



**Parliament of India
Rajya Sabha**

SECTIONAL MANUAL OF OFFICE PROCEDURE (SMOP)

QUESTION BRANCH

**Rajya Sabha Secretariat
(Question Branch)
May, 2010**



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PREFACE

Sectional Manual of Office Procedure (SMOP) of Question Branch is a catena in the series of SMOP of different Branches of the Secretariat. It contains the procedure, practices and directions by the Chairman, Rajya Sabha to be observed by Question Branch in connection with its work. The publication has been divided into eleven chapters to present the information in a chronological and systematic manner. It is hoped that besides officers and staff dealing with Questions all other connected with question work will find this publication useful.

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

New Delhi;
May, 2010

V. K. AGNIHOTRI,
Secretary-General.

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CHAPTER-I

INTRODUCTION

1.1 Question is the most potent parliamentary device available to Members to call the Government of the day to account. The first hour of every sitting of the House known as 'Question Hour' is meant for asking and answering questions on matters of public importance.

1.2 Notices of questions by Members are required to be addressed to Secretary General, Rajya Sabha. The notices must specify the official designation of the Minister to whom these are addressed. Questions are categorized as Starred, Unstarred and Short Notice Question as indicated below:

Starred Questions

1.3 These questions are answered orally on the floor of the House. Answer to such questions may be followed by supplementary questions by Members. Starred Questions derive their name from the fact that they are always distinguished by an asterisk. Printed forms for giving notices of Starred Questions are of pink colour (*Annexure-1*).

Unstarred Questions

1.4 An Unstarred Question is so called as it does not carry an asterisk mark. Answer to such questions, unlike a starred question, is not given orally, but is laid on the Table of the House. Consequently, no supplementary questions can be asked thereon. Printed forms for giving notices of unstarred questions are of yellow colour (*Annexure-2*).

Short Notice Questions

1.5 A Short Notice Question is one which relates to a matter of urgent public importance and can be asked with a notice shorter than the fifteen clear days prescribed for an ordinary question. Printed forms for giving notices of short notice questions are of white colour (*Annexure-3*).

1.6 Notices of questions both starred and unstarred are required to be given only on the serially numbered standard printed forms, numbered on a calendar year basis which are available in the Notice Office. Members must give notices of questions on the forms issued to them during the calendar year. A Member is issued up to 150 forms for notices of starred questions at the beginning of each session of Rajya Sabha and he may obtain additional forms, if necessary, in batches of up to 50 forms. Serially numbered forms for notices of unstarred questions are issued to Members as per their requirement.

Half-an-Hour Discussion

1.7 Members may raise Half-an-Hour Discussion on a matter of sufficient public importance which has been the subject of a recent question in the House and the answer to which needs elucidation on a matter of fact (*Annexure-4*).

1.8 A Member wishing to raise such a matter shall give notice in writing to the Secretary-General three days in advance of the day on which the matter is desired to be raised and shall briefly specify the point or points that he wishes to raise. The notice to be given on the standard printed form available in the Notice Office shall be accompanied by an explanatory note stating the reasons for raising discussion on the matter in question. It shall be supported by the signature of at least two other Members.

Responsibilities/Functions of Question Branch

1.9 Question Branch handles the following items of work:

- (i) Issue of Bulletin Part-II notifying allotment of days for answering questions, grouping of Ministries/Departments and some important instructions/procedures governing questions for information of Members.
- (ii) Preparation and issue of Question Chart showing the dates of answering questions and last dates of receiving notices of questions pertaining to various Ministries/Departments for information of Members and Ministries/Departments.

- (iii) Preparation of chart containing time schedule for finalisation, printing and circulation of lists of questions for internal use.
- (iv) Sending a comprehensive communication on questions to all the Ministries/Departments before the commencement of each session.
- (v) Holding of draw of lots in respect of notices of starred and unstarred questions.
- (vi) Examination and processing of notices of questions, Short Notice Questions and Half-an-Hour Discussion.
- (vii) Preparation of lists of starred and unstarred questions, their printing and circulation to Members, Ministries and others.
- (viii) Preparation of answer sets of questions enlisted in a day's starred and unstarred question lists for use of Officers and Members of the Rajya Sabha, media etc.
- (ix) Preparation of errata to list of questions whenever required and circulation thereof to Officers, Members and concerned Ministries.
- (x) Uploading of question lists daily in the Rajya Sabha website and circulation of hard copies of question lists.
- (xi) Assisting the Chair during the Question Hour, writing Minutes of the House and noting down information regarding supplementaries put by Members.
- (xii) Attending House during Half-an-Hour Discussion.
- (xiii) Examination and processing of statements correcting replies to earlier questions received from various Ministries/Departments.
- (xiv) Sending intimation about the disallowed and lapsed notices of questions, Short Notice Questions and Half-an-Hour Discussions to Members.
- (xv) Attending to all correspondence relating to questions.
- (xvi) Attending to policy and procedural matters relating to questions.
- (xvii) Preparation and printing of a Pamphlet containing statistical information relating to questions in respect of each session and its circulation to Members.
- (xviii) Preparation and printing of the Pamphlet titled 'Subjects for which various Ministers are responsible for answering Questions in the Rajya Sabha' once in two years and its circulation to Members.
- (xix) Printing and supply of standard forms for notices of questions, Short Notice Questions and Half-an-Hour Discussion.
- (xx) Furnishing information asked under RTI Act, 2005 pertaining to questions.
- (xxi) Posting of replies to questions on Rajya Sabha website in co-ordination with the concerned Ministries.
- (xxii) Updating information regarding questions on Rajya Sabha website.
- (xxiii) Linking answers to starred questions and supplementaries thereon.
- (xxiv) Preparation of Annual Action Plan and its periodic review.
- (xxv) Preparation of Annual Report.
- (xxvi) Maintenance and upkeep of Precedents Register.

CHAPTER-II

PREPARATIONS/ACTIVITIES WHEN SUMMONS ARE ISSUED AND THEREAFTER

Summoning of the Session

2.1 Under the Government of India (Allocation of Business) Rules, 1961, Ministry of Parliamentary Affairs is the nodal Ministry for fixing the date of summoning and prorogation of the two Houses of Parliament. Legislative Section of the Secretariat, entrusted with the task of issuing summons to the Members for the Session, remains informally in touch with the Ministry of Parliamentary Affairs about the likely date of summoning of the House. Question Branch also maintains a close liaison with the Legislative Section, so that ground work for the ensuing Session may be initiated well in time.

Items for inclusion in Bulletin Part-II

2.2 As soon as the date regarding commencement of a Session has been determined, paragraphs on the following subjects are sent to the Table Office for incorporation in Rajya Sabha Parliamentary Bulletin Part-II circulated to the Members along with the summons.

- (i) Allotments of days for answering questions during the Session
- (ii) Tabling of Notices of Questions
- (iii) Notice period for Questions
- (iv) Notices of Questions
- (v) Identical notices of questions addressed to different Ministries or repetition thereof for successive dates
- (vi) Procedure regarding Ballot of Questions
- (vii) Admissibility of Notices of Questions
- (viii) Directions by the Chairman/Conventions
- (ix) Admissibility of Questions based on News items
- (x) Limit on number of questions to be included in the Lists of Questions
- (xi) Errata to the printed lists of Questions
- (xii) Availability of answers to questions before the Question Hour
- (xiii) Confidentiality of answers to questions
- (xiv) Questions of absent Members
- (xv) Supplementaries to Starred Questions
- (xvi) Questions at Short Notice (SNQ)
- (xvii) Notice for Half-an-Hour Discussion (HAD)

2.3 Along with the above paragraphs, a Chart showing the grouping of the Ministries and the dates of ballot *i.e.* the last date of receipt of notices of questions for each sitting is also printed and circulated to the Members. This Chart is also put on the Secretariat Website (*Annexure-5*).

2.4 For the purpose of answering questions in the House, the Ministries of the Government of India are divided into five groups, *viz.* Groups I, II, III, IV and V and fixed days of the week have been allotted to these groups for answering questions. Accordingly, questions relating to Groups I, II, III, IV and V always come up for answer on Mondays, Tuesdays,

Wednesdays, Thursdays and Fridays, respectively. Requests of Ministers for change of group are also accommodated to the extent possible. Lok Sabha Secretariat Question Branch is consulted to prevent grouping of any Ministry in the same group (same day) for answer in both the Houses, *i.e.*, Rajya Sabha and Lok Sabha.

2.5 When a Session of the Rajya Sabha is extended and if the Question Hour is also provided for during the extended period, a paragraph regarding the allotment of days for answering questions during the extended period is issued in the Rajya Sabha Parliamentary Bulletin Part-II.

2.6 Also if a sitting of Rajya Sabha is fixed for any day other than allotted days or if the Session is extended beyond the scheduled date of its adjournment *sine-die*, no Question Hour is provided for such sitting(s), unless the condition of fifteen clear days for giving notices of questions is satisfied. A paragraph in this regard is issued in the Rajya Sabha Parliamentary Bulletin Part-II.

2.7 If in the middle of a Session, a Ministry is bifurcated and a new Ministry is created, the dates for the asking and answering of questions relating to that Ministry are allotted and relevant dates for this purpose are notified in the Rajya Sabha Parliamentary Bulletin Part-II.

2.8 Besides the Chart indicating dates of sittings and last date of receipt of notices of questions for each sitting, another chart mentioning the date of preparation of the lists of questions, date of approval of the lists, sending of the manuscript (MSS) to press for proof, date of receipt of proof for checking, date of sending proof/MSS for final printing and date of receipt of printed lists is also prepared. This Chart is for restricted circulation amongst officers/staff dealing with questions. This is called the internal working chart which contains the time schedule in which the notices of questions are to be processed (*Annexure-6*).

Issue of Communications

2.9 After Summons for a Session have been issued, a comprehensive Office Memorandum is issued to all Ministries/Departments by the Additional Secretary reiterating the procedure to be followed with respect to:

- (i) Collection of papers relating to questions by the Ministries/Departments;
- (ii) Supply of answers to questions during the session of the Rajya Sabha;
- (iii) E-mail of Parliamentary questions and inclusion of names of Department; and
- (iv) Response by the Ministries/Departments to provisionally admitted starred/unstarred questions.

2.10 A separate letter is addressed to the Members thereby intimating them about the first two-three dates of ballot with a request for attending the ballots as per their convenience. Information in this regard is also sent through SMS to Members, so that they get timely intimation about ballot dates for initial sittings.

Notices of Questions

2.11 In terms of Rule 39 of the Rules of Procedure, unless the Chairman otherwise directs, not less than fifteen clear days notice of a question shall be given. In calculating this period, both the date on which the notice is received and the date on which an answer is desired should be excluded.

2.12 A question relating to a matter of public importance may, if it is of an urgent character, be asked with notice shorter than fifteen clear days. This is known as Short Notice Question (SNQ). The reasons for asking the question at short notice should be stated in the notice.

2.13 Members can give notices of questions on serially numbered standard printed forms. Notices of questions should be addressed to the Secretary-General and while giving notices, the following should be kept in view:

I. The notices should specify:—

- (i) the official designation of the Minister to whom the question is addressed; and
- (ii) the date on which the answer to a question is desired.

II. Members should write their notices of questions legibly. Proper nouns, wherever occurring in the text of the questions, should be written in block letters.

- III. Text of the notices of questions should be typed or neatly handwritten either in ink or with ball-point pen on the printed numbered standard forms available in Notice Office. Notices of questions where the text is either stapled or pasted on the standard form are not entertained and such notices of questions are returned to the Members in original.
- IV. Notice of each question should be signed separately with the name of the Member written in block letters below the signature. Member's division number should also be indicated.
- V. Members are to indicate their preference(s) on the notices of questions for each day so as to include them in the lists of questions for oral and written answers subject to rule 51A. If no preference has been indicated, the notices of questions are placed in the list of questions in the order in which they were received in point of time.
- VI. Questions relating to legislation need to be addressed to the Minister responsible for the subject-matter of the legislation in question and not to the Minister of Law and Justice.
- VII. Questions containing references to answers to previous questions given in the Rajya Sabha should be made self-contained by quoting the number and by giving very briefly the purport of the previous question and the date when the question was answered.
- VIII. Questions asking for information with respect to statements or articles appearing in newspapers should contain the specific points in the statements or articles on which information is required. A copy of the relevant newspaper cutting or the name of the paper and the date when the statement or the article appeared in the paper should, as far as possible, also accompany the notice.
- IX. Questions seeking information on matters of past history should be restricted to a period ordinarily not exceeding three years.
- X. Questions should be so worded that they comply with the conditions of admissibility of questions enumerated in rules 47 and 48 of the Rules of Procedure and Conduct of Business in the Rajya Sabha and the directions issued by the Hon'ble Chairman from time to time.

Receipt of Notices in Notice office

2.14 Notices of questions are received in the Notice Office by hand or by post. No notice of question is received by any Officer of the Secretariat directly. If approached, Members are requested to deliver the notices in the Notice Office directly.

2.15 All notices of questions received by the Notice Office are stamp-marked with date and assigned a Notice Office diary number and passed on to the Question Branch as and when received.

Receipt of Notices of Questions in Question Branch

2.16 As soon as notices of question are received in the Question Branch, they are checked to ensure that all the notices bear a stamp showing the date of receipt. In case the questions received do not bear the stamp/diary no., Notice Office is contacted to get it completed in that respect.

Registration and Diarisation

2.17 After checking that notices have been stamped and diarised in Notice Office, the Diarist in Question Branch enters each notice received in the computerized Central Diary Register, Session-wise and indicates the diary number on each notice. The format of the Diary is as follows:

Diary No.	Name of Member	Starred/Unstarred Question	Due for Answer on	Name of Ministry/Department	Group No.
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2.18 The Diarist separates the notices, Ministry-wise and hands them over to the Dealing Assistant responsible for dealing with questions pertaining to a particular Ministry and records the number of notices handed over to each Assistant.

2.19 A copy each of notices of questions received in Hindi are sent immediately to the Translation Section for translation into English. The Diarist keeps track of questions sent for translation. On receipt of the English translation, the questions are handed over to the Group/Assistant concerned.

Initial Scrutiny of Notices of Questions

2.20 Dealing Assistant on receipt of notices of questions first scrutinizes them with a view to ensure that:—

- (i) notice of each question is signed by the Member. Notices of questions bearing stamped/carbon signatures of Members or signed in pencil are treated as unsigned;
- (ii) notices of questions tabled by Members bearing signatures which do not tally with the specimen signatures and their genuineness is in doubt, are treated as invalid. If a notice is signed by more than one Member, it is deemed to have been given by the first signatory only;
- (iii) the text of the question is given in the space provided on question form;
- (iv) the text of the notice is typed/hand written and not pasted;
- (v) the official designation of the Minister to whom it is addressed has been specified; and
- (vi) the date of answer has been indicated in the notice by the Member. If no date is given, the notices are earmarked for the first available date for the Ministry to whom the question has been addressed.

2.21 All notices of questions which are not in conformity with the above requirements are returned to the Members concerned on the same day with an appropriate covering letter. Before signing the letter, the Assistant Director/Executive Officer may consult senior officers in case of doubt or, draw the attention of senior officer to the notice in question, whenever he feels necessary.

2.22 Similarly, all notices of questions addressed to any Minister in the group for which no date has been allotted during a session for answering questions are returned to the Members concerned.

Balloting of Starred and Unstarred Questions

2.23 For determining the *inter-se* priority of Members for including their questions in the lists of questions for oral and written answers, two ballots are held at 5.00 pm in the Lobby of the Central Hall on every working Monday, Tuesday, Wednesday and Friday. **Notices received up to 3.00 p.m. on the last date of receiving notices for any answer day are considered for the ballot. The ballot for starred questions, indicating names of Members for a list of 20 questions is held manually.** A separate computerized ballot for unstarred questions indicating the ballot priority of Members for including their questions for written answers for a list of 155 questions in pursuance of rule 51A is held simultaneously. Members desirous of witnessing the ballot are requested to make it convenient to be present in the ballot process on the day(s), time and venue mentioned above.

2.24 For the purpose of holding a ballot, the procedure outlined below is followed:—

- (i) After initial scrutiny, the notices of questions are arranged Member-wise and date-wise starred and unstarred questions are sorted out and arranged separately.
- (ii) The ballot for starred questions indicates *inter-se* priority of 30 Members for a list of twenty questions. The draw is done for 30 Members, as sometimes it is not possible to include the question given by a Member out of the first 20 Members due to disallowance or withdrawal or transfer or cancellation of notice of a question or non-receipt of relevant facts from the concerned Ministry etc.
- (iii) The ballot is held, if possible, in the presence of a Member and Secretary-General, Divisional Head in-charge of questions and other officers dealing with that group.
- (iv) The Chart showing the results of the ballot (both starred and unstarred) is got signed by the Member in whose presence the ballot is held. In case a Member was not available, the senior-most officer of Rajya Sabha Secretariat in whose presence ballot was held signs the Chart showing the results of the ballot (*Annexure-7*).
- (v) A copy of the Ballot Chart showing the result of the draw of lots in respect of starred questions is displayed on the Notice Board in the Outer Lobby and in the Notice Office for information of Members.
- (vi) A para in the Parliamentary Bulletin Part-II is issued after holding the ballot of questions (*Annexure-8*).

Allotment of Ministries to Assistants

2.25 The Assistants dealing with submission of questions are allotted specific Ministries and each Assistant is responsible for the entire work relating to questions addressed to those Ministries. Question files are submitted by the Assistants to

the Assistant Director/E.O. concerned, who in turn submits to the Deputy Director/Joint Director concerned for obtaining orders regarding their admissibility. If a notice of question is submitted for disallowance then the file should go upto Joint Director/Director level.

Procedure for dealing with Notices of Questions

(i) Stamping of Notices

2.26 After the draw of lots is held, dealing Assistants put ballot priority stamp on all the starred notices given by Members who have obtained priority in the ballot.

(ii) Giving of headings to questions

2.27 On receipt of notices of questions, the Assistants concerned arrange them date-wise and Ministry-wise. After arranging the questions, a suitable, concise and clear subject heading is given to every question in the space provided for the purpose. Special care is taken to see that an appropriate heading is given to each question. It is also ensured that headings are neither disproportionately long nor too cryptic and vague to as to obscure the subject matter. As far as possible, the subject heading is selected from the text of the question itself.

(iii) Editing of text

2.28 Before submitting questions for obtaining orders on their admissibility, the questions are also edited, if necessary. While editing the questions, corrections are made only in respect of the following types of omissions and mistakes:—

- (i) arranging the question so as to put it in the proper form;
- (ii) obvious slips;
- (iii) spelling mistakes;
- (iv) grammatical mistakes; and
- (v) punctuations.

2.29 The question is made self-contained and intelligible, if necessary by re-arranging the sub-parts in proper sequence. No alteration should, however, be made which would have the effect of changing the nature of information sought in any manner whatsoever. All corrections are made neatly and legibly.

Points relating to examination of Questions

2.30 The following conditions of admissibility as enumerated in rule 47 are to be kept in view in respect of each question before it is submitted for orders:—

I. Rule 47: Conditions of admissibility of questions

1. A Question may be asked for the purpose of obtaining information on a matter of public importance within the special cognizance of the Minister to whom it is addressed.
2. The right to ask a question is governed by the following conditions:—
 - (i) it shall be pointed, specific and confined to one issue only;
 - (ii) it shall not bring in any name or statement not strictly necessary to make the question intelligible;
 - (iii) if it contains a statement the member shall make himself responsible for the accuracy of the statement;
 - (iv) it shall not contain arguments, inferences, ironical expressions, imputations, epithets or defamatory statements;
 - (v) it shall not ask for an expression of opinion or the solution of an abstract legal question or of a hypothetical propositions;
 - (vi) it shall not ask as to the character or conduct of any person except in his official or public capacity;
 - (vii) it shall not exceed 100 words;
 - (viii) it shall not relate to a matter which is not primarily the concern of the Government of India;

- (ix) it shall not ordinarily ask for information on matters which are under the consideration of a Parliamentary Committee;
- (x) it shall not ask about proceedings in a Parliamentary Committee which have not been placed before the Council by a report from the Committee;
- (xi) it shall not reflect on the character or conduct of any person whose conduct can only be challenged on a substantive motion;
- (xii) it shall not make or imply a charge of a personal character;
- (xiii) it shall not raise questions of policy too large to be dealt within the limits of an answer to a question;
- (xiv) it shall not repeat in substance questions already answered or to which an answer has been refused;
- (xv) it shall not ask for information on trivial matters;
- (xvi) it shall not ordinarily seek information on matters of past history;
- (xvii) it shall not require information set forth in accessible documents or in ordinary works of reference;
- (xviii) it shall not raise matters under the control of bodies or persons not primarily responsible to the Government of India;
- (xix) it shall not ask for information on a matter which is under adjudication by a court of law having jurisdiction in any part of India;
- (xx) it shall not relate to a matter with which a Minister is not officially connected;
- (xxi) it shall not refer discourteously to a friendly foreign country;
- (xxii) it shall not seek information about matters which are in their nature secret.

2.31 As per the provisions of rule 48, in matters which are or have been the subject of correspondence between the Government of India and the Government of a State, no question is asked except as to matters of fact, and the answer is confined to a statement of fact.

2.32 Under Hon'ble Chairman's directions, questions which relate to matters of day-to-day administration of Government employees like their service conditions, postings, transfers, TA/DA, etc. or questions which tend to further the interest of an individual or a few individuals or private companies are not admissible.

Noting on Questions and Submission of Question Files

2.33 After scrutinizing each question in the light of rules/directions by the Chairman, noting regarding admissibility or otherwise is done on the reverse side of the notice in the space meant for office use.

2.34 Each question is put up separately for orders. If however, there is more than one question on the same subject, all such questions are to be put up together. While putting up questions, all questions are arranged in an order, so that the questions on the same subject are placed together for taking prompt decision regarding their clubbing or otherwise.

2.35 Noting on questions by the Assistants is limited to the minimum. While putting up questions, the Assistants ensure that relevant references, etc., are properly connected and all points which have a bearing on the admissibility of a question, are clearly brought out in the office note.

2.36 Before questions are submitted for orders, they are carefully edited, if necessary. Corrections, if any, made in the question are done with sharp pencil to ensure that they are legible and intelligible.

2.37 Question files submitted to officers should be complete and self-contained. Papers in the file should be properly arranged. All requisite references should be carefully linked. The noting should be clear and unambiguous so that after going through it, the Officer is at once able to decide about the course of action.

2.38 When a reference is asked for by an officer, it is to be put immediately. In case where the desired information is not traceable within reasonable time on that day, the papers available are submitted without undue delay.

2.39 Admissibility of questions is decided on merits keeping in view the Rules of Procedure, Directions, by the Chairman, Decisions and Observations from the Chair, and conventions and past precedents.

2.40 Some important categories of questions generally received and the manner in which those should be disposed of are enumerated below:

(i) Questions covered by replies given to previous questions

- (a) In cases where information asked for in the question has already been given in reply to a question answered earlier, the question is recommended for disallowance. Generally replies given in previous three sessions are taken into consideration for disallowing a question.
- (b) References to the previous question(s), on basis of which the question under consideration is recommended for disallowance, are connected and duly put up.
- (c) When question or a part thereof is recommended for disallowance on the ground that it is covered by an answer given to an earlier question, it should be ensured that the question in hand does not relate to a different aspect of the same matter. Special attention in this context should be paid to the wordings and subject matter of the question.

(ii) Questions in pursuance of questions already answered

- (a) Question containing references to previous questions and answers in the Rajya Sabha are made self-contained by quoting the number and giving very briefly the purport of previous questions and answers and the date when the question was answered.
- (b) Before putting up such questions for orders, the Assistant checks up whether the question does arise out of the answer given to the previous question and whether the admission of question would elicit any useful information.

(iii) Questions in pursuance of assurances given in reply to questions already answered

- (a) Notices of questions are often given by Members in pursuance of assurances given in reply to questions answered earlier in the House. Before submitting such a question, the Assistant concerned is required to consult the Committee Section (Government Assurances) to find out whether a statement on fulfillment of the assurances has been laid on the Table or not (*Annexure-9*).
- (b) After ascertaining the position from the Committee Section (Government Assurances), the Assistant mentions specifically in his note whether the information asked for has been laid on the Table or not and makes the necessary recommendation regarding the admissibility, or otherwise of the question accordingly.
- (c) Questions seeking information which has already been promised by Government to be laid on the Table in pursuance of the reply to an earlier question are normally disallowed, if the reply to the earlier question has been treated as an assurance by the Committee on Government Assurances, and the three months time prescribed by the Committee for fulfillment of assurances, has not elapsed.

(iv) Questions based on Newspaper Reports

Notices of questions based on newspaper reports are always put up for order along with the relevant newspaper cuttings. Special care is taken to see whether the Member has formulated the points from the newspaper report on which he/she intends to seek information. Where the news-item referred to in the notice contains multiple issues, the notice should be referred back to the Member to formulate specific points. A question based on a press report is not admissible if it does not contain any substantial matter in it. Questions which merely ask about the details of the news-item are generally disallowed.

(v) Questions on the same or allied subjects

- (a) When more than one question on the same or allied subjects are received, all such questions are submitted together for obtaining orders.
- (b) While submitting questions on the same or allied subjects, the questions of like character should be grouped together and each such group of questions to be put up in separate files. It should be ensured that grouping is not done indiscriminately.
- (c) Sometimes, questions on the same subject may appear to be identical *prima facie*, but a detailed and careful scrutiny of such questions may reveal that certain questions in the group relate to different aspects of the

same matter. In order to ensure proper disposal of such questions, it is imperative that each Assistant dealing with questions should examine critically the various aspects of the questions on the same subject and group them accordingly. Particular attention should be paid to such questions as are overlapping or parts of which touch upon different aspects of the same subject. All such questions should be put up for orders separately, inviting attention to other questions on the subject.

- (d) When questions on the same subject, though not asking for the same information are received and admitted for answer on different dates, the question to be answered later are reviewed in the light of the answers given to the earlier questions and the supplementaries thereon and re-submitted for orders.

(vi) Questions on a subject on which the Minister proposes to make a Statement

- (a) Notices of questions on a subject on which a Minister proposes to make statement, may be kept pending for a decision until the statement is made. After the statement has been made by the Minister, such of the questions as are covered by the statement shall be recommended for disallowance. The admissibility of other questions is decided on merits.
- (b) In cases, however, where no firm intimation is received from the Ministries about the date when a statement will be made, one or more questions from the lot may be admitted. The statement can then be made by the Minister in reply to the question itself. In no case questions should be kept pending indefinitely.

(vii) Questions based on the Reports of the Parliamentary Committee

- (a) Ordinarily no question on a matter under the consideration of a Parliamentary Committee is admissible till the Committee has reported to the Council. Thus questions dealing with matters still under consideration of a Committee are recommended for disallowance.
- (b) Where a question makes no direct reference to the recommendations of a Parliamentary Committee even though the subject matter thereof may have been considered by any Committee, it is admissible only if it asks for some factual information which is not already available in the reports of the Parliamentary Committees.
- (c) Questions asking for information in respect of specific recommendations of the Committees, which have remained outstanding for long and in respect of which the Government has not informed the action taken by it within a reasonable time, are admissible.

(viii) Questions relating to Statutory Corporations and Limited Companies in which Government has financial or controlling interest.

2.41 Information in respect of working of the statutory corporations and limited companies in which Government has financial or controlling interest, may be obtained by the Members direct from the corporations or the companies concerned. For this purpose the Ministries have issued instructions to the statutory bodies and limited companies functioning under them, to supply the requisite information to the Members directly. Questions seeking information which can be directly obtained from the corporation, etc., are disallowed and the Members are advised to write to the corporation, etc., for the requisite information.

2.42 The admissibility of questions relating to Statutory Corporations and Limited Companies in which Government has financial or controlling interest, is regulated generally in the following manner on the merits of each case:—

- (i) Where a question (a) relates to matter of policy, or (b) refers to an act or omission of an act on the part of a Minister or (c) raises a matter of public interest although seemingly it may pertain to a matter of day-to-day administration or any individual case, it is ordinarily admitted for oral answer.
- (ii) A question which calls for information of statistical or descriptive nature is generally *admitted as unstarred*.
- (iii) Statutory Corporations which are set up under enactments of Parliament, the extent of ministerial responsibility in the affairs of the Corporation, is generally set out in a definite section of Statute. The admissibility of questions relating to such corporations largely depends on the interpretation and application of the provisions of the Statute. A question relating to administrative aspects of such a corporation may be admitted in case it raises a matter of principle or an issue of wide public importance and each case is to be gone into with reference to facts.
- (iv) Questions seeking information about functioning of Financial Corporations and Nationalised Banks should be examined carefully keeping in view the confidentiality of the relationship between the financial institutions,

banks etc. and the customers. Questions asking for information on the following aspects have been admitted in the past:—

- (1) Appointment of Chairman and Board of Directors, where vacancies exist for a long time or there are allegations of irregularities in appointment, provided it has some factual basis.
 - (2) Reservation of posts for SC and ST and filling up of backlog vacancies.
 - (3) Questions on robberies/dacoities/looting in banks.
 - (4) Questions relating to frauds in banks or alleged unsound advances involving huge amounts having factual basis.
 - (5) Questions relating to allegations/malpractices against officers and staff which have factual basis.
 - (6) Questions asking for information in general terms relating to advancing of loans by banks to the weaker sections of the society and unemployed youth in the country.
 - (7) Questions relating to general deterioration in customer services in the nationalised banks.
 - (8) Questions relating to the opening of State-wise branches of nationalised banks or disbursement of loans, State-wise.
 - (9) Question seeking information relating to the control of the Reserve Bank of India over nationalized banks with regard to guidelines and implementation thereof.
- (v) Questions seeking information relating to profit and loss in various corporations, banks etc., which is available in the Annual Reports, are not admitted. However, questions may be considered for admission as unstarred, if information sought is for the period for which the annual reports have not been laid before Parliament or comparative figures for various years are asked for.

Questions of excessive length and questions seeking lengthy information

(a) Questions of Excessive Length

2.43 Rule 47(2)(vii) provides that a question shall not exceed 100 words. Questions containing more than 100 words are thus inadmissible. When a question containing more than 100 words is received, the Assistant concerned will follow the following procedure in dealing with the question:

- If the question is otherwise admissible, the Assistant examines whether it is possible to abridge the question by omitting unnecessary words/part without changing the substance of the question;
- If it is possible, he will make his recommendation, accordingly;
- Where it is not possible to omit some portion without affecting substance, the question will be disallowed under Rule 47(2)(vii).

(b) Questions seeking lengthy information

2.44 In case a question does not contain more than 100 words. but its formulation is such that answer is likely to be lengthy, such question should be recommended for admission as unstarred question only, if otherwise admissible. Similarly, question seeking information of statistical nature or covering a long period or raising too many details should also be recommended for admission as unstarred even if the original notice of the Member might be for a starred question.

Orders on Question Files

2.45 All question files are disposed of immediately on receiving back from the Officers and necessary action taken as indicated thereon. Every effort should be made to obtain orders by the day scheduled for finalization of the list (12.00 noon) so that they can be included, if admitted, in the manuscript of questions being sent to the Press.

2.46 Orders are generally passed by Officers to the following effect:

- (i) for admission of a question at least by Deputy Director;
- (ii) for disallowance of a question at least by Joint Director;

- (iii) for reference of question to the Ministry for facts or to the Member for clarifications at least by Deputy Director;
- (iv) for keeping a question for review in the light of a reply to be given to a question admitted for an earlier date or in the light of the statement proposed to be made by a Minister on the subject or reply to the Demands for Grants of the concerned Ministry at least by Deputy Director;
- (v) for reference of the question to another officer or Branch for comments at least by Deputy Director;

However, in normal course, notices are put up to the level of Director/Joint Secretary/Additional Secretary and in some cases even to Secretary-General. Further necessary action is taken in the light of the orders passed in each case.

Admitted Questions

2.47 Questions which have been admitted are separated from other questions and passed on for typing. If there is any doubt about the orders of admission, senior officers are consulted.

2.48 Before getting the admitted questions typed, the dealing Assistant amends the questions in the light of orders passed thereon and where necessary, scores out superfluous words; expands abbreviations and corrects punctuations, etc. Special care is taken to see that the heading given to the question is appropriate. When any part or sub-part of a question is disallowed, the dealing Assistant carefully examines the question and re-edits the heading, if necessary to ensure that it is explicit;

Disallowed Questions

2.49 disallowed questions are sorted out and an indication in the form of a bold letter 'D' in red pen is given on each such question. Similar entry is made in the Computerised Diary also. All disallowed questions are kept duly arranged in a separate Ministry-wise folder.

2.50 In respect of disallowed questions, the concerned Members are sent "disallowed Intimation" Stating the rules for disallowance of a particular Notice. In case of disallowance of notices under rule 47(2)(xiv) copy of earlier reply/replies is also sent along with Disallowance Intimation. Normally such intimations are sent after the session is over. However, in case of notices of questions being disallowed due to not fulfilling the condition of 100 words under Rule 47(2) (vii), Members are informed immediately after disallowance of such notice. Office copies of such disallowance intimation to Members are kept invariably.

Reference of Questions to Ministries

2.51 In some cases, before deciding the admissibility of a question, it becomes necessary to obtain a factual note from the Ministry about the points raised in the question (Annexure-10).

2.52 Such reference to a Ministry for factual note is decided on the merits of each case.

2.53 Reference of a question to a Ministry for factual note is made under the specific orders of the Deputy Director or senior officers concerned. Such questions should be immediately referred for facts, thus bringing them to the notice of Ministries in advance.

2.54 As far as possible, reference of questions of Ministries are kept to the minimum.

Circumstances for referring questions to Ministries

2.55 References to the Ministries are ordinarily necessary in the following circumstances:

- (i) where it is not absolutely clear that question concerns the Ministry to whom it has been addressed by the Member;
- (ii) where the responsibility of the Union Government is not apparent and cannot be ascertained with reference to the Schedules of the Constitution or from the list of subjects for which the Ministries are responsible;
- (iii) where the question relates to a matter affecting security of the country;
- (iv) where the question involves allegation;
- (v) where the question is obscure or is of a technical nature;
- (vi) where relations with foreign countries are involved;

- (vii) where it is felt that the subject matter of the question may be sub-judice.
- (viii) where the subject matter of the question is individual in character;
- (ix) where the subject matter of the question is stated to be under investigation by Police, C.B.I., Inquiry Commission, etc.; and
- (x) when a question relates to a matter connected with Parliamentary Committees.

2.56 While making references to Ministries, a copy of the question is also forwarded along with the covering letter for sending a factual note immediately. Communications regarding questions are, as far as possible, delivered to the Parliament Section of the Ministry.

Reminders to Ministries

2.57 Where references made to Ministries are pending, reminders are issued, where necessary (*Annexure-11*). In case replies are not received before the due date, when the list of questions for the particular day for which the questions has been put is finalized, the Officer concerned in the Ministry is contacted by the Dealing Assistant/Executive Officer/senior Officer on telephone. Thereafter, the file is submitted for orders on merits so that the question may be admitted. In no case, a question is kept pending in the absence of facts from the Ministry.

2.58 Questions on which facts have not been received from the Ministries should be submitted by the Assistants at least one clear day in advance of the date of finalization of list so that a final decision can be taken before the lists are finalised.

Disposal of replies received from Ministries

2.59 When a question is re-submitted on receipt of information from the Ministry, recommendation for admission or disallowance is made clearly in the last Para of the note.

2.60 If a note is received from a Ministry after a question has been admitted and if it is necessary to revise the earlier orders or to amend the question, special attention is invited to this aspect. It is submitted immediately to the Deputy Director/Joint Director concerned.

2.61 If a question is admitted or disallowed, further action on it is taken as in the case of other admitted and disallowed questions.

Communication of Facts received from the Ministries to Members

2.62 Facts elicited from the ministries in respect of questions are for the use of the Secretariat and they should not, ordinarily be communicated to the members when intimating disallowance of questions.

Typing of Questions

2.63 On receipt of admitted questions from the dealing Assistants, the same are arranged and typed by the typists according to the dates of their answer and, as far as possible, all questions admitted on a day are typed out on the same day.

2.64 Four copies of print out of each typed question are taken. An advance copy of each admitted question marked 'Provisionally Admitted Questions' will be sent to the concerned Ministry/Department with a forwarding note, through two modes, a soft copy *via* e-Mail and a hard copy through Distribution Section.

2.65 For each category of admitted questions, specified formats with the words Starred/Unstarred super scribed on them is used by the typists.

2.66 Diary numbers given on the notices of questions are given in the appropriate column of the Standard Format. Below this, the name of the Ministry to whom the question is addressed is typed. In the case of questions addressed to the Prime Minister, Cabinet Secretariat, Department of Atomic Energy or Prime Minister's Office, as the case may be, the name of Original Ministry is typed on the top of the question, then the date on which the question is proposed to be answered is typed. Lastly, the subject-heading of the question is typed in capital letters.

2.67 While typing, particular care is taken to see that the name of member has been correctly spelt. The content of each question is typed in double spacing while three spaces are given between two parts. One-third margin is left on the left hand side of each question typed. The initials of typists with date are invariably given at the bottom left hand corner of each question.

2.68 In case of original notice of question received in Hindi, before typing the name of the Member a hash mark (#) is typed and the words 'Original notice of the question received in Hindi' is also indicated at the bottom of that page demarcated by a line. Similarly, where the Member has indicated his preference, *i.e.* "First", "Second" or "Third", the same is typed at the top right side of the question as '1st Preference', '2nd Preference' or '3rd Preference', as the case may be.

Dispatch of Advance Copies of Questions

2.69 Although under the Rules of Procedure and Conduct of business in Rajya Sabha, the Ministries are required to be given only five day(s) notice of admission of questions which are to be put on the List, advance copies of admitted questions are forwarded to the ministries concerned on the same day when the notice of admitted question is typed so that the ministries may have more time for collection of material for the preparation of answers.

2.70 As soon as admission orders on questions are received, the Assistants should ensure that they are passed on quickly to the typists for typing out the questions. It should also be ensured that advance copies are immediately sent to the Ministries concerned after typing. There should not be a time lag of more than 24 hours between admission of a question and sending of advance copy to the Ministry. Each Executive Officer/Assistant Director should personally ensure that this is strictly followed in the group.

2.71 The advance copies, together with covering note in duplicate, are sent to the Distribution Section, from where they are collected by the concerned Ministries from their pigeonhole in Distribution Section.

Transfer of Questions

2.72 If it is apparent that a notice of question has been addressed to a wrong Minister, the booklet "Subject Pamphlet" showing the subjects for which the various Ministers are responsible for answering questions is consulted. In case of doubt as to the correct Ministry, the Joint Director concerned is consulted by the dealing Assistant and Question is submitted for obtaining orders regarding its transfer to the Ministry which is responsible for that particular subject. Such question is transferred to the concerned Ministry after obtaining orders of at least Joint Director/Director. If this also involves change of date owing to grouping of Ministries on different dates, the next available date for the appropriate Ministry is given on the question.

2.73 In case, if the doubt still exists regarding subject matter of question pertaining to a particular Ministry at the level of Deputy Director/Joint Director, facts are sought from the ministry to whom it is addressed by the Member.

2.74 Questions may then be transferred from one Ministry to another at the Instance of the ministries. In such case, the Ministry to whom the question has originally been addressed by the Member has to move the Ministry concerned for acceptance of the transfer of the question. If the Ministry simply returns the question to this Secretariat and does not move for transfer of the same with the Ministry concerned, the Ministry is asked to follow the well-settled procedure of obtaining acceptance of the concerned Ministry.

2.75 When intimation of transfer of a question is received from a ministry, the transfer is not affected unless intimation about the acceptance of the transfer of the question is also received from the Ministry to which it is transferred.

2.76 If the intimation of acceptance of transfer of an admitted question is received after the manuscript list of questions has been dispatched to the press but before the corrected proof thereof has been returned for printing the final copies, such a question may be replaced from the list at the proof stage and the required action taken accordingly.

2.77 If the intimation regarding the acceptance of a question is received from a Ministry after the list of questions has been printed and circulated to members, the following action is taken:—

- (i) If the Ministry which accepts transfer of the question is included in the same group of Ministries in which the Ministry in whose name the question has been printed, a corrigendum is issued to the printed list and the name of the Ministry in whose name the question appears is substituted by the Name of the Ministry which accepts transfer of the question. Ministries are informed of the change.
- (ii) Necessary corrections are carried out by the Assistant responsible for preparing Sets of Questions for Hon'ble Chairman, Hon'ble Deputy Chairman, Secretary General and other officers etc.
- (iii) Transfer of Questions from a particular group to another group is not ordinarily permissible once the list of questions has been printed and the acceptance of the said transfer is communicated by the concerned Ministry thereafter.

Withdrawal of Questions

2.78 A Member can by notice given at any time before the sitting for which his question has been admitted, withdraw his question. When a question has been withdrawn by a member, the Ministry concerned is informed by making suitable mention of it in the corrigendum. No action is taken on the telephonic or verbal intimation received from the Member regarding the withdrawal of a question unless the withdrawal notice in writing is received from the Member himself. (*Annexure-12*).

CHAPTER-III

PREPARATION OF QUESTION LISTS AND PRINTING THEREOF

Lists of Questions for oral and written answers

3.1 Separate lists for oral and written answers to questions known as Starred and Unstarred Questions Lists are printed. List of Starred Questions is printed on pink paper and the List of Unstarred Questions on yellow paper.

Time Schedules for various Internal Procedures

3.2 Since the lists of questions are required to be printed and circulated at least five days in advance of the date of answer in the Rajya Sabha, a schedule is drawn much in advance and all the stages of work are required to be completed as per the schedule. In order to determine the *inter-se* priority of Members for inclusion of their notices of questions for oral and written answers, the draw of lots takes place fifteen days in advance. The chart showing date of ballot/last date for receipt of notices of questions for various dates is circulated to all the members along with the Summons. An internal work schedule is also drawn up by the Question Branch, which is strictly adhered to for disposal of notices, preparation of lists of questions, getting the same approved etc. Translation Section, Printing Section and Distribution Section too provide their assistance for completing the task.

The break up of the fifteen days period excluding the day of the ballot and the day of answer is as follows:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (i) Scrutiny of Questions, provisional admission and sending of Provisionally Admitted Questions to Ministries/Departments. Sending a copy of interim List (manuscript) to the Translation Section. | 6 days (including Saturdays, Sundays and intervening holidays) in normal circumstances. In case of Group-III (Wednesday) only five days are available in the normal course. In case, the list is advanced due to holidays falling in between, the number of days available for disposal is reduced further. |
| (ii) Approval of the lists. Sending each list alongwith a final copy of the manuscript to the Translation Section and to the Press. | 1 day |
| (iii) Printing/checking of Proof | 2 days |
| (iv) Circulation of the final printed lists. | 1 day |
| (v) Notice period to for preparation of Answers. | 5 days |

Decision on admissibility of Questions

3.3 After a decision has been taken on the admissibility or otherwise on a notice of question, the same comes to the Diarist in the Section. The Diarist marks the decision-Admitted/Disallowed/Referred for Facts, in the relevant column of the computerised diary. Thereafter, the Diarist hands over the file to the dealing Assistant who goes through the noting on the notice and marks the decision on the top of the notice in abbreviated form 'A' for Admitted, 'D' for Disallowed, 'F' for Facts and 'P' for pending and keeps Disallowed, facts and pending notices in separate folders. Admitted notices are passed on the typists for typing the same immediately.

Consolidation of typed Notices

3.4 Typists make four copies of the typed version of the notices, and hand over three copies to the dealing Assistant. The fourth copy is sent to the concerned Ministry, as advance copy known as Provisionally Admitted Question (PAQ) for preparing the answer thereof or response, if any. The dealing Assistants compare the typed copies of notices of questions

to ensure that deleted portion is not typed and additions, if any, are included. Thereafter, dealing Assistants arrange the typed notices, with original just below and three typed copies on the top and keep the same in a separate folder.

Limit on number of Questions in the Lists of Questions

3.5 A Member cannot have more than five questions in his name or conjointly with others in the starred and unstarred lists of questions on any one day. Out of these, not more than one question in the name of one Member can be placed in the List of questions for oral answers.

3.6 Questions in excess of five, if any, are treated as lapsed for that answer day and they may be considered for a subsequent answer day(s) during the same session.

3.7 Not more than twenty questions are placed on the list of questions for oral answers on any one day. However, questions in excess of twenty are transferred to the List of questions for written answers.

Preparation of List of Questions for Oral Answers

3.8 On the date of finalization of lists of questions for oral answers (Starred List) and written answers (Unstarred List), all the dealing Assistants concerned ensure that all the admitted notices have been typed. All the typed notices for the Question day are then segregated, Member-wise. Once notices have been segregated Member-wise, then with the help of ballot chart, one notice each of Members who have secured position in the ballot for starred question is taken out. Notices of Members are considered strictly on the basis of order of preference indicated by them and in the absence of such indication, lowest diary notice of Member is chosen for inclusion in the list of questions for oral answers. One notice of each Member till twentieth position in the ballot is taken out. Sometimes notices of Members who are placed even beyond twentieth position in the ballot are considered as in some cases Members who have secured ballot position upto twenty do not have any admitted question. In this manner, twenty notices that are required for preparation of list of questions for oral answers are taken out. It is again ensured at this stage that all the notices that are being included in the list of questions for oral answers bear the necessary order for their admissibility. While finalizing the manuscript of the list of questions for oral answers for a day, the dealing Assistants ensure that name of not more than one Member is shown against any question included in the list. After all the notices required for preparation of list of question for oral answers are taken out, diary number of such notices are entered against the name of the Member in the ballot chart by red pen. Group Leader, generally the senior most Assistant of the group, coordinates the whole exercise of preparation of list.

Preparation of List of Questions for Written Answers

3.9 Once list of questions for oral answers has been finalised, the remaining admitted notices that were segregated Member-wise are not re-arranged Member-wise as they appear in the ballot for unstarred list. This is done with the help of the ballot chart for written questions in the manner that the Member who has secured first position in the ballot, his notices are on top and the next Member's notices are placed below it. One Assistant takes the ballot chart and calls the name of Members in the order of their priority in the ballot. After all the Member-wise notices have been placed in the order of their names appearing in the ballot chart, the preparation of list of questions for written answers begins.

3.10 The process of rounding for unstarred questions undergoes the following stages:—

- (i) Questions to be considered for this rounding are of two categories, namely:
 - (a) Questions for which notices for written answers were given on yellow form. Such notices are received upto 3 p.m. on the 15th day preceding the day on which the answers are desired; and
 - (b) Questions for which notices on pink form were given for oral answers but which could not be included in the Starred List.
- (ii) Out of the whole lot of the admitted questions mentioned at (i) above, in the first round, one question each of every Member is taken out according to diary numbers for inclusion in the list of questions for written answers. Notices of Members whose names have been clubbed with the notices of other Members are not included.
- (iii) In the second and subsequent rounds, one question of every Member including those whose names have been clubbed with the questions of another Member is included in each round subject to the limit of 5 questions of one member and the overall limit of 155 questions. The process of rounding is stopped as soon as the number of questions reaches the limit of 155 irrespective of the fact whether the particular round is complete at that stage or not.

While considering the notices of Members for inclusion in the list of questions for written answers, preference is given to the first priority or alternatively lowest diary unstarred notice of the Member. If no unstarred notice has been given by the Member, then Member's lowest diary starred notice is considered. Here also it is ensured that all the notices that are being included in the Unstarred List bear the necessary order for its admissibility. In case, Member's lowest diary notice has already been included in the Starred List, then his next lowest diary is considered. The Diary No. of notices of Members being included in the Unstarred List is entered against their names in the chart. After selection of questions in this manner, questions are arranged Ministry-wise in an alphabetical order.

Other actions connected with preparation of lists

3.11 In both the lists, the day and date (both in Christian and Saka Era) on top of the list, and name of Secretary-General and date of circulation of the list at the end of the list are indicated.

Numbering of Questions in the Manuscript of Lists for Printing

3.12 Session-wise consecutive numbers are given to each question in the space provided for the purpose. Numbers are allotted separately for Starred and Unstarred Lists beginning from '1' at the commencement of each session and continuing until the end of the session.

Preparation of Ministry-Wise Index of Questions

3.13 A separate Ministry-wise index of questions included in the Starred and Unstarred Lists for a particular day is prepared and appended to the lists at the end (*Annexure-13*).

Maintenance of a Register pertaining to Lists of Questions

3.14 A register is maintained showing the following items:—

- (1) Number of Questions in the List (Separately for Starred and Unstarred Questions)
- (2) Date on which the manuscripts of the Lists are sent to the Printing Section.
- (3) Date on which the manuscripts of the Lists are sent to the translation Section.

Preparation of three copies of Starred and Unstarred Lists of Questions

3.15 Once the lists for starred and unstarred questions have been finalized, three sets of each of these lists are prepared. Out of these, one set is meant for Printing Section; second one for Translation Section as advance copy and one copy is kept as office copy. Thereafter, at the top of Starred and Unstarred Lists of Questions, the slips indicating the date on which the questions are to be answered and the names of Ministries comprising the Group concerned are appropriately pasted (*Annexure-14*). At the end of each List, the slips showing the date of circulation of lists and the name of the Secretary-General is pasted at the bottom of the last page of both the Lists.

Approval of Starred List of Questions

3.16 After the Starred List of Questions has been prepared, the same is submitted for approval to the Joint Secretary/Additional Secretary/Secretary-General through the Joint Director/Director in a special pink colour folder. All NAQs are placed in the folder with indication in the typed copy whether first priority or lowest diary questions has not been included. List of Starred Questions is approved at the level of Secretary-General.

3.17 After the Starred List of Questions has been approved and the folder is received back, the queries, if any, are resolved by the dealing Assistants in consultation with the Executive Officer/Assistant Director/Deputy Director/Joint Director/Director concerned. Questions approved for inclusion in the list are sorted out by the Executive Officer/Assistant Director concerned and passed on to the dealing Assistant for finalizing the manuscript of the list and sending it for printing. The changes/corrections that are made out in the press copy by the officers are also carried out in the office copy.

Approval of Unstarred List of Questions

3.18 The Unstarred List of Questions is submitted to the Executive Officer/Assistant Director/Deputy Director, Joint Director/Director for his approval. The Officers in hierarchy scrutinise the list and approve the same before being sent to the press for printing. List of Unstarred Questions is approved at the level of Director.

3.19 As soon as the list is received back from Joint Director, the queries, if any, are resolved by the dealing Assistants in consultation with the Executive Officer/Assistant Director/Deputy Director concerned. Also, the questions that are

marked for consideration of Joint Secretary/Additional Secretary are immediately sent to his/her in a separate folder. Joint Secretary/Additional Secretary after scrutinizing those questions notes down the comments/orders on each question. The comments/orders noted down by Joint Secretary/Additional Secretary on all such questions are taken into account before finalizing the manuscript of list for sending it to the Printing Section. The changes/corrections that are made out in the press copies by Joint Director/Director/Joint Secretary/Additional Secretary are also carried out in the office copies once the List is received back from them.

Sending of Manuscript of Lists of Questions to Printing Section

3.20 Manuscripts of both the lists of questions for each sitting of Rajya Sabha are sent to the Printing Section ordinarily eight days in advance of the date on which questions are due for answer. In no case should they be sent less than seven days in advance. In this connection, a chart showing the programmes of dates regarding dates of finalization of lists, date of approval and sending it for proof, date of receipt of proof from press and date of sending proof for final printing and circulation of lists of questions is prepared as soon as the Para regarding allotment of days for answering of questions by Ministers in rotational order has been issued. The dates shown in this chart are strictly adhered to.

Obtaining of proofs

3.21 One set each of starred and unstarred lists is sent to Printing Section and another office copy of each list to the Translation Section for necessary action. The proofs are called a day after.

3.22 On receipt of the proofs, they are immediately checked by Printing Section and an intimation is sent to the concerned group in Question Branch to resolve queries. The dealing Assistants go to the Printing Section and resolve the queries of the Printing section and re-check the proofs taking special care to see that:—

- (i) Group of Ministries for that particular day have been correctly shown;
- (ii) Questions have been rightly placed according to the Rounding Chart and that there are no questions in excess of five in the name of any one member;
- (iii) there is no duplication of names of members on any of the questions; and
- (iv) the final question numbers are correct.

Dealing Assistant also carries out the corrections/additions/deletions, if any, in the proof copy and manuscript. A record of all such changes made is kept date-wise for future reference. In special circumstances, questions may be changed at the proof stage with the specific orders of Secretary-General. No major alterations are made in the proofs which might affect the set-up of the Lists. Executive Officer/Assistant Director concerned also gives an overall check to the proofs. Duly corrected proofs of both the lists are then sent to the Press for final printing.

Circulation of Printed Lists of Questions

3.23 1125 copies (English version) and 475 copies (Hindi version) of the Starred Lists of Questions and 1000 copies (English version) and 450 copies (Hindi version) of the Unstarred Lists of Questions are printed for circulation to all the Members of Rajya Sabha, concerned Ministries/Departments and officers of the Secretariat at least 5 days before the date of answer.

Checking of printed Lists of Questions and issue of Errata thereto

3.24 After the receipt of Question Lists, the Printing section compares the lists with the manuscripts and discrepancies, if any, are pointed out and sent to the Question Branch for issuing an errata. Cases of patent errors in the lists such as wrong spelling, wrong clubbing of names, etc. are also corrected. Errata to the English version of the list of questions is issued by the concerned group in Question Branch two days before the date of the answer. A copy thereof is also supplied to Translation Section which goes through the Hindi version of the lists and then finalises the errata, also taking into account the changes that are necessary in the light of the errata to the English version of the Lists.

3.25 On receipt of the checked both Starred and Unstarred Lists of Questions for a particular day from the Printing Section, the dealing Assistant checks the lists with a view to see that the date, titles, names of Ministries, the total number of questions etc. have been correctly printed in the lists. He also checks that the names of Ministries in individual questions have been correctly printed and that no question belonging to another Group of Ministries has been included

in the lists. Similarly, the Assistants concerned carefully check their respective questions and inform at once of any errors that they may find in the printed lists.

3.26 Executive Officer/Assistant Director concerned also gives an overall check and brings to the notice of the Deputy Director/Joint Director any mistake that might have crept in the lists. Thereafter, the dealing Assistant prepares a consolidated errata taking into account the errors detected, including printing mistakes and the other necessary corrections/deletions/additions: (*Annexure-15*). After the errata in the Lists of Starred/Unstarred Questions have been checked and approved by the Executive Officer/Assistant Director concerned, the same are sent to the Distribution Section for circulation to concerned Ministries/Departments etc.

3.27 It is ensured that the errata is received by the concerned Ministries/Departments at least 48 hours in advance of the question coming up for answer. A copy of the revised errata is also supplied to Translation Section for necessary action.

Making corrections in the Question Lists and sending it to Table Office

3.28 After the errata in the Starred/Unstarred Lists of Questions have been issued, the necessary corrections are carried out in 6 copies each of printed Lists of Starred/Unstarred Questions and the same are sent to Table Office for Hon'ble Chairman, Deputy Chairman, Secretary-General, etc.

Part omission

3.29 A file relating to part(s) omitted or disallowed from the original notice(s) of listed starred question(s) is put up a day before the answer day in a standard Proforma (*Annexure-16*). If two or more questions on same subject have been listed in the starred list for a day, it is proposed that these can be taken up together for the purpose of supplementaries.

CHAPTER -IV

SHORT NOTICE QUESTIONS

4.1 A question relating to a matter of public importance may be asked with a shorter notice than fifteen clear days. Such questions are called 'Short Notice Questions' (SNQs). Standard printed notice forms available in the Notice Office are used for tabling Short Notice Questions.

Diarising and Initial Scrutiny of Notices

- 4.2** (i) Immediately on receipt of the notice of an SNQ from Notice Office in the Question Branch, the Diarist enters it in the Central Diary Register, session-wise and gives a diary number to it. Diary No. to such notices starts with Sr. No. 1 onwards, during every session. Dealing Assistant makes initial scrutiny with a view to verifying that it is duly signed by the Member, addressed to the appropriate Minister. It is also verified whether it is accompanied by a brief statement of reasons for asking the question at short notice. General statement that the matter is of "wide public importance" or "public interest" is not an adequate reason for asking the question at short notice as this basic criterion has to be satisfied by all questions admitted in the ordinary course also.
- (ii) In case a notice does not comply with the above requirements, it is returned to the Member with a forwarding letter, after taking necessary orders to that effect.
- (iii) If a notice is signed by more than one Member, it is deemed to have been given by the first signatory only.
- (iv) Where notice is signed by more than one Member or where two or more Members have given SNQs separately on the same subject, name of only one Member from whom notice has been received first in point of time is included in the list of SNQ.

4.3 When a Short Notice Question is received in Hindi, it is immediately passed on to the Translation Section and the English version of the notice is obtained without delay.

Editing of text

4.4 The editing of the notice of a Short Notice Question is confined to corrections of grammatical mistakes and of other factual nature which are easily discernible. Due care is taken to see that the context and the substance of the notice is not affected or altered.

Submission of Notice

4.5 The notice is, thereafter, passed on to the Executive Officer/Asstt. Director by the Assistant dealing with the Ministry to whom it is addressed after diarising and examining it by linking relevant answers to questions/Half-an-Hour Discussions, Short Duration Discussion, etc. and giving an appropriate heading. Each Notice is put up in a separate File.

4.6 When a Calling Attention Notice/Short Duration Discussion on the subject has been admitted or a statement by the Minister is expected, the Short Notice Question is kept pending and reviewed in the light of the statement made on the Calling Attention Notice and issues covered under Short Duration Discussion.

4.7 The notice is then submitted further by Executive Officer/Assistant Director concerned for obtaining orders, that Short Notice Question is of urgent character and whether an enquiry may be made from the Minister concerned if he is in a position to reply the SNQ and if so, on what date.

4.8 In cases where the question is *prima facie* inadmissible and lacks elements of public importance and urgency, it is recommended for disallowance. After the question has been disallowed on the ground that it does not fulfil the requirements of the provisions of clause (1) of rule 58 of the Rules of Procedure and Conduct of Business in the Council of States, Member is informed about it.

Under Rule 58 (6) in other respects, the procedure for SNQ is same as for ordinary question for oral answer with such modifications as the Chairman may consider necessary from time to time. Therefore, if an SNQ is covered by a question

already answered, it is recommended for disallowance under rule 47(2) (xiv). Also where a question on the same subject has been admitted for answer, SNQ is kept pending till the admitted question is answered and thereafter it is examined in the light of the answer. If the SNQ is covered by the reply then it is disallowed under rule 47(2) (xiv). On disallowance of SNQ, disallowed intimation is sent to the Member (*Annexure-17*).

Reference of Admitted Notices to Ministries/Ministers

4.9 When the necessary orders for making an enquiry from concerned Minister have been passed, a copy of question is forwarded to the Private Secretary to the Minister concerned for conveying the willingness of the Ministry to reply the Question at short notice and if so on what date (*Annexure-18*). A copy of the question is also forwarded to the Parliament Section of the Ministry concerned.

4.10 All communications to the Ministry/Private Secretary to the Minister in connection with an SNQ are issued under the signature of the Deputy Director or above.

Identical Notices

4.11 Action on an SNQ is not held up for want or receipt of reply from a Ministry to whom a reference has already been made of a similar SNQ by another Member. A further reference to the Ministry concerned on the subsequent notice is invariably made without awaiting a reply to the previous reference.

4.12 If no reply is received from the Ministry within reasonable time, the Ministry is requested on phone to furnish the reply immediately. If necessary, the Ministry is also reminded through O.M. (*Annexure-19*).

Admission and intimation to the Member concerned

4.13 When an intimation of willingness of the Minister to reply SNQ is received from the Minister concerned, approval of Secretary-General for admitting the question at short-notice is taken with the proposed date of answer being specifically mentioned in the note after consulting the Member giving the notice.

4.14 Immediately after the orders for admission of an SNQ are passed, the Member giving the notice and the Ministry concerned are informed of the decision by the Assistant dealing with that Ministry (*Annexure-20*). An intimation is sent to Table Office in this regard.

Printing and circulation of List of Short Notice Question

- 4.15** (i) Two clean typed copies of the admitted SNQ are got typed by the dealing Assistant ordinarily three days in advance of the date of answer fixed for the SNQ. The dealing Assistant will give final number to each admitted SNQ in the space provided for the purpose.
- (ii) While preparing the manuscript of the list of SNQ, the dealing Assistant ensures that name of not more than one Member is stated in the admitted notice.
- (iii) After approval, a copy of the text as approved is sent to Translation Branch for its Hindi version. A Camera Ready Copy (CRC), complete in all respects in English and Hindi version is prepared. One copy thereof is sent to the Printing Section ordinarily two days in advance of the date of answer for final printing on white paper.
- (iv) The printed list of a SNQ is ordinarily circulated two days in advance from the date when it is due for answer. Errata, if any to the list, is issued separately, which is printed on white paper.

Item for List of Business (LoB)

4.16 An item for the LoB for the day on which the SNQ is to be answered is sent by the dealing Assistant to the Table Office one day in advance (*Annexure-21*). There may be instances where an SNQ put down in the LoB for a particular day is not fully answered on that day and is proposed for another day. In such cases, an appropriate entry for inclusion in the LoB for the relevant day is sent to the Table Office.

Postponement of Short Notice Question included in the List of Business

4.17 When a SNQ included in the List of Business is postponed with the approval of Chairman to a later date on a request made by the Member in whose name the question has been admitted, the dealing Assistant takes the following steps in connection with that SNQ:—

- (i) Entry regarding the SNQ, if already made in the advance LoB, is removed from the Revised LoB for the date for which the SNQ has originally been admitted for answer. This is done by sending a note to Table Office.
- (ii) Errata to the list of SNQ for the date is issued and the next date for listing of SNQ is decided in consultation with the Ministry concerned.
- (iii) A fresh entry is made in the LoB for the date to which the SNQ has been postponed.
- (iv) The following foot-note is given in the list of SNQ for the next date:
 "This Short Notice Question originally put down for answer on the 200..... was postponed for answer on the 200".

Admission of Short Notice Questions in the ordinary course

4.18 When, after the notice of a SNQ is referred to the Ministry and an intimation indicating the inability of the Minister to reply the SNQ is received, the file is put up for orders whether the Member concerned may be informed accordingly (*Annexure-22*). However, if the Minister concerned expresses his inability to answer the SNQ and if it is felt that question is of sufficient public importance to be orally answered then orders of the Chairman are obtained under rule 58(3) for placing the Question as the first question on the list of questions for the day on which it would be due for answer under rule 39. Provided that not more than one such question is accorded first priority in the list of questions for any day.

4.19 As soon as an order is passed for admitting a SNQ for answer in the ordinary course as Starred question, a fresh central diary number is allotted to the notice and an advance copy thereof is sent to the Ministry concerned for necessary action, as is done in the case of an ordinary question. Special care is taken to ensure that a SNQ admitted in the ordinary course is placed on the list of questions for the next earliest available date provided that the Ministry concerned gets five days notice as required under rule 39.

Disposal of Short Notice/Starred Question on similar subjects

4.20 When two or more notices of SNQ on the same subject addressed to the same Minister are received, these notices are clubbed after obtaining orders. However, name of only one member is shown against admitted SNQ and this is done in accordance with the order of receipt of notices is point of time.

Similarly, if there are Starred questions on the same subject, they are put up giving reference to the SNQ for obtaining orders about their disallowance on that basis.

Treatment of Short Notice Questions on the same subject

4.21 While a SNQ has been referred to the Ministry for facts and acceptance for reply by the Ministry or is under submission for orders for reference to the Ministry or for disallowance, notices of other questions on the same subject, both Starred and Unstarred are processed in the normal course and Starred or Unstarred questions on the same subject may be admitted and included in the printed list of questions, notwithstanding the fact that the SNQ has already been referred to the Ministry for facts. But, if a SNQ has been accepted by the Minister for a reply and is under submission for admission, then all other questions on the same subject admitted in the ordinary course but not yet printed are kept pending after obtaining orders of the Joint Director/Director till final orders on the SNQ have been passed. However, if there is any priority question due for inclusion in the Starred List to be sent for printing, the fact that SNQ on the subject has been put up for admission is specifically brought to the notice of Secretary-General at the rounding stage and his orders are taken whether the question may be included in the Starred List.

Limit on number of Short Notice Questions

4.22 Normally, only one SNQ is put down for answer on any one day although there had been instances when more than one such question had been put down and answered one after the other. If more than one SNQ has been accepted by the Ministers for answer on any one day, only that which was received first in point of time is put down for answer on that day and the rest are postponed for answer on later dates to be decided in consultation with the Ministers concerned.

Timing and duration for reply to Short Notice Questions

4.23 When a SNQ is admitted and placed on the LoB, generally it is called immediately after Question Hour or after the Starred Questions for the day have been disposed of. If Question Hour has either been dispensed with or has not been provided for, it may be called for answer as the first item of business, and if there is a new Member to take oath or

affirmation or any obituary or other reference, etc. then immediately thereafter. Sometimes, however, a SNQ may also be taken up later in the day. Ordinarily a SNQ is completed within a short period of time allowing other items of Zero Hour to take their normal course.

Reply to Short Notice Questions

4.24 The Member who has given notice of the question has to ask the question by reference to its number in the list of questions when called by the Chairman and the Minister concerned has to give a reply immediately.

Treatment of Short Notice Question when the Member is absent

4.25 As per rule 58(6), in other respects, the procedure for Short Notice Questions shall be the same as for ordinary questions for oral answers, with such modifications as the Chairman may consider necessary or convenient.

If on a Short Notice Question being called is not put or the Member in whose name it appears in the list is absent, the Chairman shall direct that the answer to it be given.

In case a Short Notice Question which is listed is not taken up for some reason, a written answer is laid on the Table of the House.

Sending of file to the Officer at the Table

4.26 On the date of answer of a particular SNQ the file relating thereto, with all connected papers, is sent to the Officer at the Table in the Chamber.

Statement regarding admitted Short Notice Questions

4.27 In order to keep the Secretary-General updated, a statement showing particulars of the admitted SNQ as obtaining up to 10:00 hours on each day, is submitted to the Secretary-General through the Table Office (*Annexure-23*).

Corrections to Short Notice Questions

4.28 Corrections to SNQs answered in the Rajya Sabha can be made by the Minister concerned in the same manner as in the case of a Starred Question. While correcting the answer, the Minister concerned has to read the statement correcting the answer on the floor of the House.

CHAPTER-V

HALF-AN-HOUR DISCUSSION

5.1 Members can give notice, under rule 60(1) of the Rules of Procedure and Conduct of Business in Rajya Sabha, for raising discussion on a matter of sufficient public importance which has been the subject of a recent question in the Rajya Sabha, irrespective of the fact whether the question was answered orally or the answer was laid on the Table of the House and the answer to which needs elucidation on a matter of fact. This discussion is limited to half-an-hour and if admitted is held in the last half-an-hour of a sitting, provided that if the other business set down for the day is concluded before 5 p.m., the Half-an-Hour discussion commences from the time such other business is concluded. Provided further that the Chairman may vary the time of commencement of such discussion, if such a course is, in his opinion, necessary or convenient.

Notice Period and Contents of Notices

5.2 As per provision contained in rule 60(2), a Member wishing to raise half-an-hour discussion can give notice in writing to the Secretary-General in the prescribed form (*Annexure-4*), three days in advance of the day on which the discussion is desired to be raised, provided that the notice is accompanied by an explanatory note stating the reasons for raising discussion on the matter in question. Provided further that the notice is supported by the signature of at least two other Members and specifies shortly the point or points that he[*she*] wishes to raise. He should also specify in the notice the date on which he desires to raise the discussion. If the date is not specified in the notice it is deemed to have been given for the next available date. If a notice is signed by more than one Member, it is deemed to have been given by the first signatory only.

5.3 The Chairman decides whether the matter is of sufficient public importance to be put down for discussion. The Chairman may, with the consent of the Minister concerned, waive the requirement concerning the period of notice.

Receipt and diarising of Notices

5.4 Notice of Half-an-Hour Discussion is received in the Notice Office. On receipt of the notice in the Question Branch it is entered in the Central Diary of notices of Half-an-Hour Discussion session-wise. The diary number is given at the right hand corner of the notice and it starts with Sl. No. 1 onwards, during every session. At this stage, the Assistant verifies that it is accompanied by an explanatory note stating the reasons for raising the discussion. In case, a notice does not comply with the above requirement, it is returned to the Member after taking necessary orders to that effect. It is also checked that the date of discussion has been specified by Member, and when no date has been specified by the Member, the Member is consulted for specifying the date of discussion.

Notices received in Hindi

5.5 When a notice for raising Half-an-Hour Discussion is received in Hindi, it is immediately passed on to the Translation Section for obtaining English version of the Notice without delay. The explanatory note accompanying the notice is also translated in English.

Where answer to a Question/Supplementaries referred to in the notice contain Hindi passages, the same are translated and typed before the notices are put up for orders.

Scrutiny of the Notices

5.6 The Notice is thereafter passed on to the Assistant dealing with the Ministry to whom it is addressed, who checks whether the number and date of the question, the reply to which it is sought to be elucidated, has been correctly indicated by the Member. It is also ensured that the points sought to be raised by the Member have not already been covered by the original reply given to the question or the supplementaries thereto. Besides this, the following points are carefully examined by the dealing Assistant:

- (i) whether the points intended to be raised by the Member arise out of the answer to the relevant question;

- (ii) whether the period of notice satisfies the requirements of rule 60(2);
- (iii) whether the point(s) desired to be raised have been specified and relate to a matter of fact; and
- (iv) whether the reasons stated justify a discussion being raised.

Submission of the Notices

5.7 The dealing Assistant submits the notice for orders through Assistant Director/Executive Officer. A copy of reply to question on which Half-an-Hour discussion is desired to be raised is also placed in the file. The file is submitted for orders suggesting (i) its reference to the Ministry for comments, (ii) admission or (iii) disallowance as may be considered appropriate. In case, the notice is submitted for disallowance on the basis of previous replies and supplementaries thereon, a copy of such replies and supplementaries are also placed in the file.

Disallowed Intimation of Notices

5.8 In case the notice of Half-an-Hour Discussion is disallowed, the Member concerned is informed immediately (*Annexure-24*).

Reference of Notices to Ministries

5.9 In case it is decided to refer the Notice to the Ministry for comments, a copy of the notice together with the explanatory note is forwarded to the Ministry through an O.M. (*Annexure-25*). If no reply is received from the Ministry within reasonable time, the Ministry is requested on phone to furnish the reply immediately. If necessary, the Ministry is also reminded through O.M. (*Annexure-26*).

5.10 The comments received from the Ministry are taken into account for deciding the admissibility of the notice. In case it is decided not to admit the Half-an-Hour Notice, but forward a copy of the facts received from Ministry to Member concerned, then orders of Secretary-General are sought for the same.

Draw of lot of Admitted Notices

5.11 In case it is decided to admit the Half-an-Hour Discussion, the Diarist makes suitable entries in the Central Diary maintained separately for notices of Half-an-Hour Discussion.

5.12 As per rule 60(4) of the rules of Procedure and the Conduct of Business in the Council of States, if more than two notices have been admitted by the Chairman, the Secretary-General shall draw by lot two notices which are put down in the order in which they were received in point of time. Provided that if any matter put down for discussion on a particular day is not disposed of on that day it is not set down for any other day, unless the Member so desires, in which case it shall be included in the draw of lot for the next available day.

5.13 Attempts are made to contact the Member over the telephone to ensure that the Member is available, on the day of discussion. If it is not possible to ensure his presence, the notices of Member who obtained second priority in the Ballot is put down for discussion after ascertaining from him that he will be present on that day.

5.14 In respect of notices which fail to secure first priority, the Member concerned is informed the same day on which the ballot is held that their notice have not secured priority and hence are not being included in the List of Business on the date specified by them.

Intimation regarding admission of notices to Member and the Ministry concerned

5.15 Immediately after the orders regarding the admission of a notice are passed, Member giving the notice is informed of the decision and intimation is also sent to Private Secretary to the Minister concerned, Parliament Section of the Ministry concerned, the Ministry of Parliamentary Affairs and Table office (*Annexure-27*).

Item for inclusion in List of Business

5.16 Before fixing the date for discussion, it is ensured that as far as possible the Minister/Ministry concerned are informed of the item being put down in the List of Business.

5.17 The item for the List of Business for the day on which the Half-an-Hour discussion is to be held, duly approved is sent to the Table Office ordinarily two days in advance (*Annexure-28*).

Sending of Papers relating to Discussion to the Chamber

5.18 The main file relating to the admitted notice of Half-an-Hour Discussion is sent to the Table Office on the day on which the discussion is fixed.

Half-an-Hour Discussion included in a Day's List of Business not disposed of

5.19 If Half-an-Hour discussion on a particular day is not disposed of on that day, it is included in the List of Business for the next available day with the consent of the concerned Member and the Minister concerned.

Procedure in the House

5.20 There is neither a formal motion before the House nor voting in Half-an-Hour Discussion in the House. The Member who has given notice initiates the discussion, by making a Short Statement and the Minister concerned then replies shortly. Thereafter, the Members who have given prior intimation to the Chairman are permitted to put a question each for the purpose of further elucidating any matter of fact. The Minister concerned replies to the question asked at the end and that concludes the discussion.

5.21 Members wishing to ask a question should make such request in writing to the Chairman, Any Member who has previously intimated to the Chairman may be permitted to put a question for the purpose of further elucidating any matter of fact.

5.22 If the Member in whose name the Half-an-Hour Discussion is put down in the List of Business is absent, any Member who has supported the notice may, with the permission of the Chairman, initiate the discussion. The discussion may be postponed to some other day on request when the Member concerned is absent due to certain unavoidable reasons on the day on which the Half-an-Hour Discussion is scheduled to be held or at the request of the Minister or if the House so decides.

Submission of Up-to-date Statement to Secretary-General

5.23 In order to keep the Secretary-General posted with the up-to-date development of the admitted notices of Half-an-Hour Discussions as obtaining upto 10:00 hours each day, a statement showing status of all notices of Half-an-Hour Discussion is submitted to the Secretary-General through the Table Office before 10:00 hours each day when the House sits (*Annexure-29*).

CHAPTER-VI

CORRECTING REPLIES BY MINISTERS

Correcting answers to Questions

6.1 When the reply to a question has been given on the floor of the House or laid on the Table of the House and subsequently it is found by the Minister that the reply furnished by him is incorrect, the Minister concerned has in such cases either to make a statement if the answer relates to a Starred or Supplementary or Short Notice Question or lay a statement on the Table of the House if the answer relates to an Unstarred Question, to correct his earlier reply.

Notice for correcting answers to Questions

6.2 When a Minister wishes to correct any inaccuracy in the reply given by him to a question, he give notice of his intention to do so to the Secretary-General and the notice is accompanied by two authenticated copies (both in Hindi and English version) of the statement which he proposes to make or lay on the Table (*Annexure-30*).

Submission of Notice, Issue of O.M. and item for inclusion in LoB

6.3 Immediately, on receipt of this Notice the file is submitted for granting permission to Minister to make/lay Correcting Statement, as the case may be on the Question day for the concerned Ministry or the day indicated by the Minister. After approval, a draft O.M. to the Ministry stating that permission has been granted to make/lay Statement correcting Answer(s) to Question(s) immediately after the Question Hour is over. A draft item for inclusion in the List of Business (LoB) to this effect is also put up for approval (*Annexure-31*). After approval, O.M. is sent to the PS of concerned Minister and the item for inclusion in the List of Business to Table Office. A copy of the O.M. is endorsed to the Parliament Section of the concerned Ministry for coordination. Item for correcting replies appears immediately after 'Questions' in the List of Business for a day.

Making/Laying Statement in the House

6.4 On the appointed day, when called upon to do so, the Minister makes the statement in the House or lays a copy of the statement on the Table of the House, as the case may be. The copy of the statement is also made available to the Member in the Notice Office who had put the Question, Half-an-Hour in advance of the sitting of the House.

Delay in Making or Laying Statement in the House

6.5 Ordinarily, the statement correcting the answer(s) should be made/laid as early as possible. The corrections should be done on time and statements made/laid preferably on the date of answer of questions relating to the Ministry concerned.

CHAPTER-VII

ANSWER DAY

7.1 On the day of answer, various kinds of activities are carried out by the concerned group in Question Branch like preparation of answer sets, preparation of statement regarding annexures to the answers, checking of answer sets, supply of answer sets etc. One of the major duty on an answer day is attending the House during Question Hour by Officers and Assistants of the concerned Group. Activities undertaken on an answer day are summarised below.

Manpower and their reporting time

- 8-9 Attendants	6:30 a.m.
- One Assistant from the concerned Group	7:00 a.m.
- Two remaining Assistants	9:00 a.m.
- E.O./A.D.	9:30 a.m.

Activity and schedule

7.2 By 6:50 a.m.	:	Answers to Starred and Unstarred Questions to be brought to the Question Section by two messengers from Distribution Section for preparation of sets. (SQ-175 copies each; UQ-60 copies each)
By 7:10-8:15 a.m.	:	Preparation of 85 sets of answers to Starred Questions.
By 7:30 a.m.	:	Five answer sets of Starred Questions duly checked by the dealing Assistant to be sent through Distribution Section to: (i) Residence of Hon'ble Chairman. (ii) Residence of Hon'ble Deputy Chairman. (iii) Secretary to Hon'ble Chairman. (iv) PS to Hon'ble Chairman. (v) OSD to Hon'ble Chairman.
By 9:10 a.m.	:	Preparation of 38 sets of answers to Unstarred Questions.
By 10:00 a.m.	:	Distribution of Starred and Unstarred answer sets to the following:

Number of Sets

Officer	Starred	Unstarred
AS(G)	01	01
OSD to Hon'ble Chairman (through Table Office)	01	01
*Table Office	11	11
Notice Office	11	05
Reporter Section	01	01
Interpreter Section	06	—
Concerned Group (kept in Q.B.)	04	04

*Including one set of Starred and Unstarred Questions for both Secretary-General and Hon'ble Chairman.

Dir., J.D.,D.D.,E.O./A.D.	03	03
LOP/Leaders/Chief Whips (Through Table Office)	30	—
Officials dealing E-mail (Kept in Q.B.)	01	01
For use of Committee (Kept in Q.B.)	01	01
M.P. copy (Kept in Q.B.; supplied through D. Sec. after Q. Hour)	02	02
**Lobby. (Inner Lobby)	06	01
Record purpose (Kept in Q.B.)	02	02
Director (R&L)	01	01
Spare sets in Question Branch	03	03

Preparation of Statement and attachments with answer sets

7.3.1 Some of the answers contain certain statements, annexures which are laid along with answers by the Ministry while replying in the House. A Statement showing the names of Members and the details of statements, annexures etc. attached to answer to their Starred Question in the Rajya Sabha is prepared (14 copies) (*Annexure-32*). These 14 copies are attached with Starred answer sets meant for AS/JS; Dir/Jt. Dir.; DD; EO/AD; 3 Assistants of concerned group; and 5 copies attached to answer sets of Lobby and 2 Notice Office.

7.3.2 A Statement enumerating updated status of disposal of Notices of Half-an-Hour discussion and Short Notice Questions is also attached with the Starred answer set (8 copies). These 8 copies are attached with Starred answer sets ment for AS/JS; Dir/Jt. Dir.; DD; EO/AD; 3 Assistants of concerned group.

7.3.3 A copy each in English and Hindi of the Errata is also attached with 33 answer set of Starred Questions supplies to AS/JS; Dir/Jt. Dir.; DD; EO/AD; 3 Assistants of concerned group and 25 copies Inner Lobby.

7.4 *Concerned E.O./A.D. shall ensure to carry following items in the House*

- Files relating to part omission in the Starred list
- List of Business
- Parliamentary Bulletins Part I & II
- Division List
- List of Members
- Ballot list
- Statement of Members who raised supplementaries on the previous answer day
- List of name and telephone numbers of officers of the Question Branch & concerned Ministries
- List of Ministers
- Seating chart of Members

**Excluding 70 copies of each of the reply to Starred Question (both English and Hindi version) for use of Members during the Question Hour to be kept in Inner Lobby.

Proceedings during Question Hour

7.5 As provided in rule 38, unless the Chairman otherwise direct, the first hour of every sitting shall be available for the asking and answering of questions. Since sitting of the House starts at 11 a.m. each day the Question Hour is from 11 a.m. to 12 noon each day of the session. But during the extended period of session, there is no Question Hour.

7.5.1 The Additional Secretary/Joint Secretary; Director/Joint Director; Deputy Director and Executive Officer/Assistant Director concerned are officers-at-the Table during Question Hour to assist the Secretary-General and the Hon'ble Chairman. They are expected to be familiar with the Rules, precedents etc. relating to Questions.

7.5.2 At the Table, Executive Officer/Assistant Director writes the Minutes Book during Question Hour indicating Question No., name of Member asking supplementaries, along with time.

7.5.3 Assistants of the Group sit in the Official Box during Question Hour and note down names of Members asking supplementaries.

Mode of asking question

7.6.1 The Chairman calls successively each Member in whose name a question appears in the list of questions.

7.6.2 The Member so called rises in his place and unless he states that it is not his intention to ask the question standing in his name, he asks the question by referring to its number in the list of questions.

7.6.3 If on a question being called it is not put or the Member in whose name it stands is absent, the Chairman directs that the answer to it be given.

Questions of absent Members

7.7 If on a question being called is not put or the Member in whose name it appears in the list of questions for oral answer is absent, the Chairman directs that the answer to it be given.

Supplementary questions

7.8.1 Any member when called by the Chairman puts a supplementary question for the purpose of further elucidating any matter of fact regarding which an answer has been given. The Chairman can disallow any supplementary question, if, in his opinion, it infringes the rules regarding questions.

7.8.2 Chairman has also given following directions with regard to the supplementaries:—

- (i) Members are requested to ask crisp supplementaries and Ministers are expected to give precise replies to the questions/supplementaries asked. Since question time is limited to one hour, an endeavour is made to ensure coverage of more questions during that time.
- (ii) Two supplementaries are allowed to the Member in whose name a Starred Question has been listed. Besides, three more Members are allowed one supplementary each. In case of a Starred Question, which is not put or the Member in whose name it is appearing is absent, three Members are allowed one supplementary each.

After Question Hour

7.9 At 12:00 Noon the officers and staff of Question Branch leave Table of the Houses and another group of officers takes over from them in the House. On return from the House, Assistant of the Group cross-checks the names of Members who raised supplementaries during the Question Hour with the names noted down by E.O./A.D. After cross-checking and making corrections, if any, he prepares a statement showing names of Members who raised Supplementaries during Question Hour and submits it for approval. After approval, the statement is sent to Table Office for perusal of Hon'ble Chairman (*Annexure-33*).

CHAPTER-VIII

Computerisation

Introduction

8.1 To facilitate faster processing and delivery of information, accurate analysis of facts and figures, higher efficiency and productivity, use of computers has become inevitable. Question Branch has been the torch bearer in computerisation in the Secretariat, Processing of following activities of Question Branch have been computerized so far:—

- (i) Parliament Question Processing System application (Diary software);
- (ii) Holding ballot of Notices of Questions (Notices for written answer only);
- (iii) Electronic transmission of answers to questions from Ministries to the Secretariat;
- (iv) Electronic search of questions and answers;
- (v) Dashboard application for back office applications; and
- (vi) E-Questions (under process).

Besides above, with the advent of Right to Information regime, Question Branch has been in the forefront in the proactive disclosure of information too, not only to Members who are its main clientele but to general public at large. The following information has been made available on Rajya Sabha website by the Question Branch:—

- (i) General information regarding Questions;
- (ii) Question Chart;
- (iii) Question Calendar;
- (iv) Ballot lists;
- (v) Grouping of Ministries;
- (vi) Session-wise statistical information regarding Questions;
- (vii) Ministry-wise list of Nodal Officers; and
- (viii) Pamphlet on Subjects for which various Ministers are responsible for answering Questions in the Rajya Sabha.

Parliament Questions Processing System application (Diary Software)

8.2 The Parliament Questions Processing System application (Diary Software) is the main software used in the Question Branch. Through this software the functions performed are:

- (a) Diarising of notices of Questions, Short Notice Questions (SNQ), Half-an-Hour Discussion (HAD), letters and receipts;
- (b) Auto balloting of names of Members for Unstarred Questions lists;
- (c) Preparation of pre-ballot and after-ballot charts;
- (d) Typing and e-mailing of admitted notices; and
- (e) Reports of Notices received (Member-wise, Ministry-wise, Session-wise, Date-wise etc.)

Registration and Diarisation

8.3 Notices of questions are delivered by Members in the Notice Office by hand/by post. There are prescribed forms for various types of questions distinguished by colours *i.e.* yellow for unstarred; pink for starred and white for

short notice questions. Notice Office passes on these notices to Question Branch after entry in a Register. As soon as these notices are received in the Question Branch, the Diarist enters each notice received in the Central Diary Register, session-wise which has since been computerised and indicates the diary number on each notice. The format of the Diary is as follows:

Date _____

Diary No.	Name of Member	Starred/Unstarred Question	Due for Answer on	Name of Ministry/Department	Group No.

The Diarist separates the notices Ministry-wise and hands them over to the dealing Assistant responsible for dealing with the Questions pertaining to a particular Ministry. He records the number of notices handed over to each Assistant.

Forwarding of admitted Questions to Ministries

8.4 All provisionally admitted questions are typed on computer and forwarded to the concerned Ministries electronically.

Ballot

8.5 Notices received upto 3.00 p.m. on the last date of receiving notices for any answer day are considered for the ballot. Two separate pre-ballot charts, one for Starred list and another for Unstarred list are generated through computer. The pre ballot chart for Starred list contains name of the Members who have given notices for Starred Questions along with number of notices, Ministries to whom addressed and the priority, if any indicated. In the pre-ballot chart for Unstarred list, besides notices of Unstarred Questions, notices for Starred Questions are also indicated. Ballot for Starred Question list is held manually. However, ballot for Unstarred list is held through computer in the Lobby of the Central Hall at 5.00 p.m. in the presence of a Member(s), or/and in the presence of Secretary-General/Divisional Head of Question Branch.

Electronic transfer of answers to question from Ministries to the Secretariat

8.6 Ministries are generally composing the English version of the answers on their computers. The procedure to be followed involves transfer of the electronic data (by E-mail/C.D./Floppy) of the approved answer from the Ministry to the e-mail address of the Rajya Sabha Secretariat. After checking and formatting, the data is then put into the Rajya Sabha website with the help of NIC.

File Naming Convention

8.7 Ministries are required to send the Question and Answer of each of the Questions as separate text file. For all Rajya Sabha Starred Questions, the file name begins with 'rs' followed by the Question number and the file extension as .txt. For all Rajya Sabha Unstarred Questions, the file name begins with 'ru' followed by the question number and the file extension as .txt. Thus, a text file for Rajya Sabha Starred Question number 121 will have the file name as rs 121.txt. Similarly, a text file for the Rajya Sabha Unstarred Question number 628 will have the file name as ru 628.txt.

Electronic transfer of Questions and Answers

8.8 NIC has provided E-mail facility to All Ministries. Questions and approved answers are transferred to the Parliament Division in the Ministry by LAN (or floppy if E-mail facility is not available) for centralising the material. The NIC official and the Parliament Division of the Ministry after checking that all the answers for the day have been received transmit the text of the questions and answers by E-mail (as an attachment) to the Rajya Sabha Secretariat (E-mail address rsqns@sansad.nic.in) as soon as Question Hour of the day is over. For this purpose, each Ministry is given a separate secure E-mail account and Password from which the material should be sent so that questions and answers are not tampered with. Only questions and answers sent in encrypted form through secure email are treated as authentic for being put on the database.

In case for some reason, it is not possible to send E-mail, the Rajya Sabha Secretariat is to be informed through the NIC officials in the Ministry and the text may be sent by floppy/C.D. alongwith a set of questions and answers (hard copy) to Question Branch, Rajya Sabha Secretariat with a covering letter. In all cases, when answers are received by E-mail, an E-mail acknowledgement in standard text is to be sent immediately.

Scanning of answers in exceptional cases

8.9 If for some reason, a particular question and answers can not be put on to the computer, a separately typewritten/inkjet/laser printed original copy (not cyclostyled or photocopy) is to be sent in a separate cover to the Question Branch, Rajya Sabha Secretariat with a covering letter, since in such cases special arrangements have to be made in the Question Branch to scan or otherwise input the text and put the material on to the Internet for the sake of completion of Questions database. Annexures that are part of the answers may sometimes be missing or not available in proper format. These discrepancies are rectified as soon as it comes to the notice.

Prevention of Errors

8.10 It is the responsibility of the Ministry to ensure that the electronic copy being sent to Rajya Sabha Secretariat is the final version and tallies with the typed version already sent. To ensure that the answer being sent for inclusion into the Website is the same as given on the Floor of the House, it has to be ensured by the Ministry that questions and answers are sent only after 12.00 noon of the day on which the Questions are answered. Where the answer given on the floor of the House is at variance with the circulated text (especially in respect of Starred Questions answered orally), answers are to be got corrected before being sent.

Where it is intended to correct an answer to a question after it has been answered or laid on the Table, such corrections should not be routinely inserted into the electronic version of the answer text, since the process for correcting answers is entirely separate. In such cases, after the statement correcting an Answer to a Question is made/laid on the Table by the Minister, the Question Branch includes a foot-note below the original answer as it appears on the Internet showing the corrected answer and the date of correction.

Link-up between answers to questions and supplementaries thereto

8.11 A software has been developed with a purpose to create a link between those Starred questions that have been orally answered and the Supplementaries asked thereon so that anybody viewing the RSS Website gets a complete answer to the Starred questions (along with Supplementaries).

If Supplementaries have taken place on a Starred question, then a 'Supplementary Question' link appear at the end of the question by clicking on this link a page with heading 'Supplementary Question Details' opens up. By clicking on Member's name against the participants option, supplementary page opens up.

The steps that are involved in this process are as follows:

- (i) Reporters Section sends the supplementaries through E-mail to Question Branch the same day from 3:00 p.m. onwards;
- (ii) Staff of the typing pool uploads the same on the Rajys Sabha Website; and
- (iii) Once uploading is completed, answer to a Question and supplementaries to Question thereto automatically get linked.

Appointment of Nodal Officers in Ministries/Departments

8.12 To obviate the problem of non-receipt of all the answers through e-mail from Ministries, Question Branch has requested all Ministries/Department to appoint a Nodal Officer for overseeing the e-mailing of answers to questions. The list of Nodal Officers of all the Ministries/Departments is updated from time to time and is available on the Rajya Sabha Website.

Applications/Software modules being used in the Question Branch

(a) Parliament questions and answers publishing software

8.13 Search facility for answers is available on the Rajya Sabha Website with various search options such as Member-wise, Ministry-wise, Session-wise, Date-wise, Question No.-wise, Question type-wise (Starred and Unstarred) and integrated search system containing all the above mentioned options. Any one wanting to exercise this option has to go to Home Page of Rajya Sabha and then has to follow the sequence mentioned below; 'Business', 'Questions', 'search Question'. Various search options appear on putting the cursor on 'search options' and then by clicking on desired option out of the various search options, the search page opens up. By selecting the entries in the search form, one would get the desired information.

(b) Dashboard application for back office operations

8.14 The Dashboard application has been developed for the use of the Hon'ble Chairman during the Question Hour with inputs to be fed by different sections of the Secretariat including Question Branch. From the 217th session onwards, it has started updating the database of this application concerning supplementary questions asked during the Question Hour. From the 218th session, the Branch has been electronically generating the statement showing names of Members who raised Supplementaries during the Question Hour.

E-notices of Questions

8.15 This software which is still under development will enable the Members of Parliament to submit their notices of questions online using digital signature. The Question Branch will receive these e-notices by another software called 'E-Question Processing Software' and e-notices received through this software will be diarised along with the manually submitted notices in order of receipt in point of time. Members shall be authenticated through multiple level passwords. After successful authentication, Members shall be able to access the modules through which they shall be able to submit the notices of questions electronically. The software may be used in inter-session as well as in session periods. In the inter-session period, questions shall be typed (in English/Hindi) and saved in draft mode in the server, which shall be modified and submitted finally in the session period. In the session period, questions can also be saved in draft mode and later on they can be modified and submitted finally. Member shall select the concerned Ministry/Department and system shall display the first available sitting date with ballot date. The questions shall be time stamped also. However, Member can select the sitting date of his/her choice. After selecting the question type, language, order of preference and typing the question's title and text (in English/Hindi), question shall be finally submitted. Before submission, system shall check the question entry date and time with the ballot date and maximum permissible 100 words of question's text. After successful submission, the system shall return the electronic reference number of the question submitted which shall be used for future referencing. At the time of question submission, Members shall have the option to see their previously submitted Ministry-wise notices and un-submitted notices (draft mode). They shall have their record of notices submitted earlier and their status on the website at a single location. The status of the notices shall be updated after the Question Branch processes it.

CHAPTER-IX

PUBLICATIONS

9.0 Question Branch is also bestowed upon the responsibility of bringing out some of the publications:—

Subject Pamphlet

9.1 The Branch compiles a Pamphlet entitled "Subjects for which the various Ministers are responsible for answering Questions in Rajya Sabha", every alternative year. This Pamphlet is based on notifications issued by the Cabinet Secretariat amending the Government of India (Allocation of Business) Rules, 1961 from time to time. The latest position is obtained from the Cabinet Secretariat and various Ministries/Departments. The Pamphlet is circulated to all Members of Rajya Sabha to facilitate them to address the notices of questions etc. to the Ministers who are responsible for answering the Questions in Rajya Sabha on those subjects. The Pamphlet is also circulated to all the Ministries. It is brought out in Hindi too.

The Officers and staff dealing with the Questions are required to refer to the Pamphlet while deciding cases where responsibility for answering a Question by a particular Minister is disputed in relation to notices of questions.

Sessional Statistical information on Questions

9.2 After the prorogation of every session, Question Branch compiles and brings out in the form of Pamphlet statistical information relating to notices of Starred, Unstarred and Short Notice Questions as well as notices for Half-an-Hour Discussions, etc. received during the session and their disposal. The Pamphlet comprises the following ten statements giving various kinds of information:—

- (i) Total number of notices of Starred and Unstarred Questions received by each Group.
- (ii) Notices of Starred and Unstarred Questions received for each date after the issue of Bulletin for commencement of the Session.
- (iii) Abstract showing disposal of notices of Starred and Unstarred Questions.
- (iv) Statistical Abstract relating to Questions (Starred and Unstarred) showing the number of notices received in respect of each Ministry.
- (v) Abstract showing disposal of Short Notice Questions.
- (vi) Statement showing the subjects on which maximum numbers of Questions were answered.
- (vii) Statements laid on the Table of the Rajya Sabha in reply to Starred Questions.
- (viii) Statement showing disposal of notices received for raising Half-an-Hour Discussion on matters of public importance arising out of answers to questions.
- (ix) Abstract of Statements made/laid by the Ministers correcting replies already given by them to Questions in the Rajya Sabha.
- (x) Some interesting features pertaining to Questions asked and answered in the Rajya Sabha.

9.3 A statement showing the Observations/Directions/Rulings made/given by the Chair for smooth functioning of Question Hour is also included in the pamphlet.

9.4 Besides above mentioned regular Publications, sometimes, under the 'Occasional Paper Series', papers/documents as directed by Hon'ble Chairman, Secretary-General may be compiled and published.

9.5 Some of the publications brought out in this connection are:—

- (i) Demystifying the Question Hour - An analysis of the statistical data emanating from the Question Hour during the 213th Session of Rajya Sabha (Budget Session).
- (ii) International Practices and Procedures regarding Questions.

CHAPTER-X

MISCELLANEOUS

10.1 Situations may arise when status of a Member undergoes a change after he has given notices of questions. Following are the guidelines for dealing of such notices of questions:—

Notices of Questions of Members who have not taken Oath

10.1.1 Members can give notices of questions irrespective of the fact whether they have taken oath or not but questions of members who have not taken oath cannot be answered in the House. Such questions will be printed in the list of questions in the normal course but will be called for answer in the House only if the Member concerned takes oath before the question comes up for answer. In the Chamber set of questions meant for the Chairman etc., suitable indication to the effect that the questions may be called only if the Member concerned takes oath, will be given by the Assistant.

Notices of Questions of Members who have been granted leave of absence by the House

10.1.2 Questions of Members who have been granted leave of absence by the House are not printed in the list of questions for oral answer.

Notices of Questions given by a Member who is subsequently appointed a Minister

10.1.3 If a Member who has been appointed a Minister or a Parliamentary Secretary, all his questions will lapse from the date of his appointment. If such questions have been printed, errata will be issued to the printed lists but if the lists are under print, questions will be removed at the proof stage. Where the intimation regarding the appointment of a Member as a Minister is received so late that it is not possible to issue an errata to the printed lists, the necessary deletions will be made only in the Chamber sets of question lists and relevant answers will be removed from the answer sets.

Notices of Questions from a Member who is appointed as a Minister in the State

10.1.4 If a Member is appointed as a Minister in the State Government, notices of questions received from him will be disposed of as per rules till he resigns from the membership of the Rajya Sabha.

Notices of Questions of Members unseated

10.1.5 Immediately on receipt of information from the Table Office that a Member has been unseated, his election having been declared void, or a Member has ceased to be Member on the ground of defection under the Members of Rajya Sabha (Disqualification on ground of Defection) Rules, 1985, all his questions will be treated as lapsed. If questions have already been printed in the name of such a Member, errata deleting his questions will be issued to the printed lists. In case the list of questions are under print, such questions will be deleted at the proof stage. Where the intimation regarding a Member's disqualification is received so late that it is not possible to issue an errata to the printed lists, the necessary deletions will be made only in the Chamber set of question lists and the relevant answers will be removed from the answer sets. In case the Member whose election has been declared void regains the membership by getting a stay order or a decision which reverses his earlier election decision and there is no break in the membership, the questions tabled by the Member will be revived and suitable action taken to include them in the lists of questions.

Notices of Questions of Members suspended from the service of the House

10.1.6 Notices of questions from Members who are under suspension from the sitting(s) of the House are not admitted for the day(s) on which they are under suspension. The notices of questions from these Members which have already appeared in the lists of questions are removed from these lists by issuing an errata. No notice of question is accepted from the Member who is under suspension during the period of his suspension irrespective of the fact whether the notice is for a date falling within the period of suspension or beyond the period of suspension. However, notices of questions received from such Members prior to their suspension for the dates beyond the period of their suspension will be included in the ballots held on dates falling during the period of suspension. In this connection, the following procedure will be adopted:—

- (i) Immediately after the motion for suspension of Member (s) is adopted by the House, Table Office will pass on this information to the Question Branch. The Assistants will keep all the details of suspended Member (s).
- (ii) If only the name of a Member who has been suspended appears against a question, the Assistant, while preparing manuscript of list of questions, will delete the name of such Member together with the question from the Question list before the same is sent for printing.
- (iii) If the name of a Member who has been suspended appears on a consolidated question in the Unstarred list, his name will be deleted from that question and in case his name appears at the top, the name of the next Member will be brought at the top after deleting his name.
- (iv) Where after the printing of lists of questions, a Member is suspended from the service of the House, (a) errata to the printed lists, on the lines of (ii) or (iii) above, as the case may be will be issued (b) the Assistant responsible for preparing sets will delete the name of the suspended Member from the lists of questions to be answered during the period of suspension of the Member. However, if suspension of a Member is revoked, before expiry of the period of suspension, on motion adopted by the House, the name of the Member will be restored in the question lists. His question which had been deleted from the printed list shall be restored by issuing appropriate corrigendum. Similarly, his name will be restored on the question which is to be included in the Starred list at the manuscript stage. No action will, however be taken to add the question tabled by such a Member to a list already printed and circulated during the period of suspension of the Member.

Dealing of Notices of Questions not included in the lists of Questions

10.2 All the notices of questions given by Members do not get included in the lists of Questions. Notices of questions not fulfilling the conditions of admissibility are disallowed. There may also be notices of questions which although admitted cannot be included in the lists of Questions. Main reasons for such a situation are Members giving excess number of notices and the limit of 20 Questions for Starred list and 155 questions for the Unstarred list. Following action is to be taken in such situations:

Return of copies of Lapsed Notices of Questions

- (i) All the notices of questions that could not be listed during the session of Rajya Sabha stand lapsed on the termination of session. After prorogation of each session a copy of all these lapsed notices is returned to the concerned Members intimating them about their lapsed notices. This intimation is sent through a standard Performa (*Annexure-34*).

Intimation of Disallowed Questions

- (ii) When notice of a question is disallowed in pursuance of provisions contained in rules 47 and 48 of the Rules of Procedure and Conduct of Business in the Council of States or Directions of the Chairman, Rajya Sabha and established practices and conventions relating to the Questions, an intimation is sent to the concerned Member indicating in brief the grounds on which his/her notices of questions could not be admitted. Before sending the intimation, orders to that effect are taken on the original notice of question. This intimation is sent through a standard Proforma devised for each rule (*Annexure-35-57*).

10.3 Normally such intimations are sent after the session is over. However, in case of notices of questions being disallowed due to not fulfilling the condition of 100 words, Members are informed immediately after disallowance of such notice. Purpose behind this action is to facilitate Members giving revised/edited notices, if they so desire.

10.4 In case a question has been disallowed and the Member who has given notice of the question makes a representation for reconsideration of the decision, such representation is considered on merit and the question, if admitted on reconsideration, is put down for answer on the next available date during the session.

Cancellation of Sitting/Adjournment of the House

10.5 During a session, it may happen that a sitting is cancelled or the House adjourns without transacting any business. In such situations, following actions are to be taken:

- (i) When there is no Question Hour owing to the cancellation of a sitting or its adjournment without transacting any business, all questions, both Starred and Unstarred, will be treated as Unstarred questions for the next sitting and printed along with their answers in the Debate for that day.

- (ii) When the Question Hour is only dispensed with but the sitting itself is not cancelled, all questions of that day will be treated as Unstarred and printed with their answers in the Debates of that day.
- (iii) Where during the Question Hour the questions are not taken up at all and the entire time is taken up by interruptions or some other business, answers to both Starred and Unstarred questions will be deemed to have been laid on the Table at the end of the Question Hour. The position will remain the same even when the House is adjourned for some time during the Question Hour.
- (iv) When the last sitting of a session is cancelled, the questions put down for that sitting will lapse.
- (v) When the House is adjourned *sine die* before questions are taken up, the questions put down for that sitting will be treated as not answered and replies thereto even if received from the Ministries will not be included in the proceedings.

Other Miscellaneous Items of work

10.6 Besides dealing with notices of questions, Question Branch also handles communications received from Members, Ministries, State Assemblies, individuals. Notes from the Office of Secretary-General, other sections of the Secretariat are also received from time to time which are appropriately dealt with by the Question Branch.

Letters received from Members of Rajya Sabha

- (i) Members send letters concerning questions like non-admission of their notices, non-listing of their questions, their questions not uploaded on the Rajya Sabha website, returning of their surplus/unused notices, unsatisfactory reply to their questions, withdrawal of their notices of questions etc.

Letters received from Ministries

- (ii) Besides routine communications received from various Ministries during the session relating to disallowing a question, transfer of a question to another Ministry, clarification on the subject-matter of the question etc., Some Ministries also send general communications before the commencement of a session or afterwards about the specific subjects dealt by them, current *sub-judice* subjects/sensitive subjects etc. These are duly examined and appropriate action is taken wherever required.

Communication received from State Assemblies

- (iii) Apart from this, sometimes letters are also received from State Assemblies seeking information on procedure pertaining to Questions in Rajya Sabha. These are duly examined and appropriate reply is sent.

Furnishing information under RTI Act

- (iv) RTI applications seeking information on questions are received in the Question Branch from the RTI Cell of Rajya Sabha Secretariat. These applications are to be processed expeditiously and the information sought therein is to be furnished within the stipulated time of thirty days.

Notes received from the Office of Secretary-General

- (v) Various kinds of notes relating to different aspects of Questions are received from the Office of Secretary-General, from time to time. These are processed and information sought therein is compiled and submitted at the earliest.

Notes received from other Sections

- (vi) Notes are received from other sections like Research & Library Section, Table Office, O&M Section, IT Section etc. eliciting information on questions. On receipt of the notes, necessary action is taken and the required information is supplied to the concerned section.

Memorandum for General Purposes Committee (GPC) and Committee on Rules

10.7 Another major responsibility of Question Branch is preparation of Memoranda Relating to questions for consideration by the General Purposes Committee and Committee on Rules. These memoranda are prepared considering all the facts and relevant rules. Officers of the Branch also remain present during the meetings of the General Purposes Committee and Committee on Rules when such memoranda are taken up and provide necessary information, if required.

CHAPTER-XI

Directions by the Chairman, Rajya Sabha

In terms of rule 266 of the Rules of Procedure and Conduct of Business in the Rajya Sabha and under his inherent powers, the Chairman, Rajya Sabha has been issuing directions from time to time for regulating all matters not specifically provided in the rules and all questions relating to the detailed working of these rules. Directions issued by the Chairman, Rajya Sabha regarding questions are as follows:—

1. *Notice Period for Questions*

Under rule 39 of the rules of Procedure and Conduct of Business in the Rajya Sabha, notices of Questions shall be given with not less than 15 and not more than 21 clear days notice.

The notices of Questions should, accordingly, be given not earlier than 21 clear days and not shorter than 15 clear days from the date for which the notice of Question is marked. Notices of Questions received before 21 clear days shall not be accepted in the Notice Office and in case the same are received through the Mail Box, no action shall be taken on such notices and the same shall be returned to the Members in original.

Members are informed that the Hon'ble Chairman, Rajya Sabha has now decided to do away with the restriction of maximum period of 21 days for giving notices of Questions with immediate effect. Hereafter, Members may give notices of Questions for any date, immediately after issue of Summons.

[R.S. Bulletin Part-II, dated 29.4.1998 & 5.5.1998]

2. *Format of Notice of Question*

Text of the notice of Question should be typed or neatly handwritten on the printed standard format available in Notice Office. Notices of Questions where the text is either stapled or pasted on the standard format shall not be entertained and such notices of Questions shall be returned to Members in original.

[R.S. Bulletin Part-II, dated 5.5.1998]

3. *Limit of Notices of Questions*

A limit of 7 Notices of Questions per sitting per Member may be fixed and notices received in excess of 7 from a Member for a day may be kept for subsequent sittings concerning that Ministry/Ministries in that Session. Members who intend to give notices in bulk for the entire Session may do so by indicating their *inter-se* preferences. In case no such preferences are indicated, notices in excess of 7 per day will be considered for subsequent sitting on the basis of point of time of their receipt. However, the existing limit of five admitted questions per day per Member may continue.

[R.S. Bulletin Part-II, dated 30.3.1994]

4. *Joint Notice of a Starred Question*

When notice of a Starred Question is given by more than one Member, such notice shall be deemed to have been given by the first signatory only for the purpose of draw of lots and inclusion of name in the Starred List.

[R.S. Bulletin Part-II, dated 03.02.2010]

5. *Ballot of the Notices of Questions*

In respect of all notices of Starred Questions for any particular day received upto 3.00 P.M. of the last date of receipt of such notices under rule 39 of the Rules of Procedure and Conduct of Business, a ballot will be held at 5.00 P.M. on that day with a view to determining the *inter-se* priority of Members who have given such notices and the list of admitted Starred Questions will be prepared in accordance with the result of such ballot.

[R.S. Bulletin Part-II, dated 14.5.1974]

6. Maximum number of Questions of a member in a day's List

Not more than five questions, both Starred and Unstarred combined, by one Member, shall be placed on the lists of questions for any one day and out of these not more than one question shall be placed on the list of questions for oral answer.

Not more than one question by the same Member can be placed on the list of questions for oral answer on any one day. Questions in excess of one will be placed in the list of questions for written answer.

[R.S. Bulletin, Part-II, dated 03-02-2010]

7. Limit on the Number of Questions in a day's Starred Question List

Not more than twenty questions, instead of thirty at present, shall be placed on the list of questions for oral answers on any one day.

[R.S. Bulletin, Part-II, dated 17-10-1978]

8. Questions relating to matters of day-to-day administration of Government employees, individual, private companies etc.

Members are informed that as per Hon'ble Chairman's directions, questions which relate to matters of day-to-day administration of Government employees like their service conditions, postings, transfers, TA/DA etc. or questions which tend to further the interest of an individual or a few individuals or private companies are not admissible.

While framing the questions Members are requested to keep the above directions in view to avoid disallowance of such questions on the above grounds.

[R.S. Bulletin, Part-II, dated 22-11-2005]

9. Questions relating to matters of day-to-day administration of public undertakings/autonomous bodies/statutory corporations

Questions relating to day-to-day administration in respect of public undertakings/autonomous bodies/statutory corporations are not admitted for answer unless a matter of policy or public interest is involved.

[R.S. Bulletin, Part-II, dated 01-02-1995]

10. Questions in respect of working of the statutory corporations and limited companies

Information in respect of working of the statutory corporations and limited companies in which Government has financial or controlling interest may be obtained by the Members direct from the corporations or the companies concerned. For this purpose ministries have issued directions to the statutory bodies and limited companies functioning under them to supply the requisite information to the Members direct.

[R.S. Bulletin, Part-II, dated 01-02-1995]

11. Admissibility of Notices of Questions based on News Items

I would like to make one observation. I find that a number of questions are put saying that it has appeared in a paper whether the Government's attention has been drawn. Instead of the newspapers giving publicity to politicians, politicians are giving publicity to the newspapers. You must take the substance of the matter and then ask whether it is a fact or not. You should not say whether a report has appeared in some paper and what it is. You may note it for further reference. If some such question comes hereafter, I will not allow it.

[R.S. Debate, Part-II, dated 5-3-1987 Cols. 27-28]

12. Questions relating to matters of past history

Rule 47(2) (xvi) of the Rules of Procedure lays down that a question shall not ordinarily seek information on matters of past history. A large number of notices of questions are, however, received from Members seeking information on matter relating to past period extending to several years. Members are, therefore, requested to keep in view the provisions of this rule while giving notices of questions and ordinarily seek information relating to a period not exceeding three years.

[R.S. Bulletin, Part-II, dated 02-07-1971]

13. Transfer of Questions

After a Question is admitted and printed, no transfer from one Ministry to another shall take place. However, if a

request for the transfer of a Question from one Ministry to another is made before it is admitted and printed, Chairman shall be the final authority to decide in the matter.

[R.S. Bulletin, Part-II, dated 30-03-1994]

14. Answers to Questions by Ministries

Answers to all questions given in the Rajya Sabha shall be specific and complete and each part of the question or each item of information asked for therein shall be answered separately.

If, on his attention being drawn to an answer, the Chairman is satisfied that it does not fulfil this condition, he may direct the Minister to give a specific and complete answer to each part of the question.

[File No. Rs. 35/15/2000-L. dated 19-9-2000]

15. Placing of long Statements on the Table

I will tell you there are people who err on both sides. Sometimes people lay very short statements on the Table of the House and some people go on reading long statements only. I am giving this direction that small statements must be read and long statements must be placed on the Table of the House.

[R.S. Debate, Part-II, dated 30-4-1987 Cols. 15-16]

16. Procedure for Ministers correcting Answers to Unstarred Questions

The Minister shall give to the Secretary-General notice of his intention to correct the reply given to an Unstarred Question. The notice shall be accompanied by a copy of the statement proposed for correcting the answer already given.

The Secretary-General shall include the item in the List of Business on the appropriate date in the following manner:—

STATEMENT CORRECTING ANSWER TO UNSTARRED QUESTION NO..... GIVEN IN RAJYA SABHA ON THE.....

SHRI/SHRIMATI.....to lay on the Table a statement (in English and Hindi) correcting answer to Unstarred Question No.....given in Rajya Sabha on the.....regarding.....

[R.S. Bulletin, Part-II, dated 17-02-1982]

17. Availability of Answers in Notice Office

One set of answers to all the Starred Questions included in the List of Questions for the day should be kept in the Notice Office by 10.30 A.M. for perusal by the Members. However, these answers would be considered confidential and would not be treated final till the questions are actually answered in the House.

[R.S. Bulletin, Part-II, dated 6-2-1979]

18. Supplementaries to Starred Questions

- (i) Two Supplementaries may be allowed to the Member in whose name a Starred Question has been listed. Besides, three more Members may be allowed one supplementary each. In case of a starred question, which is not put or the Member in whose name it is appearing is absent, three Members may be allowed one supplementary each.

[R.S. Bulletin, Part-II, dated 03-02-2010]

- (ii) Members are requested to ask crisp Supplementaries and Ministries are expected to give precise replies to the questions/Supplementaries asked. Since question time is limited to one hour, an endeavour should be made to ensure coverage of more questions during that time.

[R.S. Bulletin, Part-II, dated 12-03-2008]

19. Question lapsed on Termination of the Session

Subject to the provision of rule 43(1) of the Rajya Sabha Rules of Procedure, Questions in excess of five given notice of by a Member for any one day may be put down in the list of Questions on a subsequent day allotted to the group of Ministries. Notices of questions which lapse on the termination of a Session may be returned to the Members who had given these notices.

[R.S. Bulletin, Part-II, dated 6-2-1979]

RAJYA SABHA/राज्य सभा
QUESTION FOR ORAL ANSWER
मौखिक उत्तर के लिए प्रश्न

NOTICE OFFICE

Dy. No.....
Date.....

QUESTION BRANCH

S.Q. Dy. No.....
Date.....

Place/स्थान

Date/दिनांक

FROM/प्रेषक

....., M.P./संसद् सदस्य

To/सेवा में,

THE SECRETARY-GENERAL/महासचिव,
RAJYA SABHA, NEW DELHI/राज्य सभा, नई दिल्ली।

Sir/Madam, महोदय/महोदया,

Under Rule 39 of the Rules of Procedure and Conduct of Business, I give notice of the following Question प्रक्रिया तथा कार्य-संचालन संबंधी नियमों के नियम 39 के अंतर्गत, मैं निम्नलिखित प्रश्न की सूचना देता हूँ जिसका मौखिक for oral answer on/उत्तर.....को दिया जाये।

Yours faithfully/भवदीय,

Member/सदस्य

Division No./विभाजन सं०.....

Order of preference/प्राथमिकता क्रम

*Will the Minister of.....be pleased to state:

*क्या.....मंत्री यह बताने की कृपा करेंगे कि:

(a) (क)

RAJYA SABHA/राज्य सभा
QUESTION FOR WRITTEN ANSWER

लिखित उत्तर के लिए प्रश्न

NOTICE OFFICE

Dy. No.....

Date.....

QUESTION BRANCH

U.Q. Dy. No.....

Date.....

Place/स्थान

Date/दिनांक

FROM/प्रेषक

....., M.P./संसद् सदस्य

To/सेवा में,

THE SECRETARY-GENERAL/महासचिव,
RAJYA SABHA, NEW DELHI/राज्य सभा, नई दिल्ली।

SIR/MADAM, महोदय/महोदया,

Under Rule 39 of the Rules of Procedure and Conduct of Business, I give notice of the following प्रक्रिया तथा कार्य-संचालन विषयक नियमों के नियम 39 के अंतर्गत, मैं निम्नलिखित अतारांकित प्रश्न की सूचना देता हूँ Unstarred Question for answer on.....200

जिसका उत्तर.....200 को दिया जाये।

Yours faithfully/भवदीय,

Member/सदस्य

Division No./विभाजन सं०.....

Will the Minister of.....be pleased to state:

क्या.....मंत्री यह बताने की कृपा करेंगे कि:

(a) (क)

QUESTIONS SECTION—I

S.N.Q. Dy. No.....

Date.....

SHORT NOTICE QUESTION

Place/स्थान

Date/दिनांक

FROM/प्रेषक

....., M.P./संसद् सदस्य

To/सेवा में,

THE SECRETARY-GENERAL/महासचिव,
RAJYA SABHA/राज्य सभा,
NEW DELHI/ नई दिल्ली।

Sir/श्रीमान,

Under Rule 58(1) of the Rules of Procedure and Conduct of Business, I give notice of the following प्रक्रिया तथा कार्य-संचालन सम्बन्धी नियमों के नियम 58(1) के अन्तर्गत, मैं निम्नलिखित अल्प-सूचना प्रश्न की सूचना Short Notice Question.

देता हूँ

Yours faithfully/भवदीय,

Member/सदस्य

Division No./विभाजन संख्या.....

Short Notice Questions/अल्प-सूचना प्रश्न

Will the Minister of.....be pleased to state:

क्या.....मंत्री यह बताने की कृपा करेंगे कि:

(a) Whether/ (क) क्या

RAJYA SABHA/राज्य सभा
NOTICE OF HALF-AN-HOUR DISCUSSION
आधे घंटे की चर्चा के लिये सूचना

The.....20.....

दिनांक.....20.....

FROM/प्रेषक

Shri/Shrimati

M.P.

श्री/श्रीमती.....संसद् सदस्य,

To/सेवा में,

THE SECRETARY-GENERAL/महासचिव,

RAJYA SABHA/राज्य सभा,

New Delhi/नई दिल्ली।

SIR/महोदय,

Under rule 60(2) of the Rules of Procedure and Conduct of Business in the Rajya Sabha, I hereby give notice of my intention to raise Half-an-Hour discussion on the points arising out of the answers given to Starred/Unstarred/Short Notice Question No.....in the Rajya Sabha on the.....20.....

राज्य सभा के प्रक्रिया तथा कार्य संचालन विषयक नियमों के नियम 60(2) के अधीन इसके द्वारा मैं दिनांक.....
.....20..... को राज्य सभा में तारांकित/अतारांकित/अल्प सूचना प्रश्न संख्या.....के लिए
गए उत्तरों से उत्पन्न होने वाली बातों पर आधे घंटे की चर्चा उठाने के अपने इरादे की सूचना देता हूँ।

I wish to raise the following point/points during the discussion:—

मैं चर्चा के दौरान निम्नलिखित बात/बातें उठाना चाहता हूँ:—

- (1)
- (2)
- (3)

I request that permission may be given to raise the discussion on.....20..... An explanatory note stating the reasons for raising the Half-an-Hour discussion is appended overleaf.

मैं निवेदन करता हूँ कि मुझे.....20..... को चर्चा उठाने की अनुमति दी जाये। आधे घंटे की चर्चा उठाने के कारण बताने वाला एक व्याख्यात्मक टिप्पण पृष्ठ के दूसरी ओर दिया गया है।

Yours faithfully/भवदीय,

Member/सदस्य

Supported by—

समर्थनकर्ता

(1).....

Signature/हस्ताक्षर

(2).....

Signature/हस्ताक्षर

Division No.....

विभाजन संख्या

Division No.....

विभाजन संख्या

Division No.....

विभाजन संख्या

PARLIAMENT OF INDIA

RAJYA SABHA

Chart showing the dates of answering questions and the last date of receiving notices of questions pertaining to various Ministries/Departments

SESSION

Group	Ministries/Departments	Day	Date of Sitting	Last date of receiving notices/date of Ballot
I.	Ministries	—	—	—
II.	Ministries	—	—	—
III.	Ministries	—	—	—
IV.	Ministries	—	—	—
V.	Ministries	—	—	—

RAJYA SABHA SECRETARIAT

(QUESTION BRANCH)

**CHART SHOWING THE DATES FOR PRINTING AND
CIRCULATION OF LISTS OF QUESTIONS
(SESSION)**

Sl. No.	Group	Day	Date of sitting	Last date of receiving notices/Date of Ballot	Date of finalization of List by Questions Branch	Date of approval of list and sending MSS to Press for proof	Date of receipt of proof for checking	Date of sending proof/MSS for final printing	Date of receipt of printed lists for circulation

**RAJYASABHA
QUESTION BRANCH**

Result of the Ballot of Questions for oral answer on.....
(Group) held on.....

POSITION IN BALLOT	NAME OF THE MEMBERS
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	

Ballot held in the presence of:—

RAJYA SABHA
Parliamentary Bulletin
PART-II

No.	Day, Date
-----	-----------

Question Branch

Result of Ballots of Notices of Questions

Ballots in respect of notices of Starred and Unstarred Questions received upto 3.00 p.m. on..... for the sitting of Rajya Sabha on.....were held on....., in the presence of.....

The result of ballot for the Starred Questions has been placed in the Notice Office and also on the Notice Board in the Outer Lobby for the information of members.

V. K. AGNIHOTRI,
Secretary-General.

QUESTION BRANCH

Committees Section-III is requested to please intimate whether the assurance given in reply to Starred/Unstarred Question No.....in the Rajya Sabha on the.....has been fulfilled or not and if it has been fulfilled, please state:

The date of fulfilment _____

The date of laying on
the Table of the House _____

EXECUTIVE OFFICER

COMMITTEE SECTION-III

PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT

Parliament House Annexe,
New Delhi-110 001

No. RS/SQD/UQD.....Q.

Dated the.....20

OFFICE MEMORANDUM

Subject: Factual information of the notices of Starred/Unstarred Questions.

The undersigned is directed to forward herewith a copy each of the following notices of question as given by Members of Rajya Sabha, under rule 39 of the Rules of Procedure and Conduct of Business in the Council of States:

Starred/Unstarred Question Dy. No.s.....
.....
for answer on.....

2. The Ministry/Department may furnish the **FACTUAL INFORMATION** in respect of the above notices of questions to this Secretariat, positively by.....with particular reference to the following points:—

- (i) whether the question relates to a matter which is not primarily the concern of the Government of India;
- (ii) whether it asks for information on a matter which is under adjudication by a court of law having jurisdiction in any part of India;
- (iii) whether it seeks information about matters which are in their nature secret; and
- (iv) any factor that has bearing on the admissibility of question(s) in terms of the Rules of Procedure and Conduct of Business in the Council of States.

3. In case the subject matter of any of the above-mentioned question(s) **DOES NOT PERTAIN** to the Ministry/Department of..... They may urgently take up the matter with the concerned Ministry/Department for **TRANSFER THEREOF AND ITS ACCEPTANCE** by that Ministry/Department under intimation to this Secretariat. The Ministry/Department may kindly **NOTE** that unless the transfer is accepted by the Ministry/Department to which it is proposed to be transferred, the question will remain in the name of the Ministry/Department to which it is originally addressed by the Member and no transfer will be effected after a question is admitted and printed.

DEPUTY DIRECTOR

To

Ministry/Department of.....
(Parliament Section),
New Delhi.

Annexure-11

REMINDER

MOST IMMEDIATE

**PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT**

No. RS/SQD/UQD.....

Dated the....., 2010

OFFICE MEMORANDUM

Subject: *Starred/Unstarred Question Dy. No.....*

Reference: *O.M. No. RS/SQD/UQD.....Q dated*

The undersigned is directed to refer to this Secretariat Office Memorandum mentioned above requesting *inter-alia* for comments of the Ministry on the Question and to state that the same are still awaited.

2. The Ministry is accordingly reminded to furnish their comments in respect of the above-mentioned Question positively by_____.

3. The Ministry is also informed that in case the comments are not received by the above-mentioned date, a decision on the admissibility or otherwise of the above question will be taken in the absence of the comments of the Ministry.

DEPUTY DIRECTOR

**The Ministry/Department of _____
(Parliament Section),
New Delhi.**

Annexure-12

No. RS. SQD...../Session/Year-Q

Dated the.....

From

.....

Deputy Director,

To

....., M.P.

Subject: Withdrawal of notice of Question regarding..... for.....

Sir,

I am directed to refer to your letter dated the.....and to inform that your request for withdrawal of notice of Question has been acceded to and your notice stands withdrawn. A copy of your notice is returned herewith.

Yours faithfully,

(.....)

INDEX
(Ministry-wise)

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Communications and Information

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Culture:—

Earth Sciences:—

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Overseas Indian Affairs:—

Parliamentary Affairs:—

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Pensions: 289

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Water Resources: 295, 296,

Youth Affairs and Sports: 297.

RAJYASABHA

List of Questions for ORAL ANSWERS

*to be asked at a sitting of the Rajya Sabha to be held on
Thursday, April 15, 2010/Chaitra 25, 1932 (Saka)*

(Ministries: Prime Minister; Atomic Energy; Communications and Information Technology; Culture; Earth Sciences; External Affairs; Housing and Urban Poverty Alleviation; Overseas Indian Affairs; Parliamentary Affairs; Personnel, Public Grievances and Pensions; Planning; Science and Technology; Social Justice and Empowerment; Space; Tourism; Urban Development; Water Resources; Youth Affairs and Sports)

Total number of Questions — 20

PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT

ERRATA

to the list of Questions for WRITTEN ANSWERS for

Wednesday, May 5, 2010/Vaisakha 15, 1932 (Saka)

Q. No. Corrections

4339. In the heading line 2, **for** 'of' **read** 'on'.

4347 Part (b), line 1, **after the word** 'when' **add** 'the'
and part (d), line 2, **for** 'sytem' **read** 'system'.

4454 Part (a), line 1, **after the word** 'is' **add** 'a'.

QUESTION BRANCH

Statement showing the part(s) *omitted* or disallowed from the original notice(s) of Starred Question(s): *admitted*
for.....20 , (Group.....)

Starred Question No.	Subject	Part(s) omitted	Reasons
-------------------------------------	----------------	------------------------	----------------

No. RS. 6/SNQ/Dy. No..../Session/Year-Q

Dated the.....

From

.....,

Deputy Director.

To

....., M.P.

Subject: Short Notice Question Dy. No..... regarding “.....”.

Sir,

I am directed to refer to your SNQ Dy . No.....dated.....on the subject cited above and to inform that it has not been possible to admit the SNQ as the information sought therein has already been given in the House *vide* reply to.....Question No.....on.....

In this connection , I am to invite your attention to Rule 47(2)(XIV) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

(.....)

No. RS./SNQ DY. No.../Session/Year-Q.

Dated the.....

OFFICE MEMORANDUM

Subject: Short Notice Question Dy. No.....regarding “.....” by Shri....., M.P.

The undersigned is directed to forward herewith a copy of the Short Notice Question on the subject mentioned above and to request that this Secretariat may kindly be informed at an early date whether the Minister of.....is in a position to answer the question at short notice, and if so, on what date.

Sd/-

(.....)

DEPUTY DIRECTOR

To

The Ministry of.....,

(Shri....., P. S. to Minister of.....), Government of India, New Delhi.

Copy forwarded to Parliament Section, Ministry of, New Delhi, for information and necessary action.

(.....)

DEPUTY DIRECTOR

Annexure-19

REMINDER

MOST IMMEDIATE

No. RS/SNQ DY. No.../Session/Year-Q

Dated the.....

OFFICE MEMORANDUM

Subject: Short Notice Question Dy. No....regarding “.....” by Shri....., M.P.

The undersigned is directed to refer to this Secretariat OM of even number dated the.....on the subject cited above and to state that the intimation about the convenience of Minister of External Affairs to answer the question forwarded therewith at short notice is still awaited.

It will be appreciated if the matter could be accorded priority and the position clarified so that a decision as regards admissibility of the Short Notice Question could be taken.

(.....)

DEPUTY DIRECTOR

To

The Ministry of,

(Shri....., P. S. to Minister of.....), Government of India, New Delhi.

Copy forwarded to Parliament Section, Ministry of, New Delhi, for information and necessary action.

(.....)

DEPUTY DIRECTOR

Annexure-20

No. RS/SNQ DY. No..../Session/Year-Q

Dated the.....

From

.....

Deputy Director

To

Shri....., M.P.

Subject: Short Notice Question Dy. No. regarding “.....”.

Sir,

I am directed to inform you that the Minister of has agreed to answer your Short Notice Question on the subject mentioned above and the Question will be put down for answer in the Rajya Sabha on after the Question Hour.

A copy of the Question, as admitted, is enclosed.

Yours faithfully,

(.....)

Copy forwarded to:-

1. P.S. to the Minister of
2. Parliament Section, Ministry of
3. Ministry of Parliamentary Affairs, New Delhi.
4. Table Office, Rajya Sabha Secretariat, New Delhi.

RAJYA SABHA

ITEM FOR INCLUSION IN THE LIST OF BUSINESS

FOR

SHORT NOTICE QUESTION

SHORT NOTICE QUESTION NO. 1 entered in separate list to be asked and answer given.

No. RS6/SNQ/Dy. No..../Session/Year-Q

Dated the.....

From

.....,

Deputy Director

To

Shri....., M.P.

Subject:— Short Notice Question Dy. No. regarding “.....”.

Sir,

I am directed to refer to your SNQ Dy. No... dated on the subject cited above and to inform you that the notice could not be admitted as Minister of was not in a position to answer the question at short notice. However, a copy of the facts received from the Ministry of is enclosed herewith.

Yours faithfully,

(.....)

Rajya Sabha**Short Notice Questions Received**

Dy. No.	Name of the Member	Subject	Ministry	Disposal
1.	Sardar Tarlochan Singh	Amnesty to misguided youth crossed J&K to POK and Pakistan	Home Affairs	Disallowed
2.	Shri N.K. Singh	Attack by Maoists on EFR Camp at Kolkata	Home Affairs	Answered
3.	Shri N.K. Singh	Decontrolling of prices of fertilizers	Chemicals and Fertilizers	Disallowed
4.	Shri Kamal Akhtar	CVC guidelines to banks	Finance	Facts
5.	Shri N.K. Singh	Attack on embassy in Kabul	External Affairs	Disallowed
6.	Shri Brijesh Pathak	Naxal attack in Dantewada	Home Affairs	Disallowed
7.	Shri Brijesh Pathak	Operation Green Hunt	Home Affairs	Disallowed
8.	Shri Mohammed Adeeab	Complaints received against RTV Operators	Home Affairs	Disallowed
9.	Shri Kamal Akhtar	Controversy over solid waste plant	Urban Development	Facts
10.	Shri Mohammed Adeeab	Availability of medicines in CGHS Unani dispensaries	Health and Family Welfare	Facts
11.	Shri Rajiv Pratap Rudy	Radioactive material found in scrap	Atomic Energy	Lapsed
12.	Shri Kamal Akhtar	Violation of RBI Guidelines by real estate companies	Finance	Disallowed
13.	Shri N.K. Singh	Arrest of women diplomat for leaking sensitive information	External Affairs	Disallowed
14.	Shri H.K. Dua	Supply of nuclear reactor by China to Pakistan	External Affairs	Disallowed
15.	Shri Sabir Ali	Power situation in the country	Power	Facts
16.	Shri Sabir Ali	T & D losses in power	Power	Facts
17.	Shri Mohammed Adeeab	T & D losses in power	Power	Facts
18.	Shri Mohammed Adeeab	Power situation in the country	Power	Facts
19.	Shri Sabir Ali	Purchasing of Unani Medicines by CGHS	Health and Family Welfare	Facts
20.	Shri Mohammed Adeeab	Purchasing of Unani Medicines by CGHS	Health and Family Welfare	Facts

No. RS6/H.A.D./Dy. No./Session/Year-Q

Dated the.....

From

.....

Deputy Director

To

....., M.P.

Subject:— Half-an-Hour Discussion Dy. No..... on the points arising out of the answer to Starred Question No..... given in the Rajya Sabha on the..... regarding '.....'.

Sir,

I am directed to refer to your notice dated the, 2010 to raise Half-an-Hour Discussion on the subject mentioned above and to inform you that Hon'ble Chairman, Rajya Sabha has not granted permission for raising the Half-an-Hour Discussion.

However, a copy of the communication received from the Ministry of in this regard, is enclosed, for your information.

Yours faithfully,

(.....)

No. RS./5/H.A.D. Dy.No. /Session/Year-Q

Dated the.....

OFFICE MEMORANDUM

Subject:— Notice given by Shri, M.P., to raise Half-an-Hour Discussion on the points arising out of the answer to Starred Question given in the Rajya Sabha on regarding '.....'.

The undersigned is directed to enclose a copy of the notice given by Shri, M.P., under Rule 60(2) of the Rules of Procedure and Conduct of Business in the Rajya Sabha, for raising Half-an-Hour Discussion on the points arising out of answer to Starred Question given in the Rajya Sabha on, regarding '.....' and to request the Ministry of to furnish to this Secretariat at the earliest, the facts in respect of the points proposed to be raised by the Member in the Half-an-Hour Discussion, for consideration of Hon'ble Chairman, Rajya Sabha.

(.....)

DEPUTY DIRECTOR

To

The Ministry of
(Shri, PS to Minister of),
Government of India,
New Delhi.

Copy forwarded to the Parliament Section, Ministry of, New Delhi, for information and necessary action.

(.....)

DEPUTY DIRECTOR

Annexure-26

REMINDER

MOST IMMEDIATE

No. RS/5/H.A.D.Dy.No./Session/Year-Q

Dated the.....

OFFICE MEMORANDUM

Subject:— Notice given by Shri, M.P., to raise Half-an-Hour Discussion on the points arising out of the answers given to Unstarred Question No. in the Rajya Sabha on regarding '.....'.

The undersigned is directed to refer to this Secretariat O.M. of even number dated the on the subject cited above and to state that the facts in respect of the points proposed to be raised by the Member in the Half-an-Hour Discussion are still awaited.

The Ministry of is, therefore, requested to expedite the facts so that a decision regarding admissibility of the notice could be taken.

(.....)

DEPUTY DIRECTOR

To

The Ministry of,
(Shri, PS to Minister of, Government of India, New Delhi.

Copy forwarded to the Parliament Section,, New Delhi, for information and necessary action.

(.....)

DEPUTY DIRECTOR

No. RS/5/H.A.D.Dy.No. /Session/Year-Q

Dated the.....

From

.....,

Joint Director

To

....., M.P.

Subject:— Notice to raise Half-an-Hour Discussion on Starred Question No. answered in the Rajya Sabha on regarding '.....'.

Sir,

I am directed to refer to your notice dated the to raise Half-an-Hour Discussion on the subject mentioned above and to inform that the Hon'ble Chairman, Rajya Sabha has fixed as the time and date for raising the discussion. If however, the other business set down for that day is concluded earlier than, the Half-an-Hour Discussion will start immediately after the conclusion of the business on that day.

Yours faithfully,

(.....)

DEPUTY DIRECTOR

Copy forwarded to:-

1. P.S. to the Minister of
2. Parliament Section, Ministry of,
Government of India, New Delhi.
3. Ministry of Parliamentary Affairs, Parliament House, New Delhi.
4. Table Office, Rajya Sabha Secretariat, New Delhi.

(.....)

DEPUTY DIRECTOR

RAJYA SABHA

ITEM FOR INCLUSION IN THE LIST OF BUSINESS

FOR

*Half-an-Hour Discussion

..... to raise a discussion on points arising out of the answer given in the Rajya Sabha on the to Starred Question No. regarding '.....'.

New Delhi,

.....

V.K.AGNIHOTRI,

Secretary-General.

*To be taken up at or as soon as the preceding items of Business are disposed of, whichever is earlier.

Rajya Sabha

Half-An-Hour Discussion Received

Dy. No.	Name of the Member	Subject	Ministry	Disposal
1.	Shri Rajiv Pratap Rudy	Methodology for determining poverty	Prime Minister	Disallowed
2.	Shri Jesudasu Seelam	Quality of education in foreign university centres	Human Resource Development	Disallowed
3.	Shri Santosh Bagrodia	Migration of labourers	Labour and Employment	Discussed
4.	Shri Rajiv Pratap Rudy	Migration of labourers	Labour and Employment	Discussed
5.	Shri Shantaram Laxman Naik	Freedom fighters receiving pension	Home Affairs	Disallowed
6.	Shri Parshottam Khodabhai Rupala	Freedom fighters receiving pension	Home Affairs	Disallowed
7.	Dr. E. M. Sudarsana Natchiappan	Migration of labourers	Labour and Employment	Discussed
8.	Shri Rama Chandra Khuntia	Migration of labourers	Labour and Employment	Discussed
9.	Shri Lalit Kishore Chaturvedi	Tragic accident on Kota bypass and Chambal bridge on NH-76	Road Transport and Highways	Facts
10.	Shri Lalit Kishore Chaturvedi	Increase in average cost of road construction	Road Transport and Highways	Facts
11.	Shri Ramdas Agarwal	Adulteration of food items in the country	Health and Family Welfare	Facts
12.	Shri Rajiv Pratap Rudy	Adulteration of food items in the country	Health and Family Welfare	Facts
13.	Shri Santosh Bagrodia	Nuclear Liability Bill	Prime Minister	Disallowed
14.	Shri Santosh Bagrodia	Appeal of Chinese President for working together	External Affairs	Disallowed
15.	Dr. Gyan Prakash Pilania	Selection of judges from advocates		

NO. RS/7/CR-.../Session/Year-Q

Dated the.....

OFFICE MEMORANDUM

Subject:— Statement correcting the reply to.....Questiongiven in the Rajya Sabha on the..... regarding "....."

The undersigned is directed to refer to D.O. No..... dated the..... from the Minister of..... addressed to the Secretary-General, Rajya Sabha on the subject mentioned above and to state that the Minister may lay the said Statement in the House on....., after the Question Hour is over.

(.....)

DEPUTY DIRECTOR

To

The P. S. to the Minister of....., (Shri.....), Government of India, New Delhi.

Copy forwarded to the Parliament Section, Ministry of....., Government of India, New Delhi for information and necessary action.

(.....)

DEPUTY DIRECTOR

RAJYA SABHA
ITEM FOR INCLUSION IN THE LIST OF BUSINESS
FOR

.....

STATEMENT BY MINISTER CORRECTING ANSWER TO QUESTION

SHRI.....to lay on the Table, a Statement (in English and Hindi) correcting the answer to
Question given in the Rajya Sabha on the..... regarding ".....".

PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT

Statement showing the names of the Members for whom
statements in answer to their Starred Questions in the
Rajya Sabha on the.....are
available in the

Rajya Sabha Notice Office/Notice Board/Lobby

Sl. No.	Name of Questioner	No. of Starred Question	Part, if any to which Statement or reply refers	No. of Statements referred to in the Answers	No. of replies to previous Starred, Unstarred or Short Notice Questions referred to in the Answer	Remarks
1	2	3	4	5	6	7

Parliament of India
RAJYA SABHA
Council of India

Supplementary Question—Session: 219, Session Date 5/5/2010

Wednesday May, 5, 2010

Sl. No.	Member Name	Party Name
Starred Question....		
1.	Ms. Sushila Tiriya	Indian National Congress (INC)
2.	Dr. (Smt.) Najma A. Heptulla	Bharatiya Janta Party (BJP)
3.	Shri Y. P. Trivedi	Nationalist Congress Party (NCP)
4.	Shri Kumar Deepak Das	Asom Gana Parishad (AGP)

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI - 110001

No. RS.....

Dated the....., 2010

FROM:

.....

DEPUTY DIRECTOR

TO

SHRI/SHRIMATI....., M.P.

Subject:— Notices of Question which lapsed on the termination of the..... Session of the Rajya Sabha.

SIR/MADAM,

I am directed to return herewith a copy each of the under mentioned Question given notice of by you which lapsed on the termination of the.....Session of the Rajya Sabha.

Dy. Nos.

.....

Yours faithfully,

(.....)

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001

Dated the....., 2010

No. RS.....

FROM:

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No..... regarding.....
for answer on.....

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as it asks for information on a matter which is not within the special cognizance of the Minister to whom it is addressed relates to the case of an individual and is not sufficient public importance.

In this connection, I am to invite your attention to Rule 47(I) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001

No. RS.....

Dated the....., 2010

FROM:

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as it is not pointed, specific and confined to one issue.

In this connection, I am to invite your attention to Rule 47(2)(i) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001

No. RS.....

Dated the....., 2010

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as it contains name or statement may strictly necessary to make the question intelligible.

In this connection, I am to invite your attention to Rule 47(2(ii) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001

No. RS.....

Dated the.....,2010

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as it contains a statement and Member shall make himself responsible for the accuracy of the statement.

In this connection, I am to invite your attention to Rule 47(2)(iii) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001

No. RS.....

Dated the....., 2010

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as it contains arguments/inferences/ironical expressions/imputations/defamatory statements.

In this connection, I am to invite your attention to Rule 47(2)(iv) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001
Dated the....., 2010

No. RS.....

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as it asks for an expression of opinion or is of a hypothetical proposition.

In this connection, I am to invite your attention to Rule 47(2)(v) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001
Dated the.....,2010

No. RS.....

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as it relates to character or conduct of a person about a matter not connected with his official or public capacity.

In this connection, I am to invite your attention to Rule 47(2)(vi) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001
Dated the....., 2010

No. RS.....

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as it exceeds 100 words.

In this connection, I am to invite your attention to Rule 47(2)(vii) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001
Dated the....., 2010

No. RS.....

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as it relates to a matter which is not primarily the concern of the Government of India.

In this connection, I am to invite your attention to Rule 47(2)(viii) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001
Dated the....., 2010

No. RS.....

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as it asks for information on a matter which is under the consideration of a Parliamentary Committee.

In this connection, I am to invite your attention to Rule 47(2)(ix) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001
Dated the....., 2010

No. RS.....

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as it asks about the proceedings in the Parliamentary Committee which have not been placed before the Council by a report from the Committee.

In this connection, I am to invite your attention to Rule 47(2)(x) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001

Dated the....., 2010

No. RS.....

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as it reflects on the character or conduct of a person whose conduct can only be challenged on a substantive motion.

In this connection, I am to invite your attention to Rule 47(2)(xi) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001

Dated the....., 2010

No. RS.....

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as it makes or implies a charge of a personal character.

In this connection, I am to invite your attention to Rule 47(2)(xii) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001

Dated the....., 2010

No. RS.....

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as it raises questions of policy too large to be dealt within the limits of an answer to a question.

In this connection, I am to invite your attention to Rule 47(2)(xiii) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001

Dated the....., 2010

No. RS.....

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as the information required therein has already been given in the House *vide* Starred/Unstarred question..... answer on..... (enclosed).

In this connection, I am to invite your attention to Rule 47(2)(xiv) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001
Dated the....., 2010

No. RS.....

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as it asks for information on trivial matters.

In this connection, I am to invite your attention to Rule 47(2)(xv) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001

Dated the....., 2010

No. RS.....

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as it seeks for information on matters past history.

In this connection, I am to invite your attention to Rule 47(2)(xvi) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001
Dated the....., 2010

No. RS.....

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as it requires information which is already set forth in the following accessible document(s):—

In this connection, I am to invite your attention to Rule 47(2)(xvii) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001

No. RS.....

Dated the....., 2010

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as it raises matters under the control of bodies or persons not primarily responsible to the Government of India.

In this connection, I am to invite your attention to Rule 47(2)(xviii) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001

No. RS.....

Dated the....., 2010

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above it asks for information on a matter which is *subjudice*.

In this connection, I am to invite your attention to Rule 47(2)(xix) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001

Dated the....., 2010

No. RS.....

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as it relates to a matter with which the Minister of.....is not officially connected.

In this connection, I am to invite your attention to Rule 47(2)(xx) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001

No. RS.....

Dated the....., 2010

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as refers discourteously to a friendly foreign country.

In this connection, I am to invite your attention to Rule 47(2)(xxi) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001

No. RS.....

Dated the....., 2010

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding
for answer on

SIR/MADAM,

I am directed to inform you that it has not been possible to admit your question mentioned above as it asks for information about matters which are in their nature secret.

In this connection, I am to invite your attention to Rule 47(2)(xxii) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

Yours faithfully,

DEPUTY DIRECTOR

PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001

No. RS/SQD/UQD.....Q

Dated the....., 2010

FROM :

.....

DEPUTY DIRECTOR

TO,

SHRI/SHRIMATI....., M.P.

Subject:— Starred/Unstarred Question Dy. No.
regarding

SIR/MADAM,

With reference to the Starred/Unstarred question given notice of by you on the 2010 on the subject above, I am to inform you that the question has not been signed by you. It is, therefore, returned herewith.

Yours faithfully,

DEPUTY DIRECTOR

ADVANCE COPIES of the PROVISIONALLY ADMITTED QUESTIONS for the sitting of RAJYA SABHA

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001

No. RS/2...../Q 20.....

Dated

OFFICE MEMORANDUM

Subject:—Advance copies of the Provisionally Admitted Questions for the sitting of Rajya Sabha on/.....20.....

The undersigned is directed to forward herewith an advance copy each of the provisionally admitted Starred/Unstarred questions for the sitting of Rajya Sabha mentioned above (copies enclosed), diary numbers of which are as under:

Diary No. (s) Starred/Unstarred:—

.....
.....
.....
.....
.....
.....
.....
.....

The Ministry/Department of..... (Parliament Section) is requested to kindly treat these questions as confidential till the final list is printed and circulated by the Secretariat.

for DEPUTY DIRECTOR

To,

The Ministry/Department of.....
(Parliament Section),
New Delhi.