submitted for final approval.

After approval, the CRC of the Journal is sent for printing. The electronic version is put on the internet.

The entire process of preparation of the Journal is required to be completed within fifteen days of termination of each Session and the printed copies of the Journal are circulated to Officers and Section as per the standard circulation list.

9.3 Distribution of Journal: After receiving the printed copies of the Journal from the Printing Section, the same is distributed to the Hon'ble Chairman, Rajya Sabha, Hon'ble Deputy Chairman Rajya Sabha, Leader of the Opposition, Rajya Sabha, Chairmen of the Parliamentary Committees of Rajya Sabha, Chairman of the Department Related Parliamentary Standing Committees, Secretary-General, Rajya Sabha and some other Officers/Sections in the Rajya Sabha Secretariat, Parliament Library of the Lok Sabha Secretariat and also ten outside agencies which are regular recipients of the Rajya Sabha Journal.

CHAPTER - 10

MAINTENANCE AND UPKEEP OF ROOMS OF CHAIRMAN, DEPUTY CHAIRMAN, COMMITTEE CHAIRMEN, COMMITTEE ROOMS IN PARLIAMENT HOUSE, ETC.

10.1 A close liaison is maintained with CPWD regarding the maintenance of rooms of the Hon'ble Chairman, Deputy Chairman, the Leader of the House, Leader of the Opposition, Chairmen of Parliamentary Standing Committees, Secretary-General and the two Committee rooms (Room Nos. 63 & 67) in Parliament House.

10.2 On receiving requests from the personal staff of Officers of Rajya Sabha and Chairmen of the Parliamentary Standing Committees, regarding the maintenance and supply of various items, necessary orders of the appropriate authority is taken and it is conveyed to CPWD authorities for necessary action.

CHAPTER - 11

VIDEO RECORDING OF RAJYA SABHA PROCEEDINGS

11.1 Doordarshan has been authorised to make recordings of the entire Proceedings of the Rajya Sabha, which are broadcast live after text is overlaid online by officials of the Notice Office using the BIIDS system, Betacam/DVC pro 126 minutes tapes of these proceedings containing the overlaid text are handed over by the Doordarshan to the Lobby Office for safekeeping after indexing and recording the date and time of the coverage on the cassette.

11.2 DVD/CD recordings (compatible with VCD player and computer) from the Betacam/DVC pro 126 minutes tapes are then got prepared by the Lobby Office after ensuring necessary expunctions wherever ordered by the Chair, and after adding informatory text which may not have been in the text overlay either due to oversight or due to technical snags.

11.3 All expunctions will be done as per the recorded orders of the Chair and in consultation with the Minutes Book and verbatim record. To assist in this process, the Reporters Section will supply the list of time locations where expunctions have taken place along with a marked copy of the uncorrected debate.

11.4 The DVD/CD prepared after expunction will provide a suitable text at such locations and will be submitted through the Lobby Office to the Reporters Section for checking of the expunctions carried out before being accepted as an official record.

11.5 In all 4 copies are made available and these will be duly indexed on the DVD/CD and its cover. The Master copy along with one additional copy are kept in the Lobby Office. One copy each for archival purposes will be sent to the Research and Library Unit and LARRDIS of the Lok Sabha Secretariat.

11.6 One of the additional copies with the Lobby Office will be available for ready supply to Members and additional copies, if required, will be got prepared from the Master Copy.

11.7 Lobby Office will maintain a Register showing DVD/CDs received and supplied to various quarters in the following format:

Session_____

| Sl. No. | Date of proceedings | Hour | Date of receipt of DVD/CDs | No. of copies received | No. of copies distributed to | | Other |
|---------|---------------------|------|----------------------------|------------------------|------------------------------|---------|-------|
| | | | | | R&L | LARRDIS | |
| | | | | | | | |

11.8 The Lobby Office will invite annual or periodic tender from technically capable agencies for conversion of the Betacam/DVC pro 126 minutes tapes into DVDs/CDs, and will get the work done from the approved tenderer.

11.9 Lobby Office will also procure Betacam/DVC pro 126 minutes tapes on receiving request from the Joint Secretary/ Director (Reporting) for supply to the Doordarshan by calling of tenders.

11.10 After DVD/CD of a tape has been prepared, the Betacam/DVC pro 126 minutes tapes will be reissued to the Doordarshan for re-use after affixing a new index slip. Subject to wear and tear, the tape may be reissued 3-4 times, after which it will be disposed of.

11.11 CDs will be issued to Members/media/public on the basis of written request at such price as may be determined by the Committee on provision of Computers. A paragraph is included in Bulletin Part-II for information of Members.

11.12 Newly elected Members are given Complimentary VCD Copies of their Maiden Speech in the House.

CHAPTER - 12

STEEL LOCKERS FOR MEMBERS

12.1 Lockers are allotted to Members for keeping their Parliamentary papers, etc. These lockers are kept in the Outer Lobby of Rajya Sabha opposite the Stenographer's Pool.

12.2 Seventy two lockers are available for the use of Members and therefore, these are allotted on request of Members on 'First Come, First Served' basis.

12.3 A Register is maintained for recording allotment of lockers. When a locker is allotted to a Member, a card is inserted in the frame indicating the name of the Member to whom the locker is allotted. Generally, one key is provided to the Member concerned and the Lobby Office obtains his signature as a token of his having received the key. If, however, the Member desires that he be given both the keys, entry in this regard is made in the Register and both keys are given to him.

12.4 When a Member is due to retire on the expiration of his/her term of office, he/she is requested to return the key of the locker within a period of one month on ceasing to be a Member. A letter is issued in this connection to the Member and if necessary, a paragraph may be incorporated in the Bulletin Part-II for information of Members.

CHAPTER - 13

FAREWELL FUNCTION IN HONOUR OF THE RETIRING MEMBERS OF RAJYA SABHA

13.1 A farewell function and Group Photograph is arranged in honour of the retiring Members, when one-third of Members of Rajya Sabha retire every second year.

13.2 The Deputy Chairman, if he is not retiring in that year or Minister of Parliamentary Affairs is generally appointed as Convenor for arranging the Farewell Function.

13.3 The Convenor thereafter constitutes a small Steering Committee consisting of Members of different Parties. The following programme is finalised by the Committee:—

- (a) to fix the date, time and venue for the Farewell Function;
- (b) to present suitable memento to the retired/retiring Members;
- (c) to finalise the programme schedule for the Farewell Function;
- (d) to fix date and time for Group Photograph of Members;
- (e) finalise the Memento, the Invitation Card and the Menu etc.; and
- (f) finalise the cultural programme. The work of arranging an artist to perform is normally given to one of the members of the Committee.

13.4 After the Committee decides the date/time and venue of the Farewell Function and Group Photograph, the following actions are initiated:—

- (i) A Note is sent to General Works Branch-I, Lok Sabha Secretariat for booking the Auditorium and Banquet Hall etc., in Parliament House Annexe for the Farewell Function and dinner. A confirmation from that Branch in respect of booking is obtained.
- (ii) Various Wings of CPWD in Parliament House Annexe are requested in writing to make necessary arrangements with regard to Lighting arrangement, Sounds, AC, Electricals, Cleanliness, Furniture, running of Fountain, Flower decoration etc., in the Auditorium, Banquet Hall and surrounding areas.
- (iii) Meetings are held with the Officers of CPWD to discuss the arrangements and other related matters. The sites of the function etc., are also visited by the Officers and the Convenor to ensure fool proof arrangement.
- (iv) Meetings are held with CPWD and Officials of Railway Canteen separately to finalise the seating arrangement for dinner (High Table) for Chairman, Prime Minister etc.
- (v) A letter is sent to M/s A.R. Datt & Sons, New Delhi, for taking the Group photograph on the occasion of Farewell Function.
- (vi) In connection with the Panoramic Group Photograph of the Members of Rajya Sabha with other VIP dignitaries taken between the Rajya Sabha and Lok Sabha Chambers, opposite Gate No. 1, Parliament House, a Note is sent to the CPWD (Civil/Furniture/Horticulture/Electrical), Parliament House for making necessary arrangements for the occasion. CPWD (Civil Wing) erects a platform consisting of three/four rows for photograph session. Necessary arrangements of chairs for 1st row of the Group Photograph are made. Horticulture Wing, CPWD is directed to prepare a colourful rangoli with different kinds of flowers in front of first row on the day of the Group Photograph.
- (vii) A rehearsal is also held by the photographer along with Senior Officers and officials of CPWD to ensure that the stage/platform erected by the Civil/Furniture Wings, CPWD is according to parameters laid down by the photographer for the occasion.
- (viii) A paragraph informing the sitting Members about the Farewell Function and Group Photograph is published in the Parliamentary Bulletin Part-II and the same is repeated three/four days. The Members are also informed by SMS about the function. Ex-Members who are invited for the Function/Group Photograph are also informed by letters by the Convenor and through telegrams.

- (ix) Letters are also issued by the Convenor to the Ex-MPs, sitting MPs, Ministers who are Members of Rajya Sabha and also to the VIP dignitaries inviting them for the function/dinner and Group Photograph.
- (x) 500 Invitation cards are got printed and issued to the retired/sitting Members by post/through special messenger at local address of the Members and also at permanent addresses of the Ex-Members. Invitation Cards are also issued to other invitees.
- (xi) The job of preparing and displaying the Hoardings, Backdrop, Indication Boards, Welcome direction panels etc., at the venue of the function in PHA is awarded to Professional agencies such as M/s Paras Art Studio, New Delhi. In this regard, few meetings are held with the representatives of the said Art Studio to discuss the requirement of the aforesaid items and the site where the boards/panels etc., are to be displayed. Necessary arrangements are made to permit vehicle with aforesaid items and persons involved therein in co-ordination with Parliament Security Service.
- (xii) Mementoes which are not presented on the day of the Function are delivered personally at the local addresses of the Members and few of them are dispatched at the permanent addresses of the Members.
- (xiii) A list of Officers/staff who are assigned specific duties under various heads for the Function and Group Photograph is prepared and got approved. A meeting with Officers/staff who are assigned various works is called to brief them about the function and other matters connected therewith.
- (xiv) Media, Education and Audio-Visual Unit is assigned the job to arrange national level Press & Media persons (restricted to 5 in number) to cover the Farewell Function. Videography as well as Still photography of the function is done under the supervision of Media, Education and Audio-Visual Unit.

CHAPTER - 14

DISPLAY OF PORTRAITS OF FORMER CHAIRMEN, RAJYA SABHA IN THE INNER LOBBY

14.1 Preparation and display of oil portraits of the former Chairmen of Rajya Sabha in the Inner Lobby: When the new Chairman assumes Office, an oil portrait of the former Chairman, Rajya Sabha, is prepared for display in the Inner Lobby.

14.2 For preparing the portraits of former Chairmen a panel of artists is obtained from the Principal, College of Art, Delhi and the work is awarded to an eminent Artist. Two copies of a colour photograph of the former Chairman, Rajya Sabha, are obtained from Research & Library Unit. One is given to the Artist for preparation of portrait (size 24" x30") without frame and another copy is kept in the concerned file. The portrait prepared by the Artist is placed before the Secretary-General for his approval and thereafter, it is sent to the Art Centre, Cottage Emporium, Janpath (A Govt. of India Undertaking) New Delhi, for framing the same. Two brass plates indicating thereon name and tenure of the former Chairman (in English and Hindi) are prepared through CPWD for displaying it in the Inner Lobby of the Rajya Sabha Chamber.

CHAPTER - 15

ISSUE OF PARLIAMENTARY BULLETIN—PART II

15.1 Before the commencement of each Session, paragraph on the following subjects are published in the parliamentary Bulletin Part-II for information of Members:—

- (i) President's Address, if first session after elections or first session of the year.
- (ii) Attendance of Members in the House.
- (iii) Keeping of Parliamentary Papers in the Lobby for reference purpose.
- (iv) Operation of Division Bells.
- (v) Operation of Automatic Vote Recording System.
- (vi) Correction in Votes recorded by Members by operating the Automatic Vote Recording System.
- (vii) Prohibition of smoking in the Parliament House Complex.
- (viii) Distribution of Pamphlets, etc. in the Inner and Outer precincts of the Parliament House.