



Parliament of India
Rajya Sabha

SECTIONAL MANUAL OF OFFICE PROCEDURE (SMOP)
COUNCIL SUPPORTING BRANCH
(REPORTERS' SIMULTANEOUS INTERPRETATION AND
SYNOPSIS SECTIONS)

Rajya Sabha Secretariat
(REPORTERS' SECTION)
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<http://parliamentofindia.nic.in>

email: rsreport@sansad.nic.in
lbshinde@sansad.nic.in
rssynop@sansad.nic.in

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PREFACE

Sectional Manuals of Office Procedure (SMOP) 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 of specific procedure adopted there for disposal of work. SMOP of Reporters, Simultaneous Interpretation and Synopsis Sections are a part of this exercise. The publication provides the procedure followed in disposal of various items of work dealt by these Sections. The publication is intended to serve as a guide for the staff and officers dealing with day-to-day functioning of these Sections.

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

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

NEW DELHI;
May, 2010

V.K. AGNIHOTRI,
Secretary-General.

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PART—A

SECTIONAL MANUAL OF OFFICE PROCEDURE (SMOP)

REPORTERS' SECTION

REPORTING, TRANSLATION AND PUBLICATION OF PARLIAMENTARY PROCEEDINGS

1. Introduction—Rule 260 of the rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha) says:

"The Secretary-General shall cause to be prepared a full report of the proceedings of the Council at each of its meetings, and shall, as soon as practicable, publish it in such form and manner as the Chairman may, from time to time, direct."

The process involves the following steps:—

- (1) Verbatim reporting — wherein the proceedings are taken down in shorthand and transcribed;
- (2) Translation — wherein the portions of the transcript which are in languages other than Hindi (Devnagari) or English are translated into English and added to the typed record to produce the floor version of the record;
- (3) Synopsis — wherein a bilingual synopsis of the day-to-day proceedings (other than Questions) are printed and distributed overnight; and
- (4) Editing—wherein the floor version of the proceedings is edited, Appendices or Annexures prepared, and after indexing of the entire text, the proceedings are published separately in floor version and Hindi version after appropriate translation.

Reporting

1.1 Introduction—The Reporters are expected to prepare a full record of the proceedings of the House. A broad definition of 'full report' adopted by the Select Committee on British Parliamentary Debates is given below for information and guidance:

"...a full report..., which, though not strictly verbatim, is substantially the verbatim report, with repetitions and redundancies omitted and with obvious mistakes corrected, but which on the other hand, leaves out nothing that adds to the meaning of the speech or illustrates the argument."

The entire proceedings of the House are tape-recorded on audio/video tapes and in cases of difficulty, where due to interruptions etc. the transcription may not be complete, the Reporter can check with the tape to verify the correctness of his/her transcript.

The record is brought out in two parts: Part I contains questions and answers; and Part II contains the rest of the day's proceedings. The methodology of preparation of the record is described in the following paragraphs.

1.2 Recording of Proceedings in the Chamber — The Reporters sit at the Table inside the Chamber below the Chairman's chair and work in relays of five minutes each as per a Roster drawn up by the seniormost Joint Directors, (Supervisors) English and Hindi respectively. As the floor language is normally either English or Hindi, a pair of Reporters, one each in English and Hindi will be on duty at the Table for taking down the proceedings. Another pair will sit by their side ready to take over note-taking at the end of five minutes' period (Turn). Third pair will slip into the seats vacated by the first pair and this process goes on till the House adjourns.

In order to ensure that this is done smoothly, two Rosters, one each for English and Hindi Reporters, are prepared in advance of each sitting (starting with the Reporter next to the Reporter who recorded the adjournment the previous sitting). When the House adjourns for some reason, the Roster is drawn up again from the time of scheduled recommencement of the sitting, and this Roster is not changed even if the recommencement of proceedings is delayed.

After taking down his/her five minutes' 'Turn', the Reporter is required to go back to transcribe the material on the computer. As soon as a Reporter reaches his/her room, he/she quickly goes through his/her notes to do the editing wherever necessary, in the interest of grammar and clarity of meaning. He/she then proceeds to transcribe the text on the computer, as quickly as possible to be in time for his/her next Turn in the House. While revising the typescript, he/she takes care to check quotations, names and figures and ensures correct Parliamentary form and procedure.

The transcription of a Turn of 5 minutes is expected to be furnished in all respects in about one hour and fifteen minutes by the concerned Reporter(s). Where a 'Turn' contains Urdu speeches or remarks in English and Hindi alternately at a number of places, the process of dovetailing the two sets of portions may take extra time.

1.3 Compilation of Typescript—

1.3.1 Checking: The typescripts are then passed on to four senior Joint Directors, (Supervisors), 2 from Hindi and 2 from English for checking/editing wherever necessary in the interest of grammar and clarity of meaning and coordinating the Turns of Reporters with a view to ensuring accuracy and adherence to laid-down procedures, correct indication of the names of Members, Ministers, their designations, etc. They will also see that all Statements,

Motions, Resolutions, Bills, Amendments, etc., moved in the House are correctly and formally recorded and the decision of the House on each of them is properly shown at the appropriate place.

1.3.2 Indexing and Finalisation: After all the typescripts have been checked by Supervisors and corrections of all nature have been made by the concerned Reporter(s), and sent to Chief's folder, these are then merged/compiled in sequence and numbered by the clerical staff. These are also indexed subject-wise and then speaker-wise by the clerical staff and sent along with the contents page to the Distribution Section where copies are made and sets of debates prepared for distribution according to an approved list.

The proceedings are also put on the Internet as and when these are full and final on hourly basis or part-wise whichever is feasible according to the work-load.

If the House sits beyond 6.00 PM or, if there are simultaneous Committee meetings held where Reporters are required or if there is no Lunch period, the Part-II is bifurcated into two Parts-one from 12.00 upto 3.00/4.00/5.00 PM depending on the workload issued same day and the 2nd as Supplement from that time upto the time of adjournment of the House issued next working day.

1.3.3 Material for Synopsis: After checking transcriptions of the individual Reporters by the Supervisors corrections are carried out by the concerned Reporter(s) and then a copy of it is sent to Synopsis Branch folder for their use, *i.e.*, preparation of Synopsis.

In case transcription(s) of a Turn(s) is held up for any reason (including decision on expunction etc.) the remaining checked transcriptions are sent.

1.4 Duties of Joint Secretary (Reporting)— As head of Reporting Service he will ensure all arrangements relating to reporting of the proceedings of the House as well as Parliamentary Committees. He will ensure bringing out the daily official report of the proceedings of the House with the help of two Directors and four seniormost Joint Directors (Supervisors) and other clerical staff and manage all the work in this regard. He will specifically share the expunction work himself, with the Directors, Supervisors and Reporters.

When certain words or expressions used by a Member are objected to by another Member(s) and the Chair says, "I will go through the record" the Joint Secretary will get the relevant portions transcribed on priority and submit it to the concerned Presiding Officer after consulting the Secretary-General for orders regarding expunction. He will ensure the deletion of all words/expressions ordered to be expunged by the Chair. The Joint Secretary will also ensure the deletion of remarks/observations made without the permission of the Chair and directed by the Chair not to be recorded.

If any objectionable matter escapes the attention of the Chair and is noticed by the concerned Reporter/ Joint Directors (Supervisors) while going through the proceedings, the relevant extract will be immediately brought to the notice of Joint Secretary and put up through the Secretary-General to the concerned Presiding Officer for obtaining orders for expunction.

In addition to the above, he will ensure compilation of unparliamentary words with the assistance of four senior most Joint Directors (Supervisors) for onward transmission to the Lobby Office for deleting the same from the recorded CDs. If required he will ensure arrangements for reporting of proceedings of Governors' Conference or Prime Minister's Press Conference and speeches delivered from Red Fort on Independence Day every year or any outside engagement with the help of Directors.

1.5 Live telecast of the proceedings of the Rajya Sabha—The Joint Secretary (Reporting) will also look after arrangements for live telecast of the proceedings of the House by Doordarshan and telefilming of the proceedings. He will also look after the arrangements for broadcast of recorded Question Hour proceedings on A.I.R. later in the day.

1.6 Duties of Directors (Reporting)—The Directors will assist the Joint Secretary (Reporting) in bringing out the Uncorrected Debate of the Proceedings of the House. They will ensure the transcripts of Reporters are checked properly by the concerned Reporter(s) and Supervisors.

They will be the overall in-charge of getting the Verbatim Proceedings of the House as well as Parliamentary Committees compiled/merged, made in a sequential form, and page nos. given along with the indexing. After getting transcripts made in one bunch they will have the record of the proceedings along with the Content Page sent to the Distribution Branch. They will get the full Debate put into Internet.

They will guide the Reporters in their day-to-day work.

They will assist the representatives of Press/AIR/Doordarshan/various Ministry Officers and various Sections of Secretariat by sharing or providing them the official record of the proceedings whenever approached for help.

They will assist in conducting test in shorthand/typewriting whenever required for recruitment or for testing proficiency of existing personnel. They will impart training courses to the existing staff and to other officials from the State Legislature/Parliament of other countries on all aspects of Reporting. They will arrange to lend the services of Reporters for other agencies when there is utmost necessity.

They will supervise the preparation of the duty Roster both for House and Committee meetings made by the respective seniormost Joint Directors of Hindi and English and deployment of the requisite number of Reporters in Committee meetings.

They will arrange for the requirement of the Reporters Branch like stationery/reference material/books/dictionaries/computers, scanners/printers/tape recorders/audio cassettes/telephones, etc., and the maintenance of equipments and that all are working properly.

They will ensure that the Computer system operates satisfactorily and the Debates are quickly transcribed using softwares provided. They will also allocate/distribute the work to the clerical staff and messengers.

1.7 Duties of Joint Directors (Supervisors)— Two seniormost JD (Hindi) and two seniormost JD (English) are deputed for the following work:

They will scrutinise and edit the Turn transcripts of the House Proceedings of the Joint Directors/Deputy Directors, Reporters and Jr. Parl. Reporters; and compiled transcripts of the Parliamentary Committee Meetings submitted by the clerical staff and send back to concerned Reporters for making corrections, if any.

They will ensure that all Reporters put their name along with predecessors name, correct alphabet, Turn time in the prescribed manner both at the start and end of the Turn and also put the time of sending their Turn transcripts to them. They will also put the time after checking the Turn transcripts. While making the Roster they will very carefully put the Alphabets on the Turns because putting of wrong Alphabets will either hamper the compilation of proceedings or lead to omissions, overwriting/deletion or duplication of files. For this the Reporters and Supervisors will be in close coordination and bring to immediate notice if they find any discrepancy in Alphabets or timings. They will ensure that Roster always remains on the Notice Board.

They will see that no unparliamentary word(s)/phrase(s)/expression(s) or derogatory remark(s) caused in the proceedings and bring the same immediately if any to the notice of the Directors/Joint Secretary. They will see that the indication of 'Not Recorded', or 'Expunged as ordered by Chair' is given wherever expunctions are there. They will assist the Joint Secretary in compiling and making Reports of Unparliamentary words/Phrases etc.

They will also see that all Motions, Statements, Bills, etc., and Amendments moved in the House are correctly and formally recorded and the decision of the House on each of them is shown at the appropriate places. They will ensure different kinds of statements are put properly as is the procedure.

They will see the correct headings are put and names and designations are correct. They will distribute the Special Mentions (if these are laid) to be typed and put on the record by Reporters.

These Joint Directors (Supervisors) will ensure accuracy in the Proceedings both of House and Committee Meetings and adherence to the laid down procedures. They will guide the Reporters in this regard. They will coordinate amongst themselves for symmetry of the procedures etc.

They should see the printed Debates next day if any inadvertent mistakes/changes are there and immediately act accordingly.

As far as possible they will sit in the Committee Meetings.

1.7.1 Joint Directors: Apart from the duties indicated at 1.7.2 they will also do as follows:

They will see that there is no disruption of duty/Turn Roster made by Supervisor(s) in the Committee Meeting venue. The senior Joint Director present in that particular Committee will be in charge of the Roster there and will decide in this regard according to the situation. After the Committee is over he/she or the last Reporter who adjourns the meeting will hand over the correct Turn Roster (with time and names clearly indicated) to the Supervisor (s) or the concerned clerical staff who is keeping this record.

Some Joint Directors will be in charge of a certain number of Parliamentary Committees and they will see to it that the proceedings are sent to the concerned Committee Section timely. In case of urgent requirement of any committee proceedings by the concerned Committee Section, the concerned Joint Director will ensure that the proceedings are sent accordingly.

They all will make verbatim proceedings of House, Parliamentary Committees' Meetings and other Conferences, etc., if they are assigned there.

1.7.2 DDs/PRs/JPRs:

Reporting in House:— They will go to the House/Parliamentary Committees according to the Roster in time for five or ten minutes' Turn and record the proceedings there.

It is their duty to take utmost care to ensure that their reporting is absolutely correct in all respects and for this purpose, they will make all efforts to achieve the highest mark of efficiency in every detail of their profession. They should check thoroughly with tapes, if necessary, to obviate any occasion for complaint.

It will be the duty of the first two Reporters covering the Proceedings of the day (both English and Hindi) to ensure that the time indicated by the digital timepiece is synchronised with that shown by the clock in the Chamber to avoid discrepancy.

After reaching their seats, they will quickly transcribe their Turn to be in time for next Turn. They will put relieved Reporter(s)' (Hindi & English) name, their name, time and correct Alphabet at left of the page and underline it for example hms/klg-pk/11.05/lb. At the end also they will write at the right end in 'justification' and 'underline' mode-the name of the Reporter who relieved him/her, next Alphabet and text is continued or not, for example (fd/cd by AKA/lb). If erroneously they put wrong Alphabets on their File while sending the Turn transcript to Chief's folder and even after cautioning by the computer that the same file already exists, if they send, the earlier file will be deleted/overwritten. In that case the Reporter whose Alphabet is wrong will be held responsible because, while merging, either one file will be missing or in 2 files the same matter may be there or some other discrepancy will be there.

They will revise their transcript very carefully for spelling and check quotations, names, figures, designations and that if any heading has to be given or the correct parliamentary procedure has been followed. Afterwards they will take a draft printout, put the completion time at the right top of Turn transcript and send to Supervisor(s) for scrutinising and making corrections, if any. After receiving back and making corrections they will put send-time and immediately transfer the file to 'Chief' folder for compilation without any delay. They are supposed to

clear their Turns chronologically one by one on first come first serve basis in all respects within 2 hours. They will not withhold the checked transcripts to be sent afterwards in one go.

Since Members cannot be expected to be as precise in the language speaking extempore as they will be when writing out a speech, particularly when hard pressed for time or when they are agitated, so they are required to have some skill in editing without in any way altering the substance of the speech.

In their free time they are required to practice shorthand to maintain/increase their writing speed, so that they can effectively write down the speeches/evidences. In addition to a very high speed in shorthand, they are required to develop an excellent command of language and have sound knowledge of parliamentary procedures.

Since, Parliament can discuss any subject under the Sun they are required to have some knowledge of every subject ranging from highly technical things in nuclear science or biotechnology down to names of obscure places or areas in the Constituencies of Members. For this purpose in their free time, they can use the Library services, so as to extensively read the contemporary magazines, books, newspapers, etc. Whenever a Reporter notices in the newspapers anything about Rajya Sabha Proceedings pertaining to his/her transcript which has not been covered in his/her transcript already, it should be brought to the notice of the Directors/Joint Secretary the same day for necessary action.

Further, Reporters have to be always alert for heated exchanges that may suddenly erupt any time as any word or expression used in those exchanges may itself become the subject matter of a new controversy subsequently. On such occasions the Chair sometimes may invariably look to the Reporters' version to ascertain what exactly was said and by whom.

In Question Hour, supplementaries are asked on a variety of subjects, even unrelated to one another and answers given in rapid succession. Special care has therefore, to be taken by the Reporters not only in identifying correctly the Members who put questions in quick succession but also in noting down accurately the whole lot of figures, unfamiliar technical names, etc., quoted by Members and the Ministers.

Whenever in the course of the Proceedings, there is any walk-out, expunction, not-to-record order, disturbance, change in Chair, etc., the Reporters at the Table (Hindi and English) will work in close coordination and help each other to ensure faithful and accurate reproduction of the Proceedings and happenings in the House and also check with the tape and consult the Officer at the Table, whenever necessary.

If a speech in English contains observations by the same Member or by other Members in Hindi or *vice-versa*, both the Reporters will note down carefully the exact sequence and order in which the English/Hindi observations will be dovetailed and decide who will merge the other's FILE at the appropriate place. The Reporter who merges the other's FILE will ensure that the two FILES are merged properly, according to the context and the merged FILE alone is sent to Chief's folder.

Before leaving the office, Reporters will ensure that all their House Turn FILES, which were supposed to be sent to Chief's folder, have reached there in full corrected merged form.

While going in and coming out of the Chamber, Reporters will avoid crossing the floor, *i.e.* coming between the Chair and the Member speaking. If it becomes unavoidable to do so, they will bend forward and reach their Table without obstructing the vision of the Chair. While leaving the Table, Reporter will ensure that the revolving chair occupied by him/her is in proper position. Reporters will conduct themselves in such a way that it does not distract the attention of Members.

No Reporters will tarry near the entrance doors in the gangway in the absence of any work which requires his/her presence there. If consultation with a Member becomes necessary inside the Chamber, it will be done in such a way that the Reporter does not make himself/herself conspicuous during the process.

While taking down the proceedings of Rajya Sabha, Reporters shall be vigilant about any unparliamentary words, expressions or remarks of the kind mentioned below and bring such instances immediately to the notice

of the Officer at the Table in the House, and also to the notice of Joint Secretary (Reporting) so that the appropriate action could be taken:

- (a) any unparliamentary, defamatory, derogatory, undignified/obscene words or expressions or allegations/insinuations against persons not present in the House;
- (b) remarks prejudicial to the national interest or prejudicial to the maintenance of friendly relations with foreign States or derogatory to high dignitaries including the Heads of friendly foreign States;
- (c) remarks likely to offend the national sentiments or affect the religious susceptibilities of any section of the community;
- (d) remarks likely to lower the dignity of the Chair, the House or the Members; and
- (e) remarks likely to discredit the Army.

Similarly, in cases where the Chair makes an observation, "I will go through the record' or "I will look into the matter' or "I will examine the records", the matter will be immediately brought to the notice of the Directors/Joint Secretary. It would enable Directors/Joint Secretary to put up the relevant Proceedings to the Chair.

The relevant portion of the Proceedings as mentioned above will be given top priority for checking with tape and transcription of the Proceedings, and the same will be made available to the Joint Secretary (Reporting) as early as possible, so that the orders of the person presiding in the House at that time could be taken by the Joint Secretary in time.

If an expunction is ordered in the House by the Chair, the Reporter will immediately inform the Joint Secretary about the fact of the expunction and supply to him/her, as soon as possible, the transcript of the Proceedings relating thereto, to enable him/her to obtain the orders of the persons who presided at that time.

They should see the printed Debates next day if any inadvertent mistakes/changes are there in their Turn transcripts and if found, they have to immediately take corrective steps and also inform Directors/Joint Secretary.

The Procedure Manual for reporting the Proceedings of Rajya Sabha and of Committees will be carefully studied by all Reporters for their guidance.

All Reporters will familiarise themselves with the Practice and Procedure of Parliament (Kaul and Shakhder) and make a thorough study of the Constitution of India, the Rules of Procedure and Conduct of Business in Rajya Sabha, Directions by the Chairman, decisions and observations from the Chair and other Parliamentary publications.

Recording of Proceedings in Parliamentary Committees:—The services of Reporters should be requisitioned by the Committee Branches only when evidence is to be tendered before the Committees.

For internal discussions and other meetings, where only minutes have to be prepared and the officers concerned are expected to take notes, the services of Reporters should not be requisitioned. However, in exceptional cases, if verbatim record is required due to certain unavoidable reasons, the request should invariably be routed through the Joint Secretary concerned.

Joint Secretary (Reporting) shall be requested by the concerned Joint Secretary of committee Branch in advance to make arrangements for recording the verbatim proceedings of the sitting of the Committee. Apart from the endorsement in the notice for the meeting, a separate note should invariably be sent to the Reporters Branch enclosing two complete sets of relevant papers.

A set of papers under discussion at the sitting of the Committee shall also be placed at the Reporters' Table for their use. A list of witnesses appearing before the Committee, should also be given to the Reporters.

For the Committee meetings, where Reporters are to be deputed the proceedings will be tape-recorded.

A copy of Verbatim Proceedings of each sitting of the Committee where evidence is taken will be sent to the concerned Committee Branch normally within four working days, subject to exigency of priority work, if any.

Reporting in Parliamentary Committees:—The Reporter in whose Turn the meeting of the Committee starts will prepare the seating plan of the witnesses in the committee room, with the assistance of his/her reliever and Hindi/English counterpart. Even if the witnesses are not formally introduced, he/she will prepare the seating plan with the help of the officials/witnesses. He/She will also collect the relevant papers like questionnaire, list of witnesses, etc. from the Committee Branch.

If the Reporter has any difficulty in identifying a witness or a Member, he/she will take the help of the Committee Officer in charge of the Committee.

In case there is any difficulty in identifying a witnesses or a change of witnesses during the course of the meeting, necessary changes will be carried out in the seating plan by the Reporter. The same procedure will be followed whenever a new set of witnesses is called in.

The following procedures be adopted while typing Turns of Standing Committees and House Committees of Rajya Sabha:—

The Committee on Papers Laid on the Table met at 11.00 a.m. on 16th October, 2006 in Committee Room 'A', Parliament House Annexe, New Delhi.

(Chairman — Shri M. Venkaiah Naidu)

(If the Committee is presided over by an Hon'ble Member other than the Chairman of the Committee then it is to be shown as:—

(Sh. Santosh Bagrodia in the Chair)

Witnesses:

If there is only one witness, you have to type as "Witness" in bold letters in the subsequent paragraph, instead of the name of the witness. If there is more than one witness, then you have to type names of witnesses in bold letters.

When the witnesses withdraw, show it as under:—

(The witnesses then withdrew)

(The Committee then adjourned at 12.50 p.m.)

If the Committee adjourns for a tea break, show it as under:—

(The Committee then adjourned for tea.)

When the Committee reassembles after a tea break, show it as under:—

(The Committee reassembled at 1.10 p.m.)

The following procedure be adopted while typing the Turn of Department-related Parliamentary Standing Committee of Rajya Sabha:—

The Department-related Parliamentary Standing Committee on Industry met at 3.00 p.m. on 16th October, 2006 in Committee Room 'D', Parliament House Annexe, New Delhi.

(Chairman — Shri Satyavrat Chaturvedi)

Witness/es:

(If you cover the speech of a Member from the Parliament of France—of course, it will be interpreted in English—you have to give the name of the Member, not the Interpreter's name.)

No gaps will be left whenever there is a quotation. The witness or Member may be contacted and the quotation filled in. If necessary, help of the Committee Officer incharge of the Committee can be taken.

Sometimes in the sittings of the Committees, before evidence is taken, a briefing is given by a witness through slide/power point presentations wherein Questions and their replies are to be recorded by the Reporters. However, it would be ensured by the Committee Branch that there are proper lighting and other facilities enabling the Reporters to record the proceedings.

Whenever the Chairman of a Committee directs that a certain portion of the proceedings will be off the record and need not be taken down, the Reporters will carefully note the indication and suspend their note-taking. They will resume note-taking as soon as the off-the-record portion is over. They will exercise utmost care and vigilance in correctly following the Chairman's directions.

Ordinarily, the Reporters will take down the Proceedings in the sitting of the Committee by Turn of ten minutes each at a time, unless otherwise directed. No Reporter will leave his/her seat till relieved by another Reporter.

Each Reporter will take his/her seat five or ten minutes, as the case may be, before his/her Turn so as to become familiar with the trend of the discussion.

If the proceedings of more than one Committee meeting are to be reported simultaneously, then parallel Rosters are prepared for all the meetings. In such cases, every Reporter has to carefully note down the particulars of all the Turns assigned to him/her in the Rosters (namely, name of the Committee and code, venue of the meeting, Turn Alphabet and time of the Turn) and to make sure that he or she is invariably present at each meeting at the prescribed time.

Even if the Committee continues with the examination of the same set of witnesses the next day, the whole procedure or seating plan, preparation of Docket Sheet, etc. is to be followed.

The Verbatim Proceedings of Committees where evidence is taken are to be treated as confidential and copies thereof will not be provided to anybody except to the concerned Branch/Branches.

A specific work area is created in the computer to feed the Proceedings of Committee meetings under the main menu 'Committee'. Each Parliamentary Committee is given a specific code under which various FOLDERS are opened to store the Proceedings.

1.7.3 Duties of Clerical Staff:

Hindi/English Typists

House Proceedings

From time to time they will check whether all Turn transcripts have come on hourly basis. After all the final corrected transcripts of these Turns are found in Chief's folder they will merge/compile all the Turn transcripts in sequential form (like 1A,1B,1C,1D.....) keeping also in check the time of the turns (like if 1A has 11.00, 1B should have 11.05, 1C should have 11.10....). These compiled pages are then numbered and indexed subject-wise and speaker-wise by them and make a full set of the whole proceedings (Part-I from 11.00 to 12.00 and Part-II from 12.00 onwards upto around 6.00 when usually the House adjourns.)

They will see that while compiling or merging, no Turn/Alphabet number is missing. They will see that all pages and Turns are in sequence/numbered and the Content Page is properly indexed. After putting cover page on the Proceedings they will send those compiled Proceedings to Distribution Branch and also put the whole Proceedings both Part-I and Part-II, on the Internet dividing the matter on hourly basis.

Both the work of making Proceedings on hourly basis and putting on the Internet will go simultaneously.

Committee Proceedings

They will do as above except that the Committee proceedings will not be put on Internet and will be sent to concerned Committee Section. If required they will also send the electronic copy through the computers either by e-mail or by CD/DVD.

They will maintain all the files, leave-records, daily dairy etc. and do other work as allocated by any of the Directors/Joint Secretary.

Urdu Typists

They will type the speeches of the Members who wants their scripts in Urdu. After getting the Hindi scripts of these speeches from Hindi Reporters they will type these in Urdu Script.

Having some knowledge of Urdu/Persian language as far as possible while typing they will also correct the wrong words/phrases inadvertently put by the Hindi Reporters informing them about the changes.

They will also do the other work assigned to them from time to time by the Directors/Joint Secretary.

Proceedings of the House

1.8 Indicating the Presiding Officer occupying the Chair—The Reporter, who takes the day's first 'Turn, indicates in the middle of the page, thus—

The House met at eleven of the clock,

MR. CHAIRMAN in the Chair.

Or

MR. DEPUTY CHAIRMAN in the Chair.

Or

THE VICE-CHAIRMAN, (SHRI/SHRIMATI.....) in the Chair, (as the case may be.)

During the course of the debate whenever there is a change in the occupancy of the Chair, the Reporter writing the 'Turn' at that time shows the change in the middle of the page as shown above.

There may be an occasion when any Member, other than the Hon. Chairman, the Deputy Chairman or a Vice-Chairman on the Panel of Vice-Chairman, occupies the Chair. He or she in the Chair is shown thus—

(SHRI/SHRIMATI..... in the Chair)

In case the Chairman or the Deputy Chairman happens to be a lady, they will be shown in the proceedings as "THE CHAIRMAN" or "THE DEPUTY CHAIRMAN", as the case may be, instead of "MR. CHAIRMAN" and "MR. DEPUTY CHAIRMAN."

(In the beginning of every session the National Anthem was played.)

It is shown as (The National Anthem, Jana Gana Mana, was played.)

1.9 Adjournment and Reassembling— Adjournment/Reassembling of the House is shown thus—

The House then adjourned for lunch

at one minute past one of the clock.

In case the House is adjourned during the course of a debate either abruptly or for any reason, it is indicated thus—

**The House then adjourned at fifteen minutes
past twelve of the clock.**

When the House reassembles after lunch-break—

**The House reassembled after lunch at two of the clock,
MR./THE DEPUTY CHAIRMAN in the Chair.**

Or

**The House reassembled after lunch at two of the clock,
THE VICE-CHAIRMAN (SHRI/SHRIMATI...) in the Chair.**

When the House reassembles after an unscheduled adjournment, it is shown simply thus-

**The House reassembled at forty minutes past twelve of the clock,
MR. DEPUTY CHAIRMAN**

Or

THE VICE-CHAIRMAN (SHRI/SHRIMATI...) in the Chair.

For want of quorum, if reassembling of the House does not take place at the scheduled time, or, if for any other reason the reassembling is put off, Secretary-General makes an announcement to that effect, and it is indicated as shown in the examples given below:

8-4-2008:

(At 2.29 p.m. Secretary-General made the following announcement:

"Hon. Members, under the directions of the hon. Deputy Chairman, I hereby announce that the House, for lack of quorum, does not meet now, and will meet at 11.00 a.m. on Monday, the 11th April, 2008.")

30.7.2008:

(At 2.15 p.m. Secretary-General made the following announcement:

"Hon. Memebtrs, as directed by the hon. Deputy Chairman, for lack of quorum, the House is adjourned till 11 o'clock on Monday, the 5th Sept, 2008.")

8-8-2008:

(At 2.45 p.m. Secretary-General made the following announcement:

"Hon. Members, as there is no quorum, the hon. Vice-Chairman has directed that the House will meet at 11 a.m. on Monday, the 11th August, 2008.")

When the House adjourns for the day, it is shown thus—

The House then adjourned at forty-five minutes past eight of the clock till eleven of the clock on Wednesday, the 13th August 2008.

There may be occasions when the House continues its deliberations till past midnight. The adjournment may then be shown thus:

The House then adjourned at 0040 hours on the 23rd December 2008 till 1100 hours.

When the House adjourns at the end of a Session, it is shown thus—

MR. DEPUTY CHAIRMAN: Now, before we adjourn the House *sine die*, we will have the National Song.

(The National Song "Vande Mataram" was then played.)

MR. DEPUTY CHAIRMAN: Now I adjourn the House *sine die*.

The House then adjourned sine die at fifteen minutes past 5 O'clock.

1.10 Oath/Affirmation—When Members are administered oath/affirmation, it is recorded as given below:

MEMBER/S SWORN

Shri Nandamuri Harikrishna (Andhra Pradesh)

Prof. Alka Balram Kshatriya (Gujarat)

Shri Rajiv Pratap Rudy (Bihar)

Shri Rama Jois (Karnataka)

Dr. C. Rangarajan (Nominated)

and so on.

1.11 Obituary—Obituary References made on the passing away of Members/Ex-Members or prominent personalities are shown thus:—

OBITUARY REFERENCE/S

MR. CHAIRMAN: Hon. Members, I have to refer with profound sorrow to the passing away of.....

I request hon. Members to rise in their seats and observe silence for one minute as a mark of respect to the memory of the departed.

(Hon. Members then stood in silence for one minute)

MR. CHAIRMAN: Secretary-General will convey to the members of the bereaved family/families our deep sense of sorrow and sympathy.

REFERENCE TO VICTIMS OF SUNAMI/FLOODS/EARTHQUAKE/BOMB BLASTS IN JAIPUR/BANGALORE/DELHI

(Hon. Members then stood in silence for one minute)

1.12 Preparation of Part-I Debates — The following procedure is adopted for preparing Part-I of the Rajya Sabha Debates, comprising Question Hour and Short Notice Questions, if there are any, immediately following the Question Hour.

Soon after the Chair calls the House to order and asks the Member who has tabled the first Starred Question, to put his question, the Member merely announces the number of his question whereupon the Minister concerned reads out his reply which is usually a prepared text. If the Minister makes a deviation from his prepared text, the Reporter at the Table records the exact reply as given on the floor of the House. (The Reporter who takes the day's first 'Turn' of recording proceedings which is of five-minutes' duration, collects from the Director the bundle of Starred Questions and Answers and places it on the Table for the use of the Reporters following him/her). The Chair then asks the Member to seek his/her supplementaries, which are then answered by the Minister orally. It is shown thus:

-AKA/LSR.1A.11.00

(These represent the Reporter's initials/'Turn' alphabet/time)

(initials of both the Reporters to be indicated)

The House met at eleven of the clock,

MR. CHAIRMAN in the Chair.

.....

Q.No.1

SHRI PRASANTA CHATTERJEE: Sir, may I know from the hon. Minister.....

SHRI SHIVRAJ V. PATIL: Sir, what the hon. Member has said is no doubt true, but.....

Now-a-days generally when the concerned Member/s of the Question is absent even then any other Member can put supplementary Questions. But when a Member who has tabled a Question is absent, and that particular question is not taken up for discussion, it should be indicated at the end of the supplementaries to the previous question thus:

(Q. No. 2—Hon. Member absent)

(Q. Nos. 2 and 3 — Hon. Members absent)

If a statement is made by a Minister modifying or correcting any of the answers given by him in the House, it should be shown thus:

RE. S.Q. NO...../UNSTARRED QUESTION NO....

ANSWERED ON 28th October, 2008

THE MINISTER OF FINANCE (SHRI P. CHIDAMBARAM): Sir, in reply to
.....(ends)

(At the end of Question Hour when the Chairman announces 'Question House is Over' this is included in the transcript).

1.13 Reprimand of Contemners at the Bar of the House and Question of Privilege—In case the Chair makes an announcement regarding reprimand of a contemner it may be shown as illustrated below: (Ref. RS Debates Part II dt. 23-12-1989)

**ANNOUNCEMENT RE. REPRIMAND OF CONTEMNERS
AT THE BAR OF THE HOUSE**

MR. CHAIRMAN: Hon. Members, there is a very important announcement.

I may inform the House that in pursuance of the decision taken by the House on the 22nd December 1980, Secretary-General has issued summons to Shri Dinesh Chandra Garg, Shri Anil Kumar Garg and Shri Vishnu Kumar Garg to appear in person to receive the reprimand at the bar of the House on Wednesday, the 24th December 1980 at 11.00 a.m.

The following is an example of the record of the reprimand administered. (Ref. RS Debates dt. 24-12-1980)

**REPRIMAND TO SHRI DINESH CHANDRA GARG, SHRI ANIL
KUMAR GARG AND SHRI VISHNU KUMAR GARG**

MR. CHAIRMAN: We shall now take up the item of Business regarding the reprimand to Shri Dinesh Chandra Garg, Shri Anil Kumar Garg and Shri Vishnu Kumar Garg.

I urge upon all the members to observe silence while the contemners are being reprimanded so that the authority of the House and significance of the occasion are realised.

Watch and Ward Officer.

WATCH AND WARD OFFICER: Yes, Sir.

MR. CHAIRMAN: Are Shri Dinesh Chandra Garg, Shri Anil Kumar Garg and Shri Vishnu Kumar Garg in attendance?

WATCH AND WARD OFFICER: Yes, Sir.

MR. CHAIRMAN: Bring them in.

(Shri Dinesh Chandra Garg, Shri Anil Kumar Garg and Shri Vishnu Kumar Garg were then brought in. They bowed to the Chair and stood at the Bar of the House.)

MR. CHAIRMAN: Dinesh Chandra Garg, Anil Kumar Garg and Vishnu Kumar Garg, the House has adjudged you guilty of committing a breach of privilege and contempt of the House for publishing the provisions of the Finance (No. 2) Bill, 1980 as if it was an Act of Parliament and assented to by the President, in the book entitled "Garg's Income-Tax Ready Reckoner 1980-81 and 1981-82" of which you are the joint authors. The publication of the provisions of the Finance (No. 2) Bill, 1980, in the book when the said Bill was yet to be considered by the Rajya Sabha, sought to create a misleading impression in the public mind that the aforesaid publication was the Finance (No. 2) Act, 1980, as finally passed by Parliament and assented to by the President when, in fact, it was not so. This was a deliberate and wilful effort on your part as the authors to misrepresent the proceedings and actions of the House and, therefore, constituted a breach of privilege and contempt of the House.

In the name of the House, I accordingly reprimand you for committing breach of privilege and contempt of the House.

(Pause)

I now direct you to withdraw.

(Shri Dinesh Chandra Garg, Shri Anil Kumar Garg and Shri Vishnu Kumar Garg then bowed to the Chair and withdrew.)

(When a question of privilege is raised by a Member, the same is shown thus:)

RE: QUESTION OF PRIVILEGE

SHRI B.K. HARIPRASAD (KARNATAKA): Sir, I beg to raise a question of breach of privilege against.....

1.14 Papers to be laid on the Table—When Papers are laid on the Table, the main heading "PAPERS LAID ON THE TABLE" will be given by the Reporter. Two double-line spaces are to be left above the text of each Paper Laid so as to enable the Editorial Branch to give a separate sub-heading for it.

THE MINISTER OF HOME AFFAIRS (SHRI SHIVRAJ V. PATIL) Sir, I beg to lay on the Table a copy of Notification G.S.R. No...

THE MINISTER OF PARLIAMENTARY AFFAIRS (SHRI V. NARAYANASAMY): Sir, on behalf of Shri Ashwani Kumar, I beg to lay on the Table a copy of.....

(Whereas the laying statement will appear in the floor version (*i.e.* in English or Hindi as actually used by the Minister or Member), the list of papers laid will be reproduced in English.)

1.15 Communication of Messages from the President—

MESSAGE FROM PRESIDENT

MR. CHAIRMAN: I have to inform Members that the following message has been received from the President:

""

(Reproduce the actual text of the message)

1.16 Communication regarding Arrest and Detention—When the Chair reads out the communication received from the Magistrate or the authority concerned regarding arrest/detention/lodgement/conviction/release of Member(s), it will be shown as—

RE. ARREST OF SHRI RAM NARAYAN SAHU

MR. DEPUTY CHAIRMAN: I have to inform Members that I have received the following communication dated the 19th October, 2008, from the Sub-Divisional Magistrate, New Delhi:

"I have the honour to inform you that Shri Ram Narayan Sahu Member of the Rajya Sabha, was arrested u/s 188 IPC at 3.45 p.m. in front of Parliament House on 19.12.2008 for violating the prohibitory orders....and is at present lodged in Central Jail, Tihar."

1.17 Rulings by Chairman—

RE. SPECIAL MENTION MADE ON 23RD JULY, 2008 ON THE "DECISION OF THE MADHYA PRADESH GOVERNMENT TO HAND OVER DIAMOND DEPOSITS IN BEHRADIN BLOCK IN RAIPUR DISTRICT TO A MUMBAI-BASED DIAMOND CONSORTIUM FOR EXPLORATION AND EXPLOITATION OF DIAMONDS."

MR. CHAIRMAN: Hon. Members may recall that on 23rd July, 2008 while a Special Mention was being made regarding "decision of the Madhya Pradesh Government to hand over diamond deposits in Behradin Block in Raipur district to Mumbai-based Diamond Consortium for exploration and exploitation of diamonds", I had suspended the Special Mention when some Members raised the following objections:-

(i) Shri Vayalar Ravi's objection was that the subject matter of the Special Mention, being a State subject, could not be raised in the House.

I had stated that I would examine the matter and give a ruling. My Ruling is as follows:

In the light of these facts, it is evident that prospecting and mining of precious stones attracts the authority of the Union Government and therefore can be raised in the House. The objection of Shri Vayalar Ravi is thus not maintainable and accordingly I overrule it.

The matter now stands closed.

1.18 Statements by Ministers—

STATEMENT RE. BOMB BLASTS IN DELHI

THE MINISTER OF HOME AFFAIRS (SHRI SHIVRAJ V. PATIL):

Sir,..... (even if the statement is laid because of paucity of time or it is very long, the whole matter has to be typed)

1.19 Personal Explanations—

SHRI RAVI SHANKER PRASAD (BIHAR): Madam, I rise in anguish to make a statement which in a way affects the dignity of this House and also the nation.....

1.20 Zero Hour Submissions & Special Mentions—

Although 'Zero Hour Submissions' is not institutionalised in the Rules of Procedure for Conduct of Business in the House Hon. Chairman may permit Members to raise, either immediately after the Question Hour, or sometimes, after the Papers Laid on the Table, matters of urgent public importance for which the caption is to be indicated thus:

MATTERS RAISED WITH PERMISSION OF CHAIR

RE: TRAIN ACCIDENT NEAR BHOPAL

SHRIMATI MAYA SINGH (MADHYA PRADESH): Mr. Chairman, Sir,.....

'Special Mentions' are governed by Rule 180(A) to (E) and may be indicated as follows:

SPECIAL MENTIONS

DEATHS DUE TO CHOLERA IN KBK DISTRICTS OF ORISSA

SHRI RAMA CHANDRA KHUNTIA (ORISSA): Sir,.....

SLOW PACE OF DROUGHT RELIEF MEASURES IN ANDHRA PRADESH

SHRI M.V. MYSURA REDDY (ANDHRA PRADESH): Sir,.....

(Only the text of the Special Mentions in its admitted form (not exceeding 250 words) shall be reproduced even if the Member depart from the text or adds to it while speaking. The Legislative Section will make available to Director (Reporting) the List of admitted special mentions along with the approved text. When other Members associate themselves with a Special Mention, the name and State of the Member shall be mentioned as above and his association will be recorded thus:)

SHRI SURESH PACHOURI (MADHYA PRADESH): Sir, I associate myself with the Special Mention made by....."

(and no further portion of anything said by the Member need be recorded.)

(If all the Special Mentions are laid on the Table of the House, Reporters have to type all the Special Mentions which are actually laid.) In this case asterisk mark (*) will be put in the caption and a foot note will appear.

*Laid on the Table of the House.

1.21 Announcement regarding Business Advisory Committee—The announcements made by the Chairman are recorded thus:—

RE: EXTENSION OF SESSION

MR. CHAIRMAN: I have to inform Members that the Business Advisory Committee at its meeting held on.....recommended extension of the current session by.....(reproduce here the actual text of announcement)

(Ends)

1.22 Leave of Absence—Proposal of Leave of Absence cases are shown thus:—

LEAVE OF ABSENCE

(Ends)

MR. CHAIRMAN: I have to inform Members that the following letter has been received from Shri/Shrimati.....(reproduce here the actual text of announcement or of the letter)

Does he/she have the permission of the House to remain absent from all sittings of the House during the current session?

(No Hon. Member dissented)

MR. CHAIRMAN: Permission to remain absent is granted.

(Ends)

1.23 Assent to Bills— When information regarding President's assent to Bills is received the announcement made by the Secretary-General is recorded as follows:—

STATEMENT OF BILLS ASSENTED TO BY PRESIDENT

SECRETARY-GENERAL: Sir, I beg to lay on the Table a statement showing the Bills which were passed by Parliament during the One Hundred and Eighty Fourth Session of the Rajya Sabha and assented to by the President.

1.24 Message from Lok Sabha— This is recorded as follows:—

(When one message comes)

MESSAGE FROM LOK SABHA

THE INDIAN TARIFF (AMENDMENT) BILL, 2007

SECRETARY-GENERAL: Sir, I have to report to the House the following message received from the Lok Sabha signed by the Secretary-General of the Lok Sabha:

"In accordance with the provisions of Rule 96 of the Rule of Procedure and Conduct of Business in Lok Sabha the Speaker has certified that this Bill is a Money Bill within the meaning of Article 110 of the Constitution of India."

Sir, I lay a copy of the Bill on the Table.

(Ends)

MESSAGES FROM LOK SABHA

(When more than two messages are there)

- (I) THE APPROPRIATION BILL, 1998
- (II) THE APPROPRIATION (NO. 2) BILL, 1998
- (III) THE APPROPRIATION (RAILWAYS) BILL, 1998.

SECRETARY-GENERAL: Sir, I have to report to the House the following messages received from the Lok Sabha, signed by the Secretary-General of the Lok Sabha:

(I)

"In accordance with the provisions of rule 96 of the Rules of Procedure and Conduct of Business in the Lok Sabha....."

(II)

"In accordance with the provisions of rule 96 of the Rules of Procedure and Conduct of Business in the Lok Sabha....."

(III)

"In accordance with the provisions of rule 96 of the Rules of Procedure and Conduct of Business in the Lok Sabha....."

Sir, I lay a copy of each of the Bills on the Table.

MESSAGE FROM LOK SABHA

(When already a Bill is passed by Rajya Sabha & referred to Lok Sabha & it returns)

THE DRUGS AND COSMETICS (AMENDMENT) BILL, 2008

SECRETARY GENERAL: Sir, I have to report to the House the following message received from the Lok Sabha, signed by the Secretary-General of the Lok Sabha:

"In accordance with the provisions of rule 120 of the Rules of Procedure and Conduct of Business in Lok Sabha, I am directed to inform you that Lok Sabha, at its sitting held on the 23rd October agreed without any amendment to the Drugs and Cosmetics (Amendment) Bill, 2008 which was passed by Rajya Sabha at its sitting held on the 21st October, 2008."

(Ends)

1.25 Motion for Election to Committees/Councils/(Government Bodies)— The motion is to be recorded as given in the following example:

MOTION FOR ELECTION TO THE ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI

THE MINISTER OF HEALTH AND FAMILY WELFARE (DR. ANBUMANI RAMADOSS):
Sir, I move the following motion:

That in pursuance of clause (g) of Section 4, read with sub-section of section 6 of the All India Institute of Medical Sciences Act, 1956 (Act 25 of 1956), this House do proceed to elect, in such manner as the Chairman may direct, one Member from among the Members of the House to be a Member of the All India Institute of Medical Sciences.

The question was put and the motion was adopted.

(Ends)

1.26 Introduction of Bills— These are recorded as follows:

BILLS INTRODUCED

THE COMPANIES (AMENDMENT) BILL, 2009

THE MINISTER OF COMPANY AFFAIRS (SHRI PREM CHAND GUPTA): Sir, I beg to move for leave to introduce a Bill further to amend the Companies Act, 1956.

(If there is no discussion)

The question was put and the motion was adopted.

SHRI PREM CHAND GUPTA: Sir, I introduce the Bill.

(Ends)

OR

(If there is a discussion)

THE MINISTER OF COMPANY AFFAIRS (SHRI PREM CHAND GUPTA): Sir, I beg to move:.....

The question was proposed.

DR. MURLI MANOHAR JOSHI (Uttar Pradesh): Sir,.....

SHRI PREM CHAND GUPTA: (Replies to the points raised)

MR. CHAIRMAN: The question is:

That leave be granted to introduce a Bill further to amend the Companies Act, 1956.

The motion was adopted.

SHRI PREM CHAND GUPTA: Sir, I introduce the Bill.

(Ends)

During the debate on a Bill or a Resolution, amendments moved by a Member may be sought to be withdrawn by the mover. Permission of the House to the mover withdrawing his amendment, after the mover's speech or expression of his desire to withdraw his amendment, may be shown thus:

Amendment No.....was, by leave, withdrawn.

Sometimes after discussion on the motion for consideration of a Bill or a Resolution, the Bill or the Resolution itself may be sought to be withdrawn by the mover of the motion for consideration in which event, after the mover's speech or expression of his desire to withdraw his Bill or Resolution, the decision of the House permitting the mover to withdraw his motion may also be shown thus:

The Bill was, by leave, withdrawn.

OR

The Resolution was, by leave, withdrawn.

1.27 Government Business— When the Parliamentary Affairs Minister announces the Government Business introduced to be taken up, this is recorded as follows:

**ANNOUNCEMENT RE: GOVERNMENT BUSINESS FOR THE WEEK
COMMENCING 23 APRIL, 2010**

THE MINISTER OF PARLIAMENTARY AFFAIRS (SHRI V. NARAYANASAMY): Sir, I beg to announce that the Government Business in this House for the week commencing 21st APRIL, 2008 will consist of.....

1.28 Allocation of Time— The recommendation of the Business Advisory Committee when announced in the House by the Chairman is recorded as follows:

**ALLOCATION OF TIME FOR DISPOSAL OF GOVERNMENT LEGISLATIVE AND
OTHER BUSINESS**

MR. CHAIRMAN: I have to inform the House that the Business Advisory Committee at its meeting held on...allocated time as follows for Government legislative and other Business—

1.29 Other Announcements from the Chair— When the House decides to sit on an unscheduled day, it is shown thus:

RE: SITTING OF THE HOUSE ON AN UNSCHEDULED DAY

MR. CHAIRMAN: I have to inform Members that the House will also sit on Saturday, the 5th December 1998.....

(Similarly, when a scheduled sitting of the House is cancelled, it is shown thus:)

RE: CANCELLATION OF THE SITTING/S OF THE HOUSE

MR. CHAIRMAN: I have to inform Members that the sitting of the House slated for Monday, the 7th December 1998, stands cancelled.....

1.30 Calling Attention— If a Calling Attention Notice is to be taken up on a given day, a copy of the admitted notice is made available by the Legislative Office. The Notice when taken up for discussion is reported as follows:

**CALLING ATTENTION TO THE GRAVE SITUATION ARISING DUE TO
UNPRECEDENTED FLOODS IN THE ASSAM**

SHRI KUMAR DEEPAK DAS (ASSAM): Sir, I beg to call the attention of the Minister of Agriculture to the grave situation arising in Assam due to the devastating and unprecedented floods in the Brahmaputra river.

THE MINISTER OF AGRICULTURE (SHRI SHARAD PAWAR): Sir.....

(Usually, there will be a prepared statement, circulated in the House. A copy will be provided by the Legislative Section; reproduce that statement here)

1.31 President's Address— The reporting of the various stages are as follows:

PRESIDENT'S ADDRESS LAID ON THE TABLE

SECRETARY-GENERAL: Sir, I beg to lay on the Table a copy of the President's Address to both the Houses of Parliament assembled together on the 22nd February 1997.

MOTION OF THANKS ON PRESIDENT'S ADDRESS

SHRI JANARDAN DWIVEDI (NCT OF DELHI): Mr. Chairman, Sir, I beg to move:

That an Address be presented to the President in the following terms:

That the Members of Rajya Sabha.....

22nd February, 2008.

Sir,.....

DR. ABHISHEK MANU SINGHVI (RAJASTHAN): Mr. Chairman, while seconding the Motion of Thanks to the President moved by my honourable friend...

SHRI SHANTA KUMAR (HIMACHAL PRADESH): Sir, I beg to move—

That at the end of the Address the following be added, namely:

(No. 1) "but regret that....."

(No. 2) That at the end of the Address the following be added, namely:

"but regret that in the prevailing situation.....".

The questions were proposed.

[On the Motion of Thanks on President's Address, the amendments run into, sometimes, a couple of hundreds. Sometimes a number of amendments stand in the name of one single Member. At the stage of disposal of amendments, sometimes the amendments are put to vote in one lot and are negatived in one lot. In such case, the decision of the House may be indicated thus:]

Amendment Nos...to...were negatived.

(After disposal of all the amendments, the main Motion is put to vote and the Motion is adopted.)

There may be an occasion when an amendment to the Motion of Thanks to the President's Address is adopted in which event it may be shown thus:

MR. CHAIRMAN: The question is:

That at the end of the Address the following be added, namely:

"but regret that the Address does not mention about the.....and the measures proposed by the Government to resolve the issue."

The motion was adopted.

MR. CHAIRMAN: Now I put to vote the Motion of Thanks, as amended.

The question is—

That the Members of the Rajya Sabha.....on the 22nd February, 1997, but regret that the Address does not mention about the.....and the measures proposed by the Government to resolve the issue."

The motion was adopted.

MESSAGE FROM PRESIDENT IN REPLY TO MOTION OF THANKS

MR. CHAIRMAN: I have to inform hon. Members that the following message has been received from the President:

"I have received with great satisfaction....."

(reproduce here the actual text of the message)

1.32 Consideration and Passing of Bills— Various stages of consideration and passing of a Bill and disposal of any amendments moved are reported as given in the following example:

THE INSURANCE (AMENDMENT) BILL, 2006

THE MINISTER OF FINANCE (SHRI P. CHIDAMBARAM): Sir, I beg to move—

That the Bill further to amend The Insurance Act, 1955 be taken into consideration.

Sir,.....

The question was proposed.

[If there are amendments for reference of the Bill to a Joint Committee or a Select Committee, the same may be shown immediately after the Minister's speech, thus:]

DR. K. MALAISAMY (TAMIL NADU): Sir, I move—

that the Bill further to amend the Insurance Act, 1955 be referred to a Select Committee of the Rajya Sabha consisting of the following Members, namely:

1. Shri....
 2. Shri....
 3. Shrimati....
 4. Dr.....
- etc.

with instructions to report by the first week of the Hundred and Eighty-ninth Session of the Rajya Sabha.

The questions were proposed.

[After the speeches of Members and the Minister's reply]

THE VICE-CHAIRMAN (SHRI.....): I now put Dr. Malaisamy's amendment to vote.

The question is:

(Here reproduce the text of the amendment)

The motion was negatived.

[If the motion is adopted, then the Bill will be referred to the Select Committee for examination and report.]

[When the amendment for reference of the Bill to a Select Committee is negatived, the motion for consideration of the Bill moved by the Minister is put to vote.]

THE VICE-CHAIRMAN (SHRI.....): Now I put the motion to vote.

The question is:

That the Bill further to amend the Insurance Act, 1955 be taken into consideration.

The motion was adopted.

THE VICE-CHAIRMAN: We shall now take up the clause-by-clause consideration of the Bill.

Clause 2: Definitions

SHRI N.R. GOVINDARAJAR (TAMIL NADU): Sir, I move—

(No. 1) That on page 3, line 4, after the words 'Managing Director' the words 'and Managers' be *inserted*.

SHRI ABANI ROY (WEST BENGAL): Sir, I Move—

(No. 2) That on page 3, *for* lines 17 to 20 the following be *substituted*, namely:

(v) In the case of insurers whose.....

The questions were proposed.

DR. K. MALAISAMY: Sir,.....

SHRI ABANI ROY: Sir,.....

SHRI P. CHIDAMBARAM: Sir,.....

THE VICE-CHAIRMAN: I now put the amendments to vote. The question is:

(No. 1) (Here reproduce the amendment)

The motion was negatived.

THE VICE-CHAIRMAN: The question is—

(No. 2) (Here reproduce the amendment)

The motion was negatived.

THE VICE-CHAIRMAN: Now the question is:

That clause 2 stands part of the Bill.

The motion was adopted.

Clause 2 was added to the Bill.

(In case an amendment is adopted, then it should be shown thus:)

THE VICE-CHAIRMAN (SHRI.....): The question is:

That clause 2, as amended, stands part of the Bill.

The motion was adopted.

Clause 2, as amended, was added to the Bill.

Clause 3 was added to the Bill.

(If there is no discussion)

Clause 4: (Amendment of Section 12)

(If there is discussion)

DR. BARUN MUKHERJEE: Sir,.....

SHRI MOINUL HASSAN: Sir,.....

SHRI P. CHIDAMBARAM:(replies).....

THE VICE-CHAIRMAN: Now the question is—

That clause 4 stand part of the Bill.

The motion was negatived.

(In case the motion is negatived)

Clause 4 was dropped from the Bill.

Clauses 5 to 25 were added to the Bill.

(If there are no amendments and Clauses 5 to 25 are adopted without Discussion)

The Schedule was added to the Bill.

Clause 1, the Enacting Formula and the Title were added to the Bill.

(After all the amendments are disposed of and the clauses are adopted, the final stage of the Bill is indicated thus:)

SHRI P. CHIDAMBARAM: Sir, I move:

That the Bill, as amended, be passed.

The question was put and the motion was adopted.

(If there is no discussion)

In case there is a division on the question—

THE VICE-CHAIRMAN: The question is—

That the Bill, as amended, be passed.

The House divided.

THE VICE-CHAIRMAN: Subject to correction:

Ayes: 120

Noes: 40

(Here enter the Division Lists for Ayes and Noes arranged in alphabetical order)

The motion was adopted.

(In the case of Constitution Amendment Bills the following special procedure is adopted.)

THE CONSTITUTION (EIGHTY-THIRD AMENDMENT) BILL, 1998

(Passing of each motion should be shown thus:)

MR. CHAIRMAN: The question is:

That.....

The House divided.

MR. CHAIRMAN: **Ayes: 188**

Noes: 12

(Here enter the Division Lists for Ayes and Noes arranged in alphabetical order)

The motion was carried by a majority of the total membership of the House and by a majority of not less than two-thirds of the Members present and voting.

(In case of motions relating to clauses, Enacting Formula, Title, etc. also the same procedure applies).

Clause 4 was added to the Bill.

(In the case of **Money Bills**, the final stage of disposal of the motion is shown thus:)

SHRI P. CHIDAMBARAM: Sir, I move:

That the Bill be returned.

The question was proposed.

SHRI S.R. REDDY: Sir,.....(Ends)

SHRI S. AGNIRAJ: Sir,.....(Ends)

SHRI YASHWANT SINHA.....(Ends)

THE DEPUTY CHAIRMAN: The question is:

That the Bill be returned.

The motion was adopted.

(When a Bill is returned by Lok Sabha with some amendments)

THE SPECIAL MARRIAGE (AMENDMENT) BILL, 1968

THE MINISTER OF LAW & JUSTICE (SHRI H.R. BHARDWAJ): Sir, I beg to move:

That the following amendments made by the Lok Sabha in the Special Marriage (Amendment) Bill, 1968, be taken into consideration, namely:

Enacting Formula

(1) That at page 1, line 1.

For "Nineteenth" substitute "Twenty-first"

Clause 1

(2) That at page 1, line 4,-

For "1968" substitute "1970"

The question was put and the motion was adopted.

SHRI H.R. BHARDWAJ: Sir, I move:

That the amendments made by the Lok Sabha in the Bill be agreed to.

The questions were put and the motions were adopted.

(If there is a discussion)

SHRI H.R. BHARDWAJ: Sir, I move:

That the amendments made by the Lok Sabha in the Bill be agreed to.

The question was proposed

DR. K. MALAISAMY: Sir,.....

SHRI YASHWANT SINHA:

SHRI H.R. BHARDWAJ: (Reply).....

THE VICE CHAIRMAN: Now the question is

That the amendments made by the Lok Sabha in the Bill be agreed to.

The motion was adopted.

Money Bills returned by Rajya Sabha with amendments

(In case Rajya Sabha recommends any amendment to a Money Bill)

THE INCOME-TAX (AMENDMENT) BILL, 1998

MR. CHAIRMAN: The question is:

That the Rajya Sabha recommends to the Lok Sabha that the following amendment be made in the Income-Tax (Amendment) Bill 1998, as passed by the Lok Sabha, namely:—

"That at page 23, line 24, after the words 'this Act' the words 'any income thereof be inserted."

The motion was adopted.

SHRI P. CHIDAMBRAM: Sir, I move:

That the Bill, with the amendments recommended by the House, be returned.

The question was put and the motion was adopted.

(In case Lok Sabha disagrees with an amendment made by Rajya Sabha to a Bill and when the Bill is taken up again).

THE SPECIAL MARRIAGE BILL, 1965

MR. CHAIRMAN: The question is:

That this House does not insist on the following amendment:

'That on page 12, line 6,.....

The motion was adopted.

(In case such a motion is negatived, then say)

The motion was negatived.

MR. CHAIRMAN: The effect of this decision is that the Rajya Sabha insists on this amendments to which the Lok Sabha has disagreed.

1.33 Half-an-Hour Discussion— This is reported as follows:

HALF-AN-HOUR DISCUSSION ON POINTS ARISING OUT OF ANSWER TO UNSTARRED QUESTION NO. 567 GIVEN ON 22ND APRIL, 2008 REGARDING INCREASING ACCIDENTS AT UNMANNED RAILWAY LEVEL CROSSINGS.

SHRI VIRENDRA BHATIA (UTTAR PRADESH): Sir, I beg to raise a discussion on points arising out of.....(Ends)

1.34 Language of Report—

1.34.1— Where the original language used is English or Hindi the reporting is in that language only. In the case of paper laying, the laying statement will be in the original language and the List of papers Laid will be in the English version.

1.34.2— When a Member speaks in a language other than English or Hindi, an English translation of the speech, as prepared by the Interpreters' Branch, is incorporated in the debates, mentioning the original language.

1.34.3— Speeches made by members in Urdu are typed first in Devanagari script and then immediately beneath the Devanagari script they are typed in Persian Script for the benefit of Members who desire to have their speeches delivered in Urdu reproduced in Persian script.

1.35 Typing formate— Each page bears on the top the dateline as shown in the following example:

Uncorrected/Not for publication - 30-11-1998.

Two line spaces below this dateline, in the left hand margin, on each page, the Reporter should type his/her and his/her partner's (Hindi/English) initials, the 'Turn' and the page number and the time on the first page of the 'Turn' as shown below—

-RSS/MKS/HMS/1B/11.05

At the end of Turn the name and Turn alphabet of the reporters who follow or continue the speech, should be indicated thus—(followed/contd. By TMV/KLG/IC) and underline this.

1.36 Dealing with expunged portion of Proceedings—When the Chair orders an expunction it is shown thus:

SHRI S.S. AHLUWALIA: Sir, I would like to quote a news item which has appeared in the Indian Express which says,*

MR. CHAIRMAN: No, no; such remarks will not go on record. Those words will be expunged.

(At the end of the page underline and write as follows)

*Expunged as ordered by the Chair.

When the Chair orders remarks of a Member or of Members not to be recorded, it is indicated thus:

SHRI ABANI ROY:*

SHRI M. VENKAIAH NAIDU:*

MR. CHAIRMAN: No, I have not permitted you to speak. Whatever has been said without my permission, will not be recorded.

(At the end of the page)

If during a debate some Members stage a walkout in protest against, say, an alleged unsatisfactory response from the Government or against any action of the Government, it is indicated thus:

(At this stage some Hon. Members left the Chamber.)

1.37 Dealing with portion of proceedings where Ruling is reserved on expunction—When expunctions are ordered on the same day, the Debate is issued after carrying out the expunctions.

When expunctions are ordered on a subsequent day, if that portion of Debate the official report had been withheld, the official report is issued after carrying out the expunctions. If the debate had already been issued, the expunctions are conveyed to the Editing Section, which gets the expunctions carried out before sending the debates for printing.

The Joint Secretary will ensure that the expunctions are carried out fully in one copy of the uncorrected debate of the day and assist in carrying out corresponding expunctions in the audio record while preparing Video CDs.

1.38 Inclusion of Speeches Made in Other Languages—Simultaneous Interpretation service is available in 11 languages. These are Assamese, Bengali, Gujrati, Kannada, Malyalam, Marathi, Oriya, Punjabi, Tamil, Telgu and Urdu. The facility is available in case at least one hour's notice is given to the Officer at the Table. In such cases, the concerned Interpreter makes available an English translation to the Reporters Branch, in a printed form, along with the electronic version for inclusion into the floor version of the Debate.

1.39 Compilation of Floor Version of the Debates—The floor version of the debates (Part I for Questions and Answers and Part II for other proceedings) is then compiled and cover pages added, marked.

'Uncorrected-Not for Publication'
Parliamentary debates,
Rajya Sabha,
Official Report

Part I (or II as the case may be)

MONDAY, THE 15 TH MARCH, 2010
PHALGUNA, 24, 1931 (SAKA)

In preparing Part I, material in the form of printed Questions and Answers (Starred and Unstarred as well as Short Notice Question, if any) are attached in original and supplementaries to Starred questions and answers thereto, as recorded by the Reporters are

*Not recorded.

inserted at appropriate places, Starred questions answered on the floor (and answers to supplementaries) are given first, followed by remaining starred questions followed by Unstarred questions and Short Notice Questions, in order of question numbers.

If on any day questions are not called due to any reason & the House is adjourned without questions being called, these starred questions & answers are made part of the Part-I Debate next day & is put at the last of that days questions.

If on any day Question Hour is suspended then these starred questions & answers are made part of the proceedings of the same day and put before the debate on the subject starts for which the Questions Hour was suspended.

The contents page is prepared, listing out the main headings and the page no. thereof e.g. for Part I, obituary references, oath/affirmations oral answers to questions, written answers to questions (including starred questions not orally answered as well as Unstarred questions) etc. and for Part-II items as listed in the List of Business.

A similar procedure is followed in respect of Statements etc. copies of which are laid on the Table.

1.40 Circulation of Floor Version of Debates— In normal working load proceedings upto 6.00 pm. unless the House adjourns earlier, are circulated overnight. The proceedings after 6.00 pm or before, if the workload is heavy due to Committee Meetings simultaneously held alongwith the House, are circulated as a supplement the next day. Part-I and Part-II of the uncorrected Floor Version of the Debates is sent as soon as compilation is complete to the Distribution Branch, which

- (i) Prepares copies for circulation;
- (ii) culls out portions of each debate relating to a particular Member and forwards the transcript to him for checking/Verification within 24 hours to the Editing Branch so that corrections, if any, can be incorporated into the final Official Debates by the Editing Branch. In case the Member in his speech has used a language other than English or Hindi/Urdu, without providing a translation, he is requested to provide the text of this portion.

Copies of the uncorrected version are received *interalia*, in the Editing (English) and Editing (Hindi) Section which then proceed to prepare the final version (Floor Version and Hindi Version) of the Debates called the 'Official Record', which is then published under Rule 260 of the Rules of Procedure and Conduct of Business in the Council of States. (Rajya Sabha).

1.41 Computerised Parliamentary Reporting System (PRISM)—

1.41 Part II Debate:— The process described above has been computerised and the following is the procedure to be followed in order to ensure that a computerised output of Part II Debate is readily available.

- (i) The transcription in English or Hindi/Urdu is done by the Reporters and saved as a separate computer file. The name of the file is given according to the turn (i.e. 1a, 1b,.....1z, 2a, 2b, 2z....etc.) and whether it is in English or Hindi (i.e. 'e' or 'h'). Thus the files will be named 'ae' or 'ah', etc. (since the computer will open a separate folder for each hour of the day, no further description is necessary)
- (ii) After the English and Hindi portion of the same Turn are entered by the respective Reporters into the computer, the two files will be merged in the computer of the Hindi/English Reporter. The file name will then be the name of the Turn; i.e. 'ae' and 'ah' will be merged as a single file 'a'. The correct sequencing of the Hindi and English portions of text, if not already done by special software (for which separate instructions will apply) will be done by 'cutting and pasting' by the Reporter Hindi/English decided by themselves.
- (iii) In respect of portions of text that have to be imported (e.g. 'Papers Laid' which will be taken from the List of Business or 'Obituary' or other 'Reference' by Hon. Chairman for which electronic text is available), the text will be sent to Reporters' Section by the concerned section (Table Office etc. for English text and the Translation-I for Hindi text) by floppy or Email or taken through intranet.

The clerical staff will make the electronic text available to the Reporter in whose Turn the text is to be inserted. Changes in the text required to be made will be done by the Reporter concerned after copying or pasting the text into the file in which he/she is required to transcribe his/her reporting. After the file of the Turn is complete, the print out will be taken to be sent for checking.

- (iv) After the print out of Turn has been checked and corrected by the supervisors, changes will be incorporated in the text by the English/Hindi Reporter, as the case may be, and the file saved again with the changes and immediately sent to 'Chief' folder for merger/compilation.
- (v) Since Urdu text where it is to be given cannot be typed by Reporters, the Urdu text received will be printed in Hindi script. The Urdu typists then type it in Urdu script immediately after Hindi script & either send to the concerned Reporter who will then save the file and send to Chief's Folder or send to the clerk who will merge the Urdu Persian text at appropriate place.
- (vi) As soon as the Turns are corrected in the computer and the process is complete up to a particular Turn, the material will be processed for taking the final print out of that portion. For this purpose, the header ['uncorrected-not for publication (date)'] and paging commands will be given for automatic pagination and header insertion and print out taken.
- (vii) The process is continued till the entire Debate is printed out. This may either be done for each Turn separately or, in case merging software is used, after merging all the files into a single text. It may be ensured that the individual Turn files are not deleted in the Reporter's computer till after the final printed Debate of the day is transferred to Editing Branch for Editing, since missing Turns may still have to be made good.
- (viii) After the printing is done, the material may be checked for styling and to ensure that no part of the material is inadvertently left out.

1.41.2 Hourly merging of Part-II to put onto Intranet: In order to put the proceedings on to Intranet the same day, PRISM software enables merging of files for a specified set of Turns, to produce hourly reports. These reports are placed on the Internet. In case a 'Turn' is missing, as in the case of Synopsis (see para 1.3.3) the hours report will be sent along with a note to that effect and missing Turn sent later as soon as it is ready, for pasting onto the relevant portion of the text.

1.41.3 Part I Debate: Ministries of the Government of India will be sending Questions and Answers by Email, after the question is answered. As such this data will not be available in time to the Reporters section and Part I of the Debate will accordingly be prepared as described earlier except in relation to supplementary questions answered orally where, to the extent possible, the procedure described above will be followed.

PART—B

**SECTIONAL MANUAL OF OFFICE PROCEDURE (SMOP)
SIMULTANEOUS INTERPRETATION SECTION**

SIMULTANEOUS INTERPRETATION SERVICE

This service provides the Simultaneous Interpretation during the proceedings of the House and where required of the Committees. The languages in which services are provided are Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Oriya, Punjabi, Tamil, Telugu and Urdu.

1. Introduction: The interpretation Service provides Simultaneous Interpretation of the proceedings of the Rajya Sabha primarily from Hindi to English or *vice-versa* so that Chairperson, Ministers and Members not fully familiar with the floor language can follow the proceedings of the House. Each seat of the House has been provided with a set of earphones and a channel selector. The facility has also been provided in the Lok Sabha Members Gallery, Distinguished Visitors Gallery, Press Gallery, Official Gallery and Special Box.

Proviso to Article 120 (1) of the Constitution states that the Chairman may permit any member who can not adequately express himself in Hindi or in English to address the House in his mother tongue. In view of this, at present facility of simultaneous interpretation in Hindi and English in respect of 11 regional languages (as listed in the following para) is also available.

2. Extent of Facility: Members are informed about the procedure regarding the Interpretation facility and also the list of languages for which Simultaneous Interpretation facility is available through Parliamentary Bulletin Part II before the commencement of every Session.

In addition to providing interpretation of the entire proceedings of the House from Hindi to English and *vice-versa*, arrangements exist for Simultaneous Interpretation in English as well as Hindi of the speeches made in the following eleven languages (subject to the procedure laid down hereinafter).

- | | | |
|----------------|----------------|------------|
| (i) Assamese | (v) Malayalam | (ix) Tamil |
| (ii) Bengali | (vi) Marathi | (x) Telugu |
| (iii) Gujarati | (vii) Oriya | (xi) Urdu |
| (iv) Kannada | (viii) Punjabi | |

3. Interpretation in Committee Meetings: Interpretation Services are provided during Committee meetings where evidence is being taken or where the nature of discussion requires these services and infrastructural facilities exist. Such services are provided only on receipt of a specific request and a separate roster is drawn up for the purpose.

4. Record of Regional Language Interpretation: In order to estimate the work load in respect of Regional Languages, whenever a request for interpretation from a Regional Language is received, the Interpreter who provides the service will enter the information into the Interpretation Register maintained in the following format:

Session No.	Date` (approx.)	Time Interpreted	Language	Nature of debate	Name of the Speaker
-------------	-----------------	------------------	----------	------------------	---------------------

5. General Range of Interpretation Services:

- Simultaneous translation from Hindi to English and *vice-versa* will generally be available throughout the sitting period;
- Hindi Interpretation will be transmitted on Channels 2 and 5 and English Interpretation on channel 3 and 6. Channels 1 and 4 have been earmarked for the floor language.

- (iii) Speeches made in the specified Regional Languages will be interpreted both in Hindi and English simultaneously, provided an advance notice thereof is received well in time;
- (iv) Interpretation from the other languages into English and Hindi will not be available during the period immediately after Question Hour, when miscellaneous matter not entered in the List of Business are raised, nor will it be available for remarks, observations or interruptions made in these languages in the midst of regular debates;
- (v) A Member desirous of making a speech in any of these languages must give at least one hour's notice to that effect to the Officer at the Table stating also the language in which he/she wishes to make a speech.

6. Services during the Question Hour: A Member in whose name a starred question is listed may ask supplementary during Question Hour in languages listed in the Eighth Schedule to the Constitution for which arrangement for Simultaneous Interpretation already exist provided that:

- (i) Such Member gives a day's notice in advance in writing but not late than 3.00 pm. on the working day preceding the day in which the question is listed,
- (ii) In the printed debates (original version) only an English version of the supplementary questions asked in a language other than Hindi, Urdu and English is incorporated.

7. Procedure to be adopted by Interpretation Service:

- (i) Duties are allocated by the Director (Interpretation)/Joint Director (Interpretation) among Interpreters for manning the Hindi and English Booths where Simultaneous Interpretation from English to Hindi and Hindi to English respectively is done as a matter of course;
- (ii) Duties are allocated by the Director (Interpretation)/Joint Director (Interpretation) among Interpreters in respect of Regional Languages as per the request received from Member directly or from Table Office, subject to the service being available for a particular language;
- (iii) Interpreters should reach their booths well before the time allocated to them and go through all the documents, agenda papers and other relevant material likely to be discussed such as statements by Ministers, replies to starred questions etc. This will help them anticipate properly which in turn will enable them to keep pace with the Speaker;
- (iv) Under no circumstances are interpretation booths to be left unattended. The person in the booth must continue to provide the service till replacement comes.

8. Equipment and its operation: At present there are three interpretation booths namely, Hindi booth, English booth and Regional Language booth and a sound control booth in the Rajya Sabha Chamber.

Each interpretation booth is fitted with Interpretation equipment consisting of two headphones and two microphones each having language selector and 'On-Off' switch and a volume control knob.

Hindi Interpretation of speeches made in English is rendered from the Hindi booth. Hindi speeches are rendered in English from the English booth and interpretation of speeches in other Indian languages is rendered into English from the regional language booth. The interpreter sitting in the Hindi booth listens to this English interpretation by adjusting his/her language selector to channel 3 and interprets it further in Hindi.

The language selector is marked with channel nos. 1 to 6 on its outer circle. For hearing floor language the language selector is to be adjusted to channel 1 or 4. On channel 2 or 5 Hindi interpretation of English or a Regional language speech can be heard. English interpretation of a Hindi or a Regional language speech can be heard by adjusting the language selector to channel 3 to 6.

When not in use, the headphone/earphone is to be placed on the hook fixed in front of the seat and the volume control knob turned to the zero volume at the extreme left in order to avoid disturbance in the sound system in the House.

9. Sharpening of Interpreting Skills: The technique of Simultaneous Interpretation is a highly complex process. An Interpreter has simultaneously to (i) listen carefully to the running speech which he has to interpret; (ii) comprehend the underlying idea, paying special attention to the thrust and emphasis laid therein; (iii) transfer mentally the idea into the other language by recalling in a split second the nearest equivalents of the words and phrases used in the original speech and frame sentences coherently; and (iv) deliver the interpretation non-stop while maintaining clarity.

10. Working of the Process: Hearing a speech distinctly and understanding it correctly, constitutes the first and foremost part of this process. The headphones through which an interpreter hears the speech are, therefore, highly sensitive and with proper adjustment of volume he can hear even a whisper. The person controlling the sound system has to watch the proceedings of the House with extra alertness so that as soon as a speaker rises to speak/starts speaking, he switches on the speaker's microphone.

Furthermore, watching the gesticulations of the speaker helps the interpreter a great deal in understanding the underlying idea expressed or implied. It may well be that sometimes the words of a speech do not clearly convey the intention of the speaker fully. In that case also an interpreter can guess from the gestures of the speaker as to what he actually intends to say. Gesticulation of a speaker does help the interpreter to anticipate how he is going to complete his sentence. The interpreters' booths are, therefore, situated at places from where they can have a clear and unobstructed view of the House and the speaker. Thus, in order to get the correct perspective of the speech, an interpreter has to hear as well as watch the proceedings to the House properly.

11. Area of Proficiency: In order to develop the professional skill in the mechanics of Simultaneous Interpretation, an interpreter has to acquire proficiency specially in the following areas:

- (i) **Language:** Since the job of an interpreter is mainly concerned with languages, it is imperative for him to acquire sufficient command over the languages involved. He has to build up his vocabulary and brush up his knowledge of language regularly by referring to the glossary of words and acquainting himself with phrases currently in use in a wide range of human activity. He has to familiarize himself with the sources of the language as it would help him in understanding, say, mythological or literary allusions which may be made during the course of a speech. His efforts are specially directed to master the spoken form of the language which is a public speaker's or a broadcaster's forte. He has to cultivate and speak standard accent of the language in which he interprets. He has to take great pains to improve the quality of his voice to make it articulate and well modulated. He has specially to be on guard against betraying any regional or local accent;
- (ii) **Knowledge of National and International Events:** Adequate knowledge of national and international events encompassing social, political and economic activities is an essential pre-requisite for a Parliamentary Interpreter. More often than not unscheduled matters are taken up for discussion in the House without notice or a short notice. Unless an interpreter knows some background of the subject under discussion he cannot interpret the speeches properly. He will not even comprehend and follow, for example, strange sounding of unfamiliar names of persons, places and things or for that matter an ironical reference to certain act. An interpreter cannot afford to come unprepared to attend to his job. Apart from newspapers, he has to go through new-magazines and periodicals covering social, political and cultural events. In order to do justice to his profession he has also to read published works of topical nature, which may prepare him to understand issues, which are likely to be raised in the House.

12. Practice Sessions: Practice Session comprises practice of Simultaneous Interpretation of simulated speeches made in both houses, group discussions on topics of current national and international developments

covering a wide range of subject-social, political, economic and even scientific. The idea is to make interpreters acquaint themselves adequately with the events/developments likely to be taken up for discussion in the house to develop and collect the proper and precise vocabulary and expressions which are the basic tools of this job.

13. Culling Out of Rulings of the Chair: Regional Language Interpreters will cull out rulings of the chair in the inter-session periods. The Debates will be distributed by Director (Interpretation) after entry in a Register with the following format:

Sl. No.	Volume and No. of Debate	Date of Receipt	Date of Allotment	Allotted for culling of rulings to	Date of completion
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PART—C

**SECTIONAL MANUAL OF OFFICE PROCEDURE (SMOP)
SYNOPSIS SECTION**

CHAPTER - 1

Compilation and Preparation of Bilingual Synopsis of Debates

1.1 What is Synopsis: Synopsis of Debates is summary of day-to-day proceedings (other than Questions and Answers) of Rajya Sabha. It is prepared bilingually (in English and Hindi) during Parliament Sessions.

1.2 Items/aspects to be taken care of while preparing the bilingual Synopsis:

- (i) **Items before Question Hour:** Items such as Obituary References, Welcome to the Foreign Delegations etc. taken before/between the Question Hour.
- (ii) **Papers Laid on the Table etc.** Items such as Paper Laid on the Table, Message from the Lok Sabha, Leave of Absence by a Member and Announcement regarding Allocation of Time for Government Business are not covered in the Synopsis.
- (iii) **Special Mentions:** Only the listed Members' Speeches in Special Mentions (with text as per admitted form) are covered and all others who associate with the Special Mention, are shown as "associate" in the concerned Special Mention. The admitted text is sent by Legislative Section to Synopsis Section.
- (iv) **Accuracy:** The Synopsis Writer must consult the reporter's copy for the sake of accuracy before finalizing his respective portion. The said copy is a basic tool for Synopsis Writer for preparation of Synopsis.
- (v) **Coordination with other Synopsis Writers:** Proper coordination must be maintained by each Synopsis Writer with the previous and the next Synopsis Writer in order to ensure that no point is missed or repeated.
- (vi) **Names of Members/Ministers:** The alphabetical list of Members and the list of Council of Ministers must be consulted by Synopsis Writers to ensure accuracy in their names and designations in the coverage of Synopsis.
- (vii) **Pattern:** In the Legislative matters, such as Bills, Resolutions etc. the Synopsis Writer must follow the pattern in the given style such as '**moving the Motion for consideration of the Bill**' etc. and consult the previous volumes of Synopsis for proper guidance.
- (viii) **Coordination with Table Office:** In matters such 'Some Points' etc., Table Office must be consulted to ensure procedural accuracy.
- (ix) **Bifurcation:** A sign of bifurcation [_____] must be given at the end of each item covered in the Synopsis.
- (x) **Unfinished Speeches:** In case of a Speech remaining uncovered in the Synopsis of the day, an indication to the effect that "A Supplement covering the rest of proceedings is being issued separately" is given and the same is covered next working day in 'Supplement to Synopsis.'
- (xi) **Fate of Speech:** An indication is to be given as to whether the speech of the last Member speaking on a particular day and on a particular topic was finished or not, in the following form: 'Speech finished/Speech unfinished.'
- (xii) **Fate of Bills/Resolutions:** Fate of the Bills/Resolutions (whether Passed, Returned or Withdrawn) is to be given by Synopsis Writers.

- (xiii) **Calling Attention:** the clarifications asked on the Calling Attention are not to be covered, while the Statement given by the Minister concerned on the topic is to be covered in full and a summarized reply by the Minister on the questions asked is to be given in the end.
- (xiv) **Statement by Minister:** The Statement in full and only the reply by the Minister to the points raised by Members are to be covered and not the points raised. The Prime Minister's statement is to be given in full.
- (xv) **Half-an-Hour Discussion:** In Half-an-Hour Discussion, only the speech of the mover or who raises the discussion and the reply thereto by the Minister concerned, is to be covered.
- (xvi) **Short Duration Discussion:** In Short Duration Discussion, coverage is to be given in the Synopsis to all speeches in the discussion and the fate of the discussion, whether 'concluded/not concluded', is to be given.
- (xvii) **Items on Specific Days:** Subjects like Observance of Women's Day, Observance of other International Days are to be covered.
- (xviii) **Disasters:** Obituary References to victims of natural calamities and other tragedies like earthquakes, floods, rail accidents and plane crashes etc. are to be covered.
- (xix) **Bills:** All the Bills including Money Bills, such as Finance Bill, Appropriation Bill, Appropriation (Railway) Bill, Levy of Excise Duty Bill etc. are to be covered in the Synopsis.
- (xx) **Zero Hour Submissions:** In Zero Hour Submissions, only those items, which are being included in Part-I Bulletin with a specific heading, are to be covered.
- (xxi) **Miscellaneous:** Resolutions, Valedictory Remarks, Welcome to New Members/Ministers etc. are to be covered as miscellaneous items. Valedictory Remarks by the Chair and Ruling by the Chair are to be covered in full.
- (xxii) **Asterisk:** On the front page of the Synopsis, an asterisk is given at the words 'Synopsis of Debate' and a footnote is given on the same page stating '*The Synopsis is not an authoritative record of the proceedings of the Rajya Sabha*'. A similar asterisk and footnote is also given in the Hindi version.
- (xxiii) Any matter raised with the permission of the Chair is also to be covered.

1.3 Procedure for preparation of bilingual Synopsis: Synopsis Section is responsible for bringing out bilingual Synopsis of day-to-day proceedings of Rajya Sabha. Assistant Directors/Editors working in Synopsis Section prepare Synopsis bilingually on the basis of record of verbatim proceedings received in the form of 'turns' from Reporters Section. One 'turn' contains record of 5 minutes proceedings of the House. During the Parliament Session, these 'turns' are obtained from Reporters Sections at half hourly intervals. The time of receipt of these 'turns' is recorded in a register maintained in the Section.

Each day, a duty roster is prepared, wherein the duty time of Assistant Directors/Editors is earmarked on half hourly basis. On the basis of duty period, each Synopsis Writer (Assistant Directors/Editors), attends his duty in Visitors Gallery recording main points of the proceedings of the House. After allotted period of duty, the concerned Synopsis Writer comes back to Synopsis Section. Concerned portions of 5 minute 'turns' are obtained from Reporters Section which are generally available after 2-3 hours from the specific duty time of Synopsis Writers.

Synopsis Writers go through the proceedings of their allotted time, in the 'turns' which are given to Synopsis Writers as soon as these 'turns' are received from Reporters Section. After going through the relevant 'turns', Synopsis Writer mark the portion to be taken from the 'turns' or write/edit/summarize the portion as per requirement. Synopsis Writer, after writing/editing the concerned portion of the 'turns', gives it to the concerned typist (English

or Hindi). After typing the concerned portion, Typists provide the concerned Synopsis Writer his/her respective matter in the typed form in English or Hindi. Synopsis Writer checks and marks the corrections in the matter and gives it to the concerned Typist for corrections and after corrections, Typist returns the same. Then, that matter is translated bilingually in English or Hindi. Thereafter, the matter is handed over to the concerned English or Hindi Typist. The same process of typing and marking and carrying out corrections is carried out. This process goes on till all the 'turns' are received, edited, typed, corrected and finalised by each of Synopsis Writers with the help of English and Hindi Typist, which are clubbed with each Synopsis Writer as per duty timings fixed in duty chart prepared every day in the morning in the Section. In such manner, each Synopsis Writer finalises his allotted portion of Synopsis bilingually and submits English and Hindi portions to the AD(I/C) alongwith 'turns' given to him.

In case a particular 'turn' is not received due to non-finalization of 'turn' in the Reporters Section, the Synopsis Writer leaves a blank portion and proceeds to prepare Synopsis of subsequent portion for which Reporters copies are available. As and when the missing portion of the proceedings of debate is received, it is allotted to the concerned Synopsis Writer who prepares its Synopsis and gets it inserted at the appropriate slot.

1.4 Preparation of Synopsis of speeches made in regional languages: Sometimes speeches are delivered in regional languages such as Tamil, Malayalam, Bangla etc. In case the English version is received in Synopsis Section by 7.00 p.m., the Synopsis is prepared by the concerned Synopsis Writer on that very day. If the speech is not received on the day of the speech, the same is carried as 'Supplement to the Synopsis' on the day of the receipt of the English Version. The Synopsis of the Speech in regional language is made on the basis of English Version of the Speech.

1.5 Preparation of bilingual Synopsis in CRC Form: Synopsis in English and Hindi is prepared as per CRC (Camera Ready Copy) format where the copy of English and Hindi Synopsis is set as per specific page, font, heading, page numbering format. In simple words, the whole printing work is finalised in Synopsis Section and the finalised versions of bilingual Synopsis are sent to Printing Section II, for getting the same printed. After printing, the Synopsis is distributed to MPs, Sections etc. by the Distribution Branch.

1.6 Procedure for compilation in Computers: Each English and Hindi Typist types the matter in his Computer mentioning the name of Synopsis Writer and date and time of the 'turns' of the respective Synopsis Writer. After the whole process of preparation, correction and finalization is complete in respect of individual Synopsis Writers, the matter by the individual Typist is transferred to the Typist, who is put on merging duty for each specific day. Two Typists—one each for English and Hindi—are put on merging duty each day during Session periods. After the final versions of Synopsis in English and Hindi are transferred to merging-duty Typists, final checking is made by the AD (In charge) of Synopsis Section and the corrections pointed out by him are carried out by the merging duty Typists and finalised versions of English and Hindi Synopsis are set as per standards CRC form and the page numbering is done and a full copy of each final version is taken out. Page numbers of both versions are checked and the final versions are given to the Messenger on duty to note down the contents and page numbers in the Peon Book for delivery to Printing Section II.

CHAPTER - 2

PDF System and E-mailing of SYNOPSIS

2.1 E-mailing of Bilingual Synopsis: After bilingual Synopsis is finalised, two typists on merging- duty send 'e-mail' to higher officers of the Secretariat, Minto Road Press, C- DAC, Pune etc.

2.2 PDF System: PDF System has been adopted from November-December, 2007 whereby both versions of Synopsis are put on Internet instantly soon after the finalisation of the same. After the Synopsis is put on internet, both versions of bilingual Synopsis are sent to Printing Section-II in the CRC (Camera Ready Copy) form. It is the format in which Printing Section-II gets the copies of the same printed in the night itself at the Government of India Press in CRC form. These copies of Synopsis are distributed early morning to the MPs and Sections etc. by the Distribution Branch of the Secretariat.

CHAPTER - 3

Checking of printed copies of Synopsis and Issuing of Errata

3.1 Checking of printed copies of Synopsis for issuing Errata: Every Synopsis Writer goes through his portion of the Synopsis (English and Hindi) in the printed copies next day and marks the correction at the errors, if any. The Section, then issues the Errata (in English and Hindi) in that regard.

CHAPTER - 4

Guidelines for Prevention of Delay

4.1 Guidelines for Preventing delays: In order to avoid delays, the Assistant Director (In-Charge) of Synopsis Section must:

- (i) distribute work evenly among the Synopsis Writers, keeping in view periods of adjournment etc; during the day;
- (ii) ensure that uncorrected debate portions are received regularly from the Reporters Section. He must keep in touch with Reporters Section for this purpose;
- (iii) ensure that translation and English and Hindi typing work also goes on smoothly so that the work is completed as quickly as possible;
- (iv) ensure that prepared text of Special Mentions, Statements of Ministers etc. are available well in time for their incorporation in the Synopsis;
- (v) ensure that finished product *i.e.* finally prepared Synopsis is dispatched to respective quarters such as internet and Printing Section & Press positively; and
- (vi) ensure that Synopsis Writers unflinching do go through their previous day completed portion of work next day and compare it with Part I and recheck the same so as to detect a mistake, if any, and issue errata for the same on the same day.

CHAPTER - 5

Procedure for preparation of contents of synopsis

5.1 Preparation of bilingual contents of Synopsis: In the inter-session period, the Section prepares bilingual contents, in alphabetical order, of the Synopsis of the previous Session. The contents so prepared are printed and appended to the bound volumes for ready reference of various items contained in the particular volume. This work is done by the Assistant Directors/Editors posted in the Section. A copy each of the bound volume in English and Hindi is sent to the Hon'ble Chairman, Deputy Chairman, Research & Library Section and Parliament Library.

CHAPTER - 6

Factual position in regard to Synopsis of Debates

6.1 Factual Note: Synopsis of Debate is not a full report of the proceedings and is, therefore, not published under Rule 260 of the Rules of Procedure. The authoritative record under Rule 260 called as 'Official Reports' is published separately.

CHAPTER - 7

Submission of fortnightly Reports/Monthly review of Annual Action Plan etc.

7.1 Submission of fortnightly Reports etc. Fortnightly Reports are submitted regularly to the higher officers of the service about the work done in respective fortnight. Monthly Review Report of Annual Action Plan is also submitted about the monthly status of implementation of Annual Action Plan. Annual Report etc. are also submitted for approval about the work done in a particular year.

CHAPTER - 8

Miscellaneous work done in addition to the Section's work

8.1 Miscellaneous work: Miscellaneous work i.e. work of vetting/review of parliamentary debates received from Editing (Hindi) Section and other work received from other Sections of the Service, are accomplished and then returned to the concerned Section.