



Parliament of India
Rajya Sabha

SECTIONAL MANUAL OF OFFICE PROCEDURE (SMOP)
DEPARTMENT-RELATED PARLIAMENTARY
STANDING COMMITTEE SECTIONS

Rajya Sabha Secretariat
(O & M Section)
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P R E F A C E

In view of similarity in the functioning of Sections providing secretarial assistance to Department-Related Parliamentary Standing Committee (DRPSC), and to provide an overview of the procedure followed in disposal of various items of work dealt by these Sections, a common Manual for eight DRPSC Sections of the Secretariat, namely, Committee Section (Commerce), Committee Section (Health & Family Welfare), Committee Section (Home Affairs), Committee Section (Human Resource Development), Committee Section (Industry), Committee Section (Personnel, Public Grievances, Law & Justice), Committee Section (Science & Technology, Environment & Forests) and Committee Section (Transport & Tourism) is being brought out for the first time. This publication is intended to serve as a guide for the staff and officers dealing with day-to-day functioning of DRPSC Sections.

2. Care has been taken to make the Manual comprehensive and up-to-date. It is hoped that the publication would be found useful for all those who are associated with the various aspects of the working of Department-Related Parliamentary Standing Committees as well as new entrants and other supervisory officers in the hierarchy assisting these Committee Sections.

3. Suggestions, if any, for improvement of this publication are welcome.

NEW DELHI;
June, 2010

V. K. AGNIHOTRI,
Secretary-General.

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CHAPTER-1

DEPARTMENT-RELATED PARLIAMENTARY STANDING COMMITTEE (DRPSC)

1.1 Genesis—There had been tremendous increase in governmental activities over the years and Parliament was finding it difficult to exercise its constitutional role of ensuring accountability of the Executive. Thus, introduction of a mechanism like Department-related Parliamentary Standing Committee had been under the consideration of Parliament in its various fora from time to time. It was first discussed at the Presiding Officers' Conference held at Bhubaneswar in 1978 which appointed a Committee of Presiding Officers on "Committee System". The report of that Committee was considered and adopted at the Conference held at Lucknow in 1985. A beginning was made by the Lok Sabha by setting up three Standing Committees, namely, on Agriculture, Science and Technology and Environment and Forests. The Committees consisted of 22 members—15 members from the Lok Sabha and 7 members from the Rajya Sabha—to be nominated by the respective Presiding Officers.

1.1.1 Thereafter, the Committee on Rules of the Rajya Sabha considered the matter and recommended constitution of three new Committees on Human Resource Development, Industry and Labour along the lines of the three Committees mentioned above, consisting of members of both Houses of Parliament. The House adopted the report of the Committee on 20 August 1992. Subsequently, the General Purposes Committee and the Committee on Rules together considered the entire matter. The subject was further discussed at a joint-sitting of the Committees on Rules of the Rajya Sabha and the Lok Sabha, under the Chairmanship of the Chairman, Rajya Sabha, on 11 March 1993. As a result of these deliberations, a decision was taken to set up seventeen Department-related Parliamentary Standing Committees on various Ministries/Departments of the Union Government.

1.1.2 Pursuant to the above decision, the Committee on Rules in a report recommended incorporation of the rules in the Rules of Procedure and Conduct of Business in the Rajya Sabha. The report of the Committee was adopted by the House on 29 March 1993, with some amendments. The new rules (268-277) relating to Department-related Parliamentary Standing Committees came into effect on 29 March 1993 itself, following a direction from the Chairman. The Department-related Committee System was inaugurated by the then Vice-President and Chairman, Rajya Sabha, Shri K.R. Narayanan on 31 March 1993.

1.1.3 Accordingly, the seventeen Department-related Parliamentary Standing Committee were constituted by the Chairman, Rajya Sabha and the Speaker, Lok Sabha for the first time on 8 April 1993, by nominating members of the Rajya Sabha and the Lok Sabha, respectively to serve on them.

1.1.4 These Committees have been specified in Third Schedule to the Rules of Procedure and conduct of Business in the Council of States. The Chairman and the Speaker have the power to alter the Schedule from time to time in consultation with each other.

1.1.5 Thereafter, on 20 July 2004, seven more committees were added and subsequently necessary modifications were made under Rule 268 in the Third Schedule to the Rules of Procedure and Conduct of Business in the Rajya Sabha. The present position of the Department-related Parliamentary Standing Committees is as mentioned below:

Sl.No.	Name of Committee	Ministries/Departments
1	2	3
Part-I		
1.	Committee on Commerce	Commerce and Industry
2.	Committee on Home Affairs	(1) Home Affairs (2) Development of North-Eastern Region
3.	Committee on Human Resource Development	(1) Human Resource Development (2) Youth Affairs and Sports (3) Women and Child Development

1	2	3
4.	Committee on Industry	(1) Heavy Industries and Public Enterprises (2) Micro, Small and Medium Enterprises
5.	Committee on Science & Technology, Environment & Forests	(1) Science & Technology (2) Space (3) Earth Sciences (4) Atomic Energy (5) Environment & Forests
6.	Committee on Transport, Tourism and Culture	(1) Civil Aviation (2) Road Transport and Highways (3) Shipping (4) Culture (5) Tourism
7.	Committee on Health and Family Welfare	Health and Family Welfare
8.	Committee on Personnel, Public Grievances, Law and Justice	(1) Law and Justice (2) Personnel, Public Grievances and Pensions
Part-II		
9.	Committee on Agriculture	(1) Agriculture (2) Food Processing Industries
10.	Committee on Information Technology	(1) Communications and Information Technology (2) Information & Broadcasting
11.	Committee on Defence	Defence
12.	Committee on Energy	(1) New and Renewable Energy (2) Power
13.	Committee on External Affairs	(1) External Affairs (2) Overseas Indian Affairs
14.	Committee on Finance	(1) Finance (2) Corporate Affairs (3) Planning (4) Statistics and Programme Implementation
15.	Committee on Food, Consumer Affairs and Public Distribution	Consumer Affairs, Food and Public Distribution
16.	Committee on Labour	(1) Labour and Employment (2) Textiles
17.	Committee on Petroleum & Natural Gas	Petroleum & Natural Gas
18.	Committee on Railways	Railways
19.	Committee on Urban Development	(1) Urban Development (2) Housing and Urban Poverty Alleviation
20.	Committee on Water Resources	Water Resources
21.	Committee on Chemicals and Fertilizers	Chemicals and Fertilizers
22.	Committee on Rural Development	(1) Rural Development (2) Panchayati Raj

1	2	3
23.	Committee on Coal and Steel	(1) Coal (2) Mines (3) Steel
24.	Committee on Social Justice & Empowerment	(1) Social Justice and Empowerment (2) Tribal Affairs (3) Minority Affairs

1.2 Constitution—Each of these Committees consists of not more than 31 Members—10 Members nominated by the Chairman and 21 Members nominated by the Speaker—from amongst the Members of the respective Houses. A Member appointed as a Minister is, however, not nominated or does not continue, as a member of the Committee. [Rule 269(1)]

1.2.1 The general method adopted for constitution/reconstitution of these Committees is that the seats for allocation in all the twenty-four Committees are worked out on the basis of respective strength of various parties/groups in the Rajya Sabha. Since the number of seats in the Committees is approximately same as the total number of Members of the Rajya Sabha and also since Ministers are excluded from the membership of Committees, sometimes all the seats in all the Committees may not be filled. In view of this, there are occasions where one Member is nominated on more than one Committee. After working out the total slots available to parties, the *inter se* distribution of seats in various Committees for parties is calculated and the leaders of parties are requested to intimate the preferences of their Members for nomination to the respective Standing Committees as per the allocation of seats.

1.2.2 The Chairman of each of the Committees specified in Part I of the Third Schedule to the Rules of Procedure is appointed by the Chairman from amongst members of the respective Committees and the Chairman of each of the Committees specified in Part II is appointed by the Speaker. Like membership of the Committees, the Chairmanship thereof is also shared between the ruling party/parties and the major opposition parties.

1.2.3 After the Members of both the Houses have been nominated to the Committee and Chairmen of these Committees have been appointed, a note shall be sent by Committee Coordination Section to concerned Committee Sections. The concerned Committee Section shall inform the Chairman about his appointment as Chairman of the Committee through a letter (**Annexure-I**). A communication shall also be sent to Members of the Committee intimating them about the appointment of the Chairman as well as of their being nominated to serve on the Committee along with a list of Members of the Committee (**Annexure-II**). The Committee Coordination Section shall issue the consolidated Bulletin Part-II about the constitution of the DRPS Committees.

1.3 Resignation from Membership of Committee—A Member may resign by addressing the resignation letter to the Presiding Officer of the House to which he/she belongs. The resignation shall take effect from the date of resignation specified in the letter of resignation. If the date from which the resignation should take effect is not specified in the letter, the resignation shall take effect from the date of the letter. If the letter of resignation does not bear any date, the resignation shall take effect from the date of receipt of the letter in the Secretariat. The resignation is automatic and is not subject to acceptance by the Chairman, Rajya Sabha. It can become ineffective only if any defect is found in it *e.g.*, the letter of resignation not being addressed to the Chairman, Rajya Sabha or is not signed by the Member, or is conditional, etc.

1.3.1 In case a Member resigns from his seat in the Committee, the Section concerned shall forward the letter to Committee Coordination Section for putting it up to the Chairman for information and necessary action. The resignation from membership shall be notified by the Committee Coordination Section in Bulletin Part-II. It shall also take further necessary action for filling up the vacancy. In the case of resignation of a Member of a Committee belonging to Lok Sabha, the Lok Sabha Secretariat notifies the resignation in their Bulletin Part-II.

1.3.2 Whenever there is any resignation from, or nomination to the Committee, orders of the Chairman will be taken for the consequential changes in the composition of the Sub-Committees/Study Groups, and it shall also be published in the Rajya Sabha Bulletin Part-II.

1.3.3 In case the leaders of parties desire to change the nominations of their party Member(s) in the Committees, the willingness of the concerned Member(s) to the change in his/their Membership is/are also sought before the file is submitted by the Committee Coordination Section for the consideration/approval of the Chairman, Rajya Sabha.

1.4 Casual Vacancy—For filling up of any casual vacancy arising during the term of the Committee due to retirement, resignation from the Committee or on appointment of a Member as a Minister, etc., the Committee Coordination Section will take necessary action. A casual vacancy in the Committee is filled up as soon as possible after it occurs by nominating a new

Member and any Member so nominated will hold office for the unexpired portion of the term for which the Member in whose place he is nominated would have normally held office.

1.5 Term of Office — The term of Office of the members of the Committee does not exceed one year. [Rule 269(3)]

1.6 First Meeting — Soon after the constitution of the Committee, a date for the meeting of the Committee for selection of subjects to be taken up for examination during the year shall be fixed in consultation with the Chairman. To enable the Committee to decide about the subjects to be taken up, the concerned Committee Section shall prepare an exhaustive memorandum for consideration of the Committee. The Memorandum should:—

- (i) indicate when the DRSC was first constituted so as to have a historic perspectives;
- (ii) indicate the functions of the Committee as assigned to it under the Rules of Procedure;
- (iii) indicate the jurisdiction of the DRSC *i.e.*, the names of the Ministry/Department;
- (iv) state in brief the procedure for examination of Demands for Grants, Bills referred to it , the Long Term Policy Documents referred to it, as also the option for selection of any subject from the Annual Report of the Ministry;
- (v) contain a brief resume of the subjects under the concerned ministries/Departments which have already been fully examined, subjects which have been partially examined and the subjects or the Ministries which have not been examined in the past by the previous Committee and subjects or work left over by the previous Committee; if any;
- (vi) enable the Committee to select subjects from the Annual Reports of the Ministries/Departments in addition to the work of examination of the annual Demands for Grants and reference of Bills and Policy Documents by the Chairman, Rajya Sabha.

CHAPTER-2

SUB-COMMITTEE

2.1 Appointment of Sub-Committee/Study-Group—The Committee may from time to time appoint one or more Sub-Committee(s)/Study-Groups(s) for carrying out detailed examination of subject(s) selected by them during the year.

2.1.1 The Sub-Committees have the powers of the undivided Committee, to examine any matters that may be referred to them, and the reports of such Sub-Committees shall be deemed to be the reports of the Main Committee, if they are approved at a meeting of the Main Committee.

2.1.2 The order of reference to a sub-Committee shall clearly state the point or points for investigation. The report of the Sub-Committee shall be considered by the Main Committee.

2.1.3 The Chairman/Convenor(s)/Alternate Convenors(s) of Sub-Committee(s)/Study-Group(s) shall be appointed by the Chairman of the Committee from amongst the members of the Sub-Committee/Study-Group.

2.1.4 The procedure in the Sub-Committee, shall, as far as practicable, be the same as is followed in the Main Committee.

2.1.5 After the Committee has made selection of subjects for examination during the year, the subjects selected shall be divided into three or four groups, as may appear proper, and the list of subjects so prepared shall be submitted to the Chairman for approval. After Chairman has approved, a copy of the list shall be forwarded to each member of the Committee with a request to indicate his/her preference for the Sub-Committees/Study-Groups(s) on which he/she would like to serve.

2.1.6 Whenever a member is nominated to serve on the Committee in the vacancy caused either by a resignation of a member or on appointment of the member as a Minister, action will be taken to obtain orders of the Chairman to appoint him/her on one of the Sub-Committee/Study Group. The change in composition of the Sub-Committees shall also be formally intimated to all the members of the Committee and notified in Parliamentary Bulletin Part-II.

2.2 Functions of Sub-Committee/Study Group—

The functions of the Sub-Committee/Study-Group dealing with a fresh subject may be broadly as follows:—

- (a) To study intensively the background/preliminary material furnished by the Ministry.
- (b) To prepare the questionnaire to be issued after the approval of the Convenor to the Ministry.
- (c) To undertake study tours and prepare study tour notes thereof.
- (d) To take oral evidence of the representatives of the Ministry.
- (e) To indicate the broad points on which draft reports may be prepared.
- (f) To discuss and approve the draft report before circulation to the Main Committee.

CHAPTER-3

MANDATE OF COMMITTEE

3.1 Functions of the Standing Committees—Under Rule 270 of the Rules of Procedure and Conduct of Business in the Rajya Sabha, each of the Standing Committees shall have the following functions:—

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

Provided that the Standing Committees shall not consider matters of day-to-day administration of the related Ministries/Departments.

3.2 Consideration of Demand for Grants—One of the mandatory functions of the DRPS Committees is to consider Demands for Grants of the related Ministries. The following procedure under Rule 272 shall be followed by each of the Standing Committees in its consideration of the Demands for Grants and making a report thereon to the Houses, after the general discussion on the Budget in the Houses is over, and the Houses are adjourned for a fixed period:—

- (a) the Committee shall consider the Demands for Grants of the related Ministries during the aforesaid period;
- (b) the Committee shall make its report within the specified period; and
- (c) there shall be a separate report on the Demands for Grants of each Ministry¹.

3.2.1 However, in ordinary course during Budget Session, the Committee Sections shall take the following steps in connection with the consideration of Demands for Grants of related Ministries:—

- (i) procure the 'Budget Sets' as soon as the same are presented to Parliament;
- (ii) draw up the schedule of meetings of the Committee, in consultation with the Chairman of the Committee, and send intimation thereof to the members of the Committee by issuing notices both at their local and permanent addresses well in advance of the meetings; SMS are also sent to the members of the Committee about the schedule of meeting(s). Besides this, Notices are e-mailed too, to the members.
- (iii) procure the detailed Demands for Grants and other relevant documents/papers like Outcome Budget, Annual Report of the Ministry from the concerned Ministries (**Annexure-III**) and circulate the papers, as received, to the Chairman and members of the Committee, normally at their local addresses;
- (iv) facilitate the conduct of meetings and take necessary action for evidence by the Secretaries and other senior officers of the respective Ministries;
- (v) prepare and circulate background notes on the basis of information/material furnished by the concerned Ministries and the deliberations in the meetings of the Committee;
- (vi) forward the Questionnaire to the concerned Ministry for their written replies thereon and circulate the responses of the Ministry amongst Chairman and members;

¹Though consideration of Demands for Grants of the related Ministries is a mandatory function of the Committee but an exception was made to this in 2009. Due to General Elections for the constitution of the 15th Lok Sabha, the Budget (2009-10) was presented in July, 2009. There was no recess of the Houses of Parliament for consideration of Demands for Grants during the session. Moreover, the DRPS Committees had not been constituted during the session, which was convened immediately after the elections. Accordingly, Minister of State in the Ministry of Parliamentary Affairs moved a motion on 27th July, 2009 in the House for suspension of Rule 272 in its application. Later on, Committee Coordination Section while referring to the said motion issued a circular intimating that Demands for Grants (2009-10) would not stand referred to the DRPS Committees being serviced by the Rajya Sabha Secretariat for examination and report.

- (vii) prepare minutes of the meetings of the Committee and circulate them amongst the Chairman and members of the Committee;
- (viii) circulate the script of the verbatim record of the proceedings of the Committee amongst Chairman and members and send relevant portions of the evidence to the concerned witnesses for confirmation/corrections;
- (ix) prepare draft Reports(s) of the Committee, get it approved by the Chairman of the Committee and circulate to the members of the Committee;
- (x) incorporate changes, if any, decided by the Committee in the draft report and finalise Report. Get Hindi translation of the final Report from Translation Section and circulate both the versions to members of the Committee. Prepare and send letter to concerned members at their local address to present/lay the report in House. Prepare press release and hold press conference if the Chairman desires.
- (xi) get three sets of Reports each in English & Hindi, as finally approved by the Committee, authenticated by the Chairman of the Committee;
- (xii) ensure inclusion of item in the Lists of Business of both the Houses for the purpose of presentation/laying of the Report(s);
- (xiii) ensure that the Reports are actually laid/presented as per the schedule. The members whose name appears in the list of business are intimated in writing and also reminded telephonically to ensure their presence in the House on the day of presentation/laying;
- (xiv) after presentation, circulate the Reports to the media through the Media Education and Audio-Visual Unit and PPR, Lok Sabha Secretariat and also to the Members of both the Houses through Publications Counters;
- (xv) forward copies of the Report(s) to the concerned Ministries for furnishing Action Taken Reports within three months from the date of presentation of the Reports.
- (xvi) forward the copies of the Report(s) to the Printing Section for printing of requisite number of copies both in English (800 copies) and Hindi (300 copies) for circulation and future use.

Collection of material and its distribution to Members

3.2.2 Procurement of Background Material— At the beginning of each term of the Committee or during the course of the year, as the case may be, the Ministry/Department/Organisation concerned with subject(s) to be examined by the Committee/Sub-committee shall be requested in writing by the concerned Committee Section to furnish sixty sets of English version and forty sets of Hindi version of the necessary background/preliminary material relating to the subject(s) to enable the Secretariat to circulate the same to members of the Committee/Sub-committee.

The background/preliminary material to be furnished to the Committee/Sub-committee in respect of subject(s) selected for examination of a Ministry/Department/Organisation shall generally be as follows:—

Demands for Grants

- (i) Outcome Budget for the current year.
- (ii) Annual Report of the previous year.
- (iii) Detailed Demands for Grants for the current year.

In addition to the above documents, the Ministries concerned may also be requested to furnish the following material in connection with the examination of the Demands for Grants:—

- (iv) A brief summary of Demands for Grants alongwith necessary explanatory notes. Analysis of Demands for Grants *i.e.* percentage increase in various heads over the last 2-3 years.
- (v) A detailed note on the funds allocated during current Five Year plan, amount actually spent, targets fixed for various activities *vis-a-vis* actual achievements, the reasons for not achieving the targets, if any.
- (vi) The amount earmarked during previous two Annual Plans, the amount spent and the achievements made against the targets fixed for various activities.
- (vii) A note on the advance planning for the subsequent Five Year Plan.
- (viii) Any other information the Committee may call for or which the Ministry may think it necessary or proper to furnish to the Committee.

Questionnaire

3.2.3 General List of Points— The points suggested by members for written information and the points arising out of the study of various materials collected by the concerned Committee Section and the background/preliminary materials supplied by the concerned Ministry shall be consolidated in the form of a questionnaire. The questions shall be brief and to the point and couched in precise language.

3.2.4 List of points on Demands for Grants— Immediately after tabling Demands for Grants of the Ministry concerned, a detailed questionnaire should be prepared based on the analysis/scrutiny/examination of Demands in the context of total budget, growth in non-plan expenditure *vis-a-vis* achievements, scheme-wise analysis and other related factors. Analysis of Demands for Grants shall focus on the following:—

- (i) Analysis of percentage of allocation to individual Ministry/Department out of the total expenditure budget over the past few years;
- (ii) Analysis of budgetary allocations in the previous Five Year Plans to the Ministry to find out proportion of allocation;
- (iii) Analysis of declining proportion or adequacy of increase in proportion;
- (iv) Analysis of physical and financial achievements *vis-a-vis* targets during the last 2-3 years.
- (v) Macro-analysis of impact of budgetary allocation to specific sectors of national economy.

3.3 Examination of Bills— Next mandatory function of DRPS Committees is to examine Bills, pertaining to the related Ministries, referred to it by the Chairman or the Speaker, as the case may be, and report thereon.

3.3.1 Under Rule 273, the following procedure shall be followed by each of the Standing Committees in examining a Bill and making a report thereon:—

- (i) the Committee shall examine only such Bills introduced in either of the Houses as are referred to it by the Chairman or the Speaker, as the case may be; and
- (ii) the Committee shall consider the general principles and clauses of such Bills and shall make report thereon within such time as may be specified by the Chairman or the Speaker, as the case may be.

3.3.2 The Committee Section shall take following action relating to examination of Bill:—

- (i) procure copies of the Bill from Legislative Branch-I/Bill Office, Lok Sabha/Rajya Sabha Secretariat, as the case may be, Background Note and associated papers from Ministry/Department concerned and circulate to Chairman and members of the Committee;
- (ii) Historical Background of the Bill covering *inter-alia* the necessity of such legislation, its aims and objectives;
- (iii) Detailed note on various provisions incorporated in the Bill;
- (iv) prepare Questionnaire, if necessary, on the basis of the Bill under consideration and other related material, call for replies thereof from the concerned Ministry/Department and circulate the same among members;
- (v) invite the Secretary of the concerned Ministry/Department for evidence on the Bill to the Committee; may also invite officials from Ministry of Law & Justice for clarification on legal aspect of Bill as and when required;
- (vi) if the Committee so directs, issue an Advertisement in print and electronic media to elicit views from the public on the various provisions of the Bill in writing or by e-mail; (**Annexure-IV**)
- (vii) link the Bills with Committee & Press Release seeking opinion/suggestions from public to the relevant Bill under the heading 'Business, Legislation Bill introduced in Rajya Sabha/Lok Sabha' on the Rajya Sabha website. Bills introduced are uploaded by Bill Office;
- (viii) sift the memoranda thus received and place relevant suggestions before the Committee alongwith the comments of the Ministry thereon;
- (ix) compile a list of persons whom the Committee may like to hear on the subject and place before the Chairman/Committee for decision;

- (x) hold meetings to hear interested parties invited by the Committee, circulate scripts of the verbatim record of the proceedings of the Committee, amongst Chairman and members and send relevant portion of the evidence to the concerned witnesses for confirmation/correction;
- (xi) convene meetings of the Committee for clause-by-clause consideration and prepare Minutes for circulation amongst the Chairman and members of the Committee;
- (xii) prepare draft Report for consideration of the Committee after clause-by-clause consideration of Bill is over.

3.3.3 List of points on Bills— List of points on Bills should be prepared after the thorough study of its historical background, aims and objectives and the various clauses of the Bill. While drafting the questionnaire, the Assistant Director/Committee Officer should take into account the views, grievances and suggestions of the various organisations and individuals on the Bill, if any, received by the Committee in the form of memoranda, for suitable clarification/stand of the Government in regard to those views/grievances/suggestions.

3.4 Consideration of Annual Report and Long Term Policy Documents— Under Rule 270(c), the DRPS Committees are also mandated to consider annual report of the concerned Ministry and report thereon. Besides this, under Rule 270(d) it may also consider national long term policy documents presented to the Houses, if referred to the Committee by the Chairman or the Speaker, as the case may be, and report thereon.

The subject selected by the Committee for examination during the course of the year shall be notified in Parliamentary Bulletin Part-II of both the Houses of Parliament.

Ministries/Departments concerned shall be informed of the subjects selected for examination by the Committee during the year and requested to designate a Liaison Officer in the Ministry to whom the Rajya Sabha Secretariat may contact in connection with the examination of the subject.

3.4.1 Normally the time period within which the Committee is to present its Report, is three months. However, in case the Committee is unable to present its Report within the stipulated period, a note from the Chairman of the Committee shall be moved through the concerned Committee Section to the Chairman, Rajya Sabha for seeking extension of time. The approval of the Chairman, Rajya Sabha is then brought to the notice of Members of both the Houses of Parliament through Parliamentary Bulletin Part-II.

3.4.2 List of points on National Long Term Policy— List of points on National Long Term Policy should be prepared after thorough study of its historical background, aims and objectives and the various aspects of the policy. While drafting the questionnaire, the Assistant Director/Committee Officer should take into account the views, grievances and suggestions of the various organisations and individuals on the policy, if any, received by the Committee in the form of memoranda or personal appearance for oral evidence from experts on the subject, for suitable clarification/stand of the Government in regard to those views, grievances/suggestions.

3.4.3 In the event of the Committee becoming defunct or is not constituted, Bills/Demands for Grants, which are referred to the Committee and not reported upon, if any, shall stand automatically referred to the succeeding Committee, as and when re-constituted. However, in case of subjects, a status note on all the pending subjects may be furnished by the Secretariat to the Committee and the Committee may take a view on whether the examination of these subjects should be continued and the subjects not taken a view for continuing its examination, if any, shall stand automatically dropped.

3.4.4 Study of the Books/Press Clippings— While the Ministry is requested for supply of background/preliminary material and publications, the concerned Committee Section shall also study the following material and note down the points arising therefrom with a view to collecting necessary background material in respect of the subjects chosen by the Committee for examinations:—

- (i) Annual Reports of the Ministry/Department concerned.
- (ii) The Budget and the Explanatory Memorandum.
- (iii) Debates relating to the Demands for Grants in respect of the Ministry.
- (iv) Economic Survey.
- (v) Five Year Plan.
- (vi) Existing Acts on the subject in case of Bills.
- (vii) Existing Policy on the subject in case of National Long Term Policy.

- (viii) Questions relating to the subjects answered in Lok Sabha/Rajya Sabha.
- (ix) Reports of the Committee appointed by Government relevant to the subject.
- (x) Books on the subjects.
- (xi) Articles, news items in Press (Press clippings) and Digest of News and Views issued by Parliament Library.
- (xii) Study Tour Notes and other material received by the Section during tours.

3.5 Post Evidence Replies— The relevant information/data promised by the officials of the Ministry during their oral evidence should be culled out by the Committee Section in the form of list of points on Post Evidence Replies (PER) awaited from the Ministry. The proceedings of the meeting should also be studied carefully by the Committee Section and the other points arising out of the oral evidence should also be included in the list of points on PER awaited from the Ministry.

3.5.1 Questionnaire/the list of points on PER for written replies as approved by the Chairman/Convenor shall be sent to the concerned Ministry/Department for furnishing 60 sets of replies in English and 25 sets in Hindi by a specified date for circulation to the Members of the Committee.

3.5.2 Written replies to the questionnaire/list of points on PER from the Ministry/Department shall be circulated to the Members.

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

3.7 Circulation of secret/top secret document— Whenever a paper or document, marked 'secret' or 'confidential' is circulated to the Members of the Committees, the contents of such paper or document shall not be divulged by any Member either in the minute of dissent or on the floor of the House, or otherwise, without the permission of the Chairman; and where such permission has been obtained any restriction imposed by the Chairman in regard to the manner in which, or the extent to which, the information contained in the document may be divulged, shall be strictly observed.

CHAPTER-4

MEETING OF COMMITTEE

4.1 Programme of Meeting—The detailed programme of work for the examination of subjects may be determined by the Committee/Sub-Committee/Study-Group from time to time. The Committee shall meet at such time for such period as the Chairman/Convenor may decide.

4.2 Notice of Meeting—As soon as programme of meetings of the Committee/Sub-Committee/Study Group is finalized by the Chairman/Convenor, the availability of the Committee Room shall be ascertained from Committee Co-ordination Section or WG Branch of Lok Sabha Secretariat and a note shall be sent to that Branch/Section for the reservation of Committee Room in the Parliament House Annexe/Parliament House/Parliament Library Building. Confirmation of reservation of Committee Room should be obtained in advance. As far as possible, consecutive meetings shall be arranged in the same room.

4.2.1 Notice(s) of the meeting(s) of the Committee/Sub-Committee/Study Group shall be issued sufficiently in advance to the members of the Committee/Sub-Committee/Study Group indicating the subject matter to be discussed. Notice(s) shall be sent to the members both at their local and permanent addresses if the meeting(s) is/are to be held during inter-session period. Notice(s) shall be sent only at the local address of the members if the meeting(s) is/are to be held during the session period. A copy of the notice of the meeting(s) of the Sub-Committee/Study Group may be endorsed to the Chairman of the Committee for his information. In case the Chairman/Convenor, at a short notice, convenes a meeting of the Committee/Sub-Committee/Study Group, the members of the Committee/Sub-Committee/Study-Group are telegraphically informed followed by notice of the meeting of the Committee/Sub-Committee/Study-Group. Notice of meeting(s) may also be sent to members through E-mail and SMS. (**Annexure-V**)

4.2.2 Whenever meeting(s) of the Committee/Sub-Committee/Study Group is/are advanced/cancelled/postponed, a notice regarding cancellation/postponement of sitting(s) of the Committee/Sub-Committee/Study Group should be issued to the members immediately. Telegrams should also be sent to the members, if sufficient time is not available for the issue of notice of advancement/cancellation/postponement by post to the permanent address of the members during the inter-session period. Members should also be informed about the advancement/cancellation/postponement of sitting(s) over the telephone. Information regarding advancement/cancellation/postponement of sitting(s) may also be sent to the members through E-mail/SMS at their respective E-mail addresses. (**Annexure-VI**)

4.2.3 Every effort shall be made to give as much advance notice as possible to the Department/Ministry concerned when its representatives are to appear before the Committee to give oral evidence.

4.3 Venue of Meeting—The meetings of the Committee/Sub-Committee/Study Groups, at which officers or staff of the Rajya Sabha Secretariat are required to be present, shall invariably be held within the precincts of the Parliament House. If, for any reason, it becomes necessary to hold a meeting of the Committee outside the precincts of the Parliament House, the matter shall be referred to the Chairman, Rajya Sabha whose decision shall be final.

4.4 Time of Meetings when the House is sitting—Unless the Chairman, Rajya Sabha, otherwise permits, no meeting shall be held after the commencement of a sitting of the Council and before 15:00 hours on days when the House is sitting.

4.5 Arrangements for Meeting—The concerned Committee Section shall be responsible for making following arrangements in connection with the meetings of the Committee/Sub-Committee/Study Groups:—

- (a) Reservation of the Committee Room.
- (b) Sound and light arrangements and air-conditioning of the room.
- (c) Reporting of the proceedings (whenever considered necessary).
- (d) Interpretation from English to Hindi and *vice versa* of the proceedings (whenever considered necessary).
- (e) Service of light refreshments.
- (f) Supply of agenda papers, stationery, etc. to members at the meeting.
- (g) Taking attendance of Members.

- (h) Placing the name plates/cubes in front of members.
- (i) Reminder to members about the meetings.
- (j) Flashing message regarding meeting of the Committee on CCTV (during Session period); and
- (k) Providing entry passes for witnesses.

4.6 Quorum for Meeting — In order to constitute a meeting of the Committee, the quorum shall be one third of the total number of members of the Committee.

4.6.1 In calculating the number of members to constitute quorum equal to one third of the total number of members any fraction obtained is to be ignored. Thus, in case of DRSCs having a total member of 31, the quorum is 10 members, regardless of vacancies in the Committee.

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

4.6.3 When the meetings of the Committee have been adjourned on two successive dates for want of quorum of Chairman shall report the fact to the Council.

4.7 Withdrawal of strangers — Members who are not members of the Committee may be present during the deliberations of the Committee but shall not address the Committee nor sit in the body of the Committee.

4.8 Attendance of Members — A register shall be maintained by the Section to record the attendance of members at the meeting of Committee/Sub-Committee/Study Group. Separate folios should be assigned for recording distinctly the attendance of members.

4.8.1 Another register shall also be maintained showing the following details about the sitting of the Committee:—

- (i) Serial No. of meeting.
- (ii) Date of meeting.
- (iii) Venue of meeting.
- (iv) Duration of the meeting (showing separately the time of commencement and adjournment of the meeting).
- (v) No. of witnesses examined.
- (vi) No. of members present.
- (vii) Main subject(s) discussed.

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

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

[Direction by the Chairman, Rajya Sabha published in Bulletin Part-II dated the 10.04.1984 and 28.01.1999]

4.10 Evidence of officials of Ministries/Departments and Chief Executives of Public Sector Undertakings/Banks, etc. before Department-related Parliamentary Standing Committees — A Department-related Parliamentary Standing Committee, in dealing with the subjects relating to the Ministry/Department under its purview, in the normal course examines only the officials of such Ministry/Department. However, sometimes it may become necessary for the Committee to seek the views of other Ministry/Department of the Government of India which does not directly fall within its purview. In such cases the representatives of such Ministry/Department could be called to appear before the Committee. However, in case Chief Executives of PSU/Bank/Organisation under such Ministry/Department are also required to be examined, orders of the Chairman, Rajya Sabha shall be obtained before such officials are asked to appear before the Committee. (**Annexure-VII**)

[Direction by the Chairman, Rajya Sabha published in Bulletin Part-II dated 06.07.2006]

4.11 Minister not to be called before Committee — A Minister shall not be called before the Committee either to give evidence or for consultation in connection with the examination of subjects by the Committee.

4.11.1 The Chairman of the Committee may, however, when considered necessary but after its deliberations are concluded, have an informal talk with the Minister, the subjects of whose Ministry were under consideration by the Committee in order to apprise him of:—

- (i) Any matters of policy laid down by a Ministry with which the Committee does not fully agree; and
- (ii) Any matters of secret and confidential nature which the Committee would not like to bring on record in their report.

4.11.2 The Committee may then consider its conclusions in the light of such talks but shall not otherwise pursue further any of these matters with the Minister after they are brought to the notice of the Minister concerned by the Chairman.

4.11.3 Whenever any request is received from any Minister for appearing before the Committee to give evidence, the matter shall be submitted to the Chairman, Rajya Sabha through the Chairman of the Committee for his direction. Where the Minister is permitted by the Chairman, Rajya Sabha to appear before the Committee, his evidence shall be recorded.

4.12 Evidence of non-official witnesses — Whenever it is decided by the Committee to invite the views of non-officials or non-Governmental Organisation on a particular subject, a list showing the prominent non-officials or non-Governmental organisations, who have knowledge of the subject under examination, shall be drawn and put up to the Chairman of the Committee. Once the list of NGOs/experts has been approved by the Chairman, a letter to the non-officials or non-Governmental organisation concerned shall be sent requesting them to furnish a memorandum.

4.12.1 Each memorandum on receipt shall be studied by the Assistant Director/Committee Officer and put up to the Chairman of the Committee drawing attention to important points/suggestions made in the memorandum which may be referred to the Ministry/Department concerned for their comments. These memoranda shall be circulated to the members in convenient batches alongwith important points/suggestions arising therefrom.

4.12.2 If the memorandum contains any controversial points, orders of the Chairman shall be taken before circulation.

4.12.3 A list of non-Governmental organisations/experts who have submitted memoranda on the subject will be placed before the Convenor/Chairman for selection of non-Governmental organisations/experts who may be called for giving evidence before the Committee.

4.12.4 If, while forwarding the Memorandum, any non-official organisation has expressed a desire to appear before the Committee, the matter shall be specifically placed before the Chairman/Convenor for orders.

4.12.5 After the Chairman/Convenor has approved the names of non-official or Non-Governmental organisations/experts, such organisations/experts, etc. shall be informed of the date, time and venue of meeting at which evidence will be taken. Adequate notice of the date and time of meeting at which evidence will be taken shall be given to organisations/experts.

4.12.6 On the basis of the study of memoranda received from the non-official organisations/experts and the written information already received from the Department/Ministry, the Assistant Director/Committee Officer shall also put up a list of points for oral evidence of the representative of the selected non-official organisations/experts.

4.12.7 The relevant information/data promised by the experts/representatives of the non-official organisations during their oral evidence should be culled out by the Assistant Director/Committee Officer in the form of list of points on Post Evidence Replies (PER) awaited from them. The proceedings of the meeting should be studied carefully by the Assistant Director/Committee Officer and the points arising out of the oral evidence should also be included in the list of points on PER. The other points which could not be taken up during the evidence should also be included in the list of points on Post Evidence Replies. Copies of Post Evidence Replies, so received, shall be circulated as soon as possible to the members of the Committee.

4.12.8 The letter to non-official witness inviting him to appear before the Committee, shall clearly state the position with regard to his TA/DA entitlement and settlement of his claim. In case, non-official witness is required to travel by a mode higher than his entitlement, recommendation of the Chairman of the Committee shall be obtained for allowing him/her to travel by such a mode, keeping in view the status of the witness. Such a case shall then be processed in terms of the provisions of the relevant TA/DA rules and put up to Secretary-General for administrative approval and financial sanction to the grant of TA/DA to non-official witness.

4.12.9 A copy of the sanction regarding travelling allowance, together with the letter inviting the non-official witness, shall be sent to MS&A Branch immediately.

4.12.10 Where a witness seeks permission for air travel, orders of Joint Secretary/Secretary-General shall be obtained on the request. A copy of the note containing the orders shall be sent to MS&A Branch immediately to enable that Branch to communicate the sanction to Audit.

4.12.11 As soon as the meeting is over, the attendance sheet along with a copy of the notice of the meeting is sent to MS&A Branches of both the Secretariats for preparation of TA/DA Bills of members.

4.12.12 The schedule of meetings of the Committee is also put on the Rajya Sabha website after it is finalised.

CHAPTER-5

PROCEEDINGS OF COMMITTEE

5.1 Meetings of Committee to be held in private—The meeting of the Committee shall be held in private and shall not be open to the Press.

5.2 Verbatim record of proceedings—Committee Section shall maintain a verbatim record of proceedings of each sitting of the Committee at which evidence of witnesses is taken.

5.2.1 The Joint Secretary/Director (Reporting) shall be requested by the Committee Section in advance to make arrangements for verbatim recording of the proceedings of such meetings of the Committee.

5.2.2 Two sets of agenda papers shall be supplied in advance to the Reporters at the meeting and these sets shall be taken back from them after the adjournment of the meeting.

5.2.3 Four copies of the verbatim proceedings of each meeting of the Committee where evidence is taken shall be furnished by Reporters' Section to the Committee Section. It shall be ensured that the copies are legible.

5.2.4 The concerned Committee Section shall remind the Reporters' Section if the proceedings are not received and the matter shall be brought to the notice of Joint Director/Director.

5.2.5 Concerned Committee Section shall get two sets of the proceedings stitched. The first and the second copies shall be marked with the words 'Reference copy' and 'Working copy' respectively. The copies shall be marked on the cover page as 'Confidential'.

5.3 Sending verbatim proceedings for correction—The relevant portions of the proceedings shall be forwarded to the witnesses/members concerned for confirmation/corrections and returning by a specified date along with a covering letter within three days of their receipt from the Reporters' Section.

5.3.1 The proceedings shall be forwarded to the person concerned with covering letter instructing the recipient that—

- (i) The proceedings sent are confidential;
- (ii) No part of the proceedings shall be quoted anywhere nor copies thereof taken or kept by anyone; and
- (iii) The proceedings shall be returned after perusal/corrections.

5.3.2 The proceedings together with the forwarding letter shall be carefully sealed in the cover marked 'CONFIDENTIAL' which shall be sent to the person concerned by name and delivered by a special messenger, if in Delhi, and the signature of the recipient shall be obtained. To outside stations, it may be sent by post, observing all formalities and precautions as laid down for despatch of the confidential papers.

5.3.3 A Register indicating the particulars of pages of proceedings of each meeting sent to the witnesses/members, date of despatch and date of receipt back shall be maintained to monitor the return of the proceedings.

5.3.4 The proceedings, when received back from witnesses/members shall be carefully scrutinised to see that no material change(s) has/have been made therein and the corrections made by them are confined to either grammatical errors or factual inaccuracies etc. When a witness makes a substantial change or in case of doubt the orders of Joint Secretary/Chairman, as may be necessary, shall be taken.

5.3.5 The accepted corrections shall be incorporated in both the sets of proceedings kept for use in the Section and an indication made on the cover of these sets as 'Corrected Copy'.

5.3.6 The copies returned by the witnesses and members shall be stitched separately in a file for permanent record.

5.3.7 A careful watch shall be kept about the return of the proceedings. The matter shall be followed up with the recipient till the proceedings are returned. Joint Director/Director should be kept contemporaneously informed of all developments.

5.4 Bound set of proceedings—While the 'Reference' copies of verbatim proceedings of meetings held in a year shall be arranged date-wise, the 'working' copies of the proceedings shall be arranged subject-wise. Sets of Reference copies and

Working copies shall be get bound separately in convenient volumes as soon as possible but not later then one month of presentation of the Report to which they relate. A 'Contents Page' shall be added to the Reference copies indicating the dates of meetings of the Committee on the subject. Each working copy shall also contain contents page indicating the brief subject and page no. on which the subject has been discussed.

5.4.1 Before sending the sets of proceedings for binding, the dates of proceedings shall be cross-checked from the Register of sittings of Committee to make sure that sets for binding contain proceedings of all the sittings which were covered verbatim.

5.4.2. Bound sets of verbatim proceedings shall be kept in safe custody for permanent record in the Section.

5.4.3 Bound sets of proceedings shall not be lent or shown to any unauthorised person. Whenever a bound set is issued to an officer of the Committee or to a senior officer of the Secretariat for reference, a requisition therefor shall be obtained and kept in the record of the Section.

5.5 Points on which further information is required—The concerned Section shall note down the points on which further information is required by the Committee/sub-committee during evidence and under the directions of the Chairman/Convenor, take such action in the matter as may be necessary.

CHAPTER-6

STUDY TOURS OF COMMITTEE

6.1 Drawing of tour programme—Under Rule 81 of the Rules of Procedure and Conduct of Business in Rajya Sabha relating to Select Committees, which are applicable *mutatis mutandis* to DRPS Committees (read Rule 245), no meeting of a Committee shall be held outside the precincts of the Parliament House, provided that if, in any case, it is considered necessary to hold such a meeting outside the precincts of the Parliament House, the matter shall be referred to the Chairman, Rajya Sabha whose decision shall be final.

6.1.1 Whenever the Committee decides to undertake tours, detailed tour programme (ANNEXURE-VIII) shall be drawn up by the concerned Committee Section and submitted to the Chairman for approval. After the Chairman has approved the tour programme of the Committee a note from the Chairman, alongwith the proposed tour programme, shall be put up to the Chairman, Rajya Sabha for obtaining permission. Permission of the Chairman, Rajya Sabha for the tour shall invariably be taken in advance in all cases. While seeking approval of Chairman, Rajya Sabha, concerned divisional officers shall place all relevant facts in the proposal particularly the aspects included in tour guidelines.

6.1.2 After the tour has been approved, a copy of the programme shall be sent to the members of the Committee who shall be requested to intimate in writing whether or not they would like to undertake the tour. Relevant extracts from the guidelines issued by the Hon'ble Chairman in connection with tours by Parliamentary Committee shall also be sent to the members for information (ANNEXURE-IX).

6.2 Background material and list of points for informal discussion during tour—While addressing the Ministries/ Departments concerned for making necessary arrangements for the tour, the Committee Section shall also request them to furnish 35 copies of English version and 10 copies of Hindi version of the following material on the working of institution/ organisation/establishment to be visited by the Committee/Study Groups:—

- (a) A brief note giving the salient and essential features of the institution/organisation/establishment to be visited by the Committee/Study Groups;
- (b) Functions and physical & financial performance during the last three years and its comparison with targets;
- (c) Special features including future plans;
- (d) Latest Annual Report of the institution/organisation/establishment (if any-5 copies).

6.2.1 The list of points for informal discussion during tour with officials/non-officials/State Governments shall be prepared and after approval by Chairman/Convenor, a few copies thereof shall be forwarded to the concerned Ministry/ Department/Head of the Institution or office to be visited, head of non-governmental organisation concerned/Chief Secretary to the State Government concerned sufficiently in advance with the request that written replies to all the points should be prepared and copies made available for the use of members well before the discussion.

6.3 Arrangements for tour—As per the guidelines on the subject, expenditure on study tours is now borne by the Secretariat (ANNEXURE-X). A programme of list of the Committee shall be communicated simultaneously to the Ministries concerned. They shall be requested to make arrangements for transport and board and lodging.

6.3.1 Before the commencement of interaction with the representatives of Ministry/Department/non-governmental organisations during the Study Tours, the Chairman/Convenor of the Study Group shall be suitably advised to bring to the notice of the officials of organisations/non-governmental organisations that the discussion shall be of confidential nature and that it shall not be permissible for the participants in the discussion or anyone who may have access to the proceedings of the discussion to communicate directly or indirectly to the press or any unauthorised person any information regarding its proceedings.

6.3.2 Railway Board shall be requested to ensure reservation of railway accommodation for members of the Committee/ Group and officers accompanying from New Delhi and from various intermediate stations for journeys to be undertaken by train.

6.3.3 In case, any journey or part of journey is required to be performed by air, Commercial Manager, Central Space Control, Indian Airlines, New Delhi shall be requested to block the required number of seats and issue necessary instructions

to the Area Managers for issue of air tickets against exchange vouchers, etc. of the Rajya Sabha Secretariat, to the Members and officers.

6.3.4 In arranging accommodation for the Members and officers of the Secretariat accompanying them, care shall be taken to ensure that reservations are made for members and officers two days in advance of the actual date of commencement of the visit at the station where the Committee/Study Group is to assemble and for two days after completion of the tour at the station wherefrom the Committee/Study Group is to disperse as the members are entitled under the rules to reach two days in advance at the place of assembly and remain for two days in place of dispersal after conclusion of the tour.

6.3.5 Sufficiently in advance of the date of the commencement of tours, proposals regarding the names of officers and staff accompanying the Committee/Study Groups on tour, indicating dates of their departure and return to Headquarters shall be put up to Secretary-General through Joint Secretary for orders, with full justification thereof.

6.3.6 Where the tour programme includes journeys by air, permission of Additional Secretary/Secretary/Secretary General shall be taken for officers accompanying the Study Group/Committee for air journeys. In case visit of the Committee/Study Group involves travelling by special aircraft/helicopter, approval of Chairman, Rajya Sabha shall be sought for bearing expenditure of such travel by the concerned Ministry/Department/Organisation.

6.3.7 While making arrangements for a study tour of the Committee/Study Group, the Secretariat shall not suggest/initiate/organise/arrange any programme or activity which is not connected with the mandate of the Committee or the purpose of its visit.

6.4 Instructions to accompanying officers—Prior permission of Secretary-General will be obtained for the officials accompanying the Committee. The proposal will be subject to norms issued by Committee Co-ordination Section from time to time.

6.4.1 The following instructions shall be observed by officers accompanying the Committee/Study Groups on tours:—

- (i) The officer concerned shall make himself fully acquainted with the subject under examination.
- (ii) All the arrangements for the tour *viz.* the places to be visited; transport arrangements; boarding and lodging arrangement, etc. shall be suitably brought to the notice of the convenor of the Study Group concerned or the Chairman, as the case may be.
- (iii) As soon as the party reaches the place of visit, the Liaison Officer designated by the organisation to be visited shall be contacted without delay to make sure that all the necessary arrangements have been made.
- (iv) The Officer shall maintain a record of all the places visited, subjects studied and various points that came up during the course of the visit.
- (v) Any papers or documents received from the organisation inspected shall be taken over with a note of authentication by the authority handing them over and a record kept thereof. Where papers or documents or Reports are required from the officials, it shall be seen that they are received fully authenticated, etc.
- (vi) During the course of the visit, all queries from the members in regard to the subject under examination shall be attended to. Where information is not readily available, the matter shall be immediately brought to the notice of DD/JD accompanying the Committee/Study Group for further directions.
- (vii) The officer or the members of the staff shall refer all matters of importance to Deputy Director/Joint Director/Director either for information or for instructions as the case may be.
- (viii) The Assistant Director/Committee Officer shall prepare a statement indicating the particulars of Exchange Order Forms obtained from the Members' Salaries and Allowances Branch and the issue of the forms to the members of the Committee while on tour. The unutilised forms along with the Statement shall be returned to Members' Salaries and Allowances Branch within one week of return from tour.
- (ix) Soon after the return from the Study tour, letter shall be issued to the heads of the organisations visited during the tour, thanking them for the arrangements made and courtesy extended during the tour.
- (x) A note containing details of Members, their arrival/departure, exchange orders issued to them by the Committee shall be sent to the Pay & Accounts Officers and MS&A Branch of both the Rajya Sabha and Lok Sabha Secretariats. This would enable the Pay & Accounts Officer to check and pass the bills of Members.

- (xi) The Officer accompanying the Committee/Study Group shall submit to the Joint Secretary, Additional Secretary a brief note giving a resume of the tour and the discussions held during the tour. The note shall also contain important matters, procedural or general, which might have arisen during the tour.
- (xii) Copies of Notes containing details of arrival/departure of the Members of the Committee to MS&A Branch, Rajya Sabha Secretariat & Lok Sabha Secretariat should be placed in the tour register alongwith the permission obtained from Chairman, Rajya Sabha of spouse/guest to accompany the Committee tour.

6.5 Study Notes—The Secretariat staff accompanying the tour shall prepare notes of the study tour which should consist of the following three parts:—

Part I—Names of the members, places visited and other particulars.

Part II—A resume of the discussions held with local authorities and the points arising from such a visit.

Part III—All important points arising out of the discussion and the points, which need, further examination, etc.

6.5.1 Notes, memoranda, etc. on points raised by the members during the visit or those promised by the officials shall be called for by the Section through the officer accompanying the Committee/Study Group by writing to the organisation visited. Notes etc. on such points received before the finalisation of the Study Notes shall be suitably incorporated in the Study Notes, while those received after the finalisation of Study Notes shall be kept by Assistant Director/Committee Officer concerned with the subject for utilizing them in framing questionnaire and drafting the report.

6.5.2 Study Tour Notes of the Committee/Study Group shall be prepared by the Secretariat and after approval by the Chairman/Convenor, circulated to Member of the Committee for their perusal and approval by the full Committee.

6.6 Settlements of Bills—Bills received from the host organisations for reimbursement shall be examined with respect to guidelines and procedure regarding settlement of bills and shall be sent to MS&A Branch for payment. In cases, where Bills are not received, reminders will be sent to get the bills expedited.

CHAPTER-7

MINUTES OF THE MEETINGS OF COMMITTEE

7.1 Drafting of Minutes—On conclusion of the meeting of the Committee/sub-Committee/Study Group, the concerned Committee Section shall prepare draft minutes of the meeting(s) (preferably within 2-3 days of the meeting) and submit the same for approval of the Chairman/Convenor or the member who presided over the sitting, as the case may be (**Annexure-XI**).

7.1.1 The Minutes shall be brief, precise and self contained recording only the substance of the discussion. The language shall be dignified, temperate and becoming of the standards of Parliamentary Committees. Care shall be taken to see that the language does not purport to reflect on any individual, body or institution, etc.

7.1.2 There shall be self-contained paragraphs for each topic of discussion, each aspect being dealt with in a separate paragraph.

7.1.3 As far as possible the Minutes shall not indicate the name of particular person who has expressed a particular view before the Committee. The designation of such an officer may however, be indicated. However, during the consideration of the draft Report where a member strongly disagrees to certain parts of the Report and expresses desire that his dissent should be recorded the fact may be noted in the minutes if agreed to by the Committee.

7.1.4 The Minutes will bring out clearly the decisions taken during the meetings of the Committee/sub-Committee.

7.2 Minutes relating to Evidence—The minutes of meetings of Committee/sub-Committee held for taking oral evidence, will be brief, as per the standard laid down for the purpose, containing the substance of the evidence and record of decision, if any, taken during the sitting. At the end of the minutes, it shall be indicated that a verbatim record of the proceedings of the meeting has been kept.

7.3 Minutes relating to Draft Report—Where a draft Report has been considered paragraph by paragraph; the paragraph agreed to without amendments, the texts of amendments suggested/adopted/rejected, shall be mentioned in the Minutes.

7.4 Circulation of Minutes—The minutes of each meeting of the Committee/sub-Committee/Study Group (both English and Hindi version) as approved by the Chairman/Convenor or the member who presided over the meeting shall be circulated to the members of the Committee/sub-Committee/Study Group. The Minutes shall be marked 'Confidential'.

7.5 Laying of Minutes on the Table of the House—The minutes of each meeting of the Committee and the minutes of the Sub-Committee(s) at which evidence is taken and the draft report as approved/adopted by the Committee/sub-Committee, shall be laid on the Table of the House alongwith the report to which they relate.

7.6 Sets of approved Minutes—The concerned Committee Section shall maintain one complete set of approved minutes arranged Report wise which shall be got bound and preserved for five years.

7.7 Inclusion of names of officers in the Minutes—During the preparation of the Minutes, care shall be taken that the names of the Assistant Director/Committee Officer and above who were actually present in the sittings of the Committee should be included in the Minutes.

CHAPTER-8

DRAFTING, CONSIDERATION, PRINTING AND PRESENTATION OF REPORT OF COMMITTEE

8.1 Draft Reports—When the examination of any subject has been completed, the concerned Committee Section will proceed with the drafting of the Report. Draft shall be prepared on the basis of oral evidence of witnesses before the Committee, discussions in the Committee, tour notes, if any, and relevant information, coupled with the directions by the Chairman/Convenor of the Committee/Study Group.

8.2 Report on Demands for Grants—While considering the Demands for Grants, the provisions of rule 272 of Rules of Procedure shall be kept in view. The Report on the Demands for Grants should confine itself to the broad headings of the Demands for Grants of the concerned Ministry/Department and related matters. It shall be ensured that the Report is presented to the House immediately after its reassembly in the second part of the Budget Session. In preparing the draft Report on Demands for Grants, the Secretariat should, *inter alia*, rely on the: (i) Address by the President of India to Parliament; (ii) Budget Speech of Finance Minister; (iii) Expenditure Budget (Volumes I and II); (iv) Detailed Demands for Grants (Volume-I & II); (v) Implementation of Budget Announcements pertaining to the previous financial years; (vi) Economic Survey; (vii) Statements laid before Parliament, as required under the Fiscal Responsibility and Budget Management Act, 2003; (viii) Detailed Explanatory Notes on Demands for Grants; (ix) Outcome Budget; (x) Annual Report of the Ministry; (xi) Written replies to the questionnaires furnished by the concerned Ministry; (xii) Presentation of the Ministry and presentation by bodies/organizations under the administrative control of the Ministry; (xiii) Views expressed and suggestions made by Members during deliberations of the Committee; (xiv) Written response of the Ministry to the questions/queries raised during the meetings; and (xv) Any other material/document relevant to the consideration of the Demands for Grants.

8.3 Report on Bills— Report on Bills should be prepared as per the provisions of Rule 273. In preparing draft Reports on the Bills, the Secretariat should, *inter-alia*, reply on: (i) The background note received from the Ministry on the Bill; (ii) Official presentation of the Ministry on the Bill; (iii) Written Memoranda received from interested individuals, experts and organizations; (iv) Oral evidence of stakeholders and experts; (v) Views expressed by the Members of the Committee; (vi) Clarifications given by the Ministry on the opinion/views of Members and comments of public and other stakeholders and experts; and (vii) Any other relevant material/documents concerned with the Bill.

8.4 Structure of Report

8.4.1 Contents page — The first page immediately after the cover page shall be the contents page indicating broadly the contents of the Report and the Appendices annexed thereto.

8.5 Composition of Committee— After the contents page, the composition of the Committee and the Secretariat thereof shall be shown on a separate page. While indicating the composition of the Committee, the names of the Members of Rajya Sabha and Lok Sabha shall be shown separately and distinctly.

8.5.1 In case a member of the Committee resigns from the Committee or from Rajya Sabha/Lok Sabha, the fact shall be indicated by putting an asterisk mark against the name of the member and the following shall be inserted as a foot-note:—

“Ceased to be a member of the Committee with effect from _____ consequent on _____”.

8.5.2 Similarly, if new members are nominated subsequently to fill vacancies, the fact shall be indicated by putting an asterisk mark against the newly nominated members and the following shall be inserted as a footnote:—

“Nominated with effect from _____ vice Shri _____ ceased to member of the Committee on his appointment as Minister or retirement/resignation from Rajya Sabha/Lok Sabha”.

8.6 Introduction— Each report shall contain an introduction on behalf of the Chairman of the Committee. Introduction shall be worded as follows:—

Para 1: I, the Chairman of the Committee, as authorised by the Committee, do present on their behalf this (number of the report) Report on (here mention the subject of the Report).

Para 2:**(a) Demands for Grants**

Demands for Grants of the Ministry of _____ were laid on the Table of the House on _____. Under Rule 272 of the Rules of Procedure and Conduct of Business in Rajya Sabha, the Standing Committee on _____ are required to consider the Demands for Grants of the Ministries/Departments under its jurisdiction and make Reports on the same to both the Houses of Parliament.

(b) Bills

The _____ Bill, 200— introduced in Lok Sabha/Rajya Sabha on _____ was referred to the Committee on _____ for examination and report thereon, by the Hon'ble Chairman, Rajya Sabha under Rule 270(b) of the Rules of Procedure and Conduct of Business in Rajya Sabha.

8.7 Inclusion of names of Officers of the Secretariat in Reports/Minutes of Committee

8.7.1 The name of Officers of following three levels will be mentioned in the Reports of the Committees:

- (i) Additional Secretary/Joint Secretary
- (ii) Director/Joint Director
- (iii) Deputy Director/Assistant Director/Committee Officer

8.7.2 The name of the Officer so included shall depict only the official designation shown in the Office Order/ Notification of his appointment.

8.7.3 While drafting the Report, the following instructions shall be carefully observed:—

- (i) The word 'Committee' shall be used in the singular sense *viz.*, 'The Committee considers', 'The Committee recommends' or 'the Committee is of the view' and so on.
- (ii) The Report shall be divided into Chapters each dealing with the distinct subject. Sub-heading may be given while dealing with different issues under the main heading. The Chapter shall be numbered serially. The different paragraphs of a Chapter shall then be numbered according to decimal system, the first digit of the number presenting the number of the Chapter.
- (iii) The paragraphs should be self-contained, sentences should be balanced, arguments logical and brief. The language should be dignified, temperate and becoming of the dignity of a Parliamentary Committee.
- (iv) Each paragraph should contain brief facts of a particular case dealt with therein and, as far as possible, the facts shall be reproduced from the written replies received from the Departments/Ministries, official publications and verbatim record of proceedings taken during the course of oral evidence. All matters included in the Report should have a basis and no matter of extraneous nature shall find place in the Report.
- (v) Only the record of evidence as taken during the proceeding, duly corrected by the witness concerned, shall be treated as the authentic version. In the case of written record, the latest information furnished by the Department/Ministry concerned shall be made use of.
- (vi) References to minutes, proceedings, etc. or other material which form the basis of the Report shall be invariably given in the margin of the draft Report to facilitate verification and reference to original source.
- (vii) Recommendations should be precise and to the point and should logically flow from the facts narrated in the body of the Report.

8.8 Procedure Regarding Circulation of Draft Report to Members— The draft Report shall be submitted to the Chairman/Convenor for approval. Thereafter, the draft Report as approved by the Chairman/Convenor shall be circulated to the Members of the Committee/Sub-committee/Study Group under a confidential cover sufficiently in advance of the meeting of the Committee/Sub-committee/Study Group.

8.8.1 Appendices to the draft Report are not usually circulated alongwith the cyclostyled copy. One set of appendices shall, however, be kept with P.S. to Chairman for use of Chairman of the Committee and another set with the Secretariat for use of Members.

8.8.2 With a view to regulating the distribution of draft Report, the procedure laid down in the circular No. RS. 30(2)/2006-Coord. dated 8.4.2009 of Committee Co-ordination Section (Annexure-XII) has to be strictly followed by the Section.

8.8.3 The draft Report shall be sent to Distribution Section along with the requisition for circulation of copies thereof to the Chairman and the members of the Committee. The spare copies shall be returned by the Distribution Section, along with a note and a receipt obtained from the Section.

8.8.4 The spare copies of the Report when received from Distribution Section shall be counted to ensure that all the copies as indicated have been received. In case of any shortage, the matter shall be immediately taken up with Distribution Section for obtaining the remaining copies. It shall be ensured by Distribution Section that no copy is removed by any unauthorized person.

8.8.5 It shall be ensured by Distribution Section that the sheets of paper bearing impression which are wasted in the process of multigraph are destroyed. Distribution Section shall also ensure that the number of copies resographed by them do not exceed the number indicated by the Committee Section and that no copies fall into unauthorized hands.

8.8.6 The details regarding the number of copies of the draft Report resographed and their distribution shall be maintained by the Assistant Director/Committee Officer concerned.

8.8.7 A few copies of the draft Report may be kept in the Committee Room when the Committee sits to consider the draft Report. If an extra copy is taken by a member, it may be taken back from him after the meeting.

8.8.8 Unutilised copies of the draft Report shall be destroyed after the printed copies become available in the presence of Assistant Director/Committee Officer and he shall record a note to that effect in the Register.

8.9 Consideration of Draft Report

8.9.1 By Study Group/Sub-Committee: The draft Report, as approved by the Convenor, may be first considered by the Study Group/Sub-committee concerned, if any. A date for meeting of the concerned Study Group/Sub-committee for consideration of the draft Report shall be fixed with the approval of the Convenor. The notice of sitting may also be sent to all the members of the Study Group/Sub-committee. A copy of the notice shall also be endorsed to the Chairman for information.

8.9.1.1 At the meeting, the draft Report, together with the comments/suggestions made by the members of the Study Group/Sub-committee shall be considered. The minutes of the meeting of the Study Group/Sub-committee showing corrections, modifications, additions, etc. if any, made in the draft Report, shall be prepared and after approval by the Convenor, shall be circulated to the members of the Study Group/Sub-committee.

8.9.2 By the Committee— The draft report as modified in accordance with the suggestions of the Study Group/Sub-committee shall be submitted to the Chairman for approval.

8.9.2.1 A date for the meeting of the Committee for the consideration and adoption of the draft Report shall be fixed with the approval of Chairman. The notice of the meeting of the Committee shall be issued to all concerned sufficiently in advance. The draft Report, as approved by the Study Group/Sub-committee shall also be circulated to the members of the Committee under a confidential cover sufficiently in advance of the meeting of the Committee.

8.9.2.2 When the Committee is considering the draft Report for formulating its views on any matter, no one who is not a member of the Committee or an officer of the Secretariat not connected with the Committee Section shall be present at such a meeting.

8.10 Authorisation for presentation of Report— When the draft Report is adopted by the Committee, the officer attending to the Committee shall request the Chairman to obtain an authorization of the Committee for presentation of the Report to the Rajya Sabha by himself/herself and by any other Member of the Committee from Rajya Sabha in case of his/her absence and two members from Lok Sabha for laying of the Report on the Table of Lok Sabha. The Committee may also decide the date of presentation/laying of the Report on the Table of the House.

8.10.1 Ordinarily the name of the Convenor/Member of the Study Group concerned with the subject of the Report shall be proposed for authorization for presentation/laying of the Report.

The decision of the Committee in these matters would be included in the relevant minutes of the meeting of the Committee.

8.10.2 The date on which the draft Report is adopted shall be the date to be indicated at the end of the "Introduction" to the Committee's Report as well as at the end of the Report. A reference regarding the date of the meeting of the Committee at which the Report was adopted shall be included in the "Introduction".

In the "Introduction" to the Report, the following particulars shall also be given:—

- (a) Details of the individuals/non-official organisations examined by the Committee and acknowledgement of memoranda received from associations and individuals;
- (b) Date of examination of official witnesses by the Committee.

8.10.3 The Report of the Committee shall be based on broad consensus. [Rule 274(1)].

8.10.4 A member of the Committee may give note of dissent on the Report of the Committee. The note of dissent shall be presented to the House alongwith the Report [Rule 274(2)].

8.10.5 The Chairman of Committee shall have the power to correct patent errors or matters of factual nature in the Report adopted by the Committee/Sub-committee before its presentation to the House/Chairman as the case may be.

8.10.6 Any corrections made in the text of the Report at consideration and proof stage shall also be correspondingly made in the statement of observations/recommendations.

8.11 Printing of Reports—In case the Report has been presented in a cyclostyled form, a copy of the Report, including all Appendices, Annexures and the statement of observations/recommendations of the Committee and complete in all respects shall be sent to the Printing Section for proof immediately after presentation of the Report. The Assistant Director/Committee Officer shall ensure that there is no delay in sending the manuscripts for printing. The cover page shall show the following below the State Emblem.

"Presented to Rajya Sabha on _____"

"Laid on the Table of Lok Sabha on _____"

8.11.1 The manuscript thus prepared shall be sent to the Printing Section for obtaining proof by a specified date. It shall be ensured that the copy of the Report sent to the Printing Section is complete in all respects and the recommendations in the Report are neatly sidelined in manuscript for being printed in thick type. On receipt of proof, it will be carefully and meticulously checked in Committee Section with the office copy of the Report and returned to Printing Section for final printing.

8.11.2 The printed copies of the Reports shall be checked by the Printing Section in the first instance and thereafter scrutinised by Committee Section. Corrigenda embodying the corrections, etc. shall be cyclostyled or rota printed, as time permits. The copies of the corrigenda shall be pasted in the copies of the Reports.

8.12 Presentation of the Report to the House— After the Chairman has decided the date on which he intends to present the Report, an entry in the following form shall be prepared by Committee Section for inclusion in the List of Business for the day and sent to Table Office well in advance:

Report of the Department-related Parliamentary Standing Committee on.....(Name of the Committee)

(Rajya Sabha)

SHRI/SHRIMATI.....(Chairperson's Name)

SHRI/SHRIMATI.....

SHRI/SHRIMATI..... to present the (No. of the Report) report (in English and Hindi) of the Department-related Parliamentary Standing Committee on.....(Name of Committee) on.....(subject).

(Lok Sabha)

Report of Standing Committee on.....(Name of Committee)

SHRI/SHRIMATI.....

SHRI/SHRIMATI.....to lay on the Table a copy of the (No. of the Report) report (Hindi and English versions) of the Standing Committee on.....(name of the Committee) on.....(subject).

8.12.1 Simultaneously, authenticated copy of the Report shall be sent to Table Office for being placed on the Table of Rajya Sabha.

8.12.2 On the day when Report is to be presented to the House by Chairman, the Committee Section shall put up a copy of the Report along with the Press Release thereon to Joint/Additional Secretary with a brief note bringing out the

important issues dealt with in the Report. The relevant portions of the Report shall be suitably flagged, sidelining the relevant matter. The file shall be put up well before the item reaches the House.

8.13 Laying of the Report on the Table of the Lok Sabha— Intimation shall also be forwarded to the Lok Sabha Secretariat regarding the date of laying the Report on the Table of the Lok Sabha as also the name of the Member and the alternate Member, from the Lok Sabha, authorised by the Committee for the purpose. An authenticated copy of the Report shall also be sent to the Lok Sabha Secretariat well in advance.

8.13.1 In case the Lok Sabha is not in Session on the date when the Report is presented to the Rajya Sabha, an authenticated copy of the Report shall be sent to Lok Sabha Secretariat with intimation that the Report has been presented to Rajya Sabha and the same may be laid on the Table of the Lok Sabha as soon as the House meets next.

8.14 Authentication of Reports— As soon as the printed or cyclostyled copies of the Reports are received (but before presentation) two copies of each Report shall be got authenticated by the Chairman. The authenticated copies of the Report shall be carefully preserved in the Section.

8.15 Register of Authenticated copies of Reports— The Register of Authenticated copies of Reports shall be maintained.

8.15.1 At the end of each Session, the Assistant Director/Committee Officer shall review the Register in order to ensure that authenticated copies of all the Reports presented during the preceding Session have been duly entered in the Register.

8.15.2 In the event of the transfer of the Assistant Director/Committee Officer concerned or allotment of this item to any other Assistant Director/Committee Officer, all the authenticated copies of reports, etc. in the possession shall be physically checked and handed over to his successor. Entries regarding handing over and taking over of these documents shall be made in the Register itself and duly signed by both the Assistant Director/Committee Officers. Suitable mention about transfer of this Register, along with authenticated Reports entered therein, will also be made in the usual handing over Reports required to be prepared by the outgoing Assistant Director/Committee Officer in case of his transfer out of the Branch.

8.16 Preparation and Distribution of Press Release— As soon as the Report of the Committee has been finalised by the Chairman, a draft Press Release shall be prepared by the Assistant Director/Committee Officer highlighting the important recommendations contained in the Report.

8.16.1 After the Press Release has been approved by the Chairman, copy of the Press Release shall be got translated into Hindi.

8.16.2 70 copies of the Press Release (English version) and 30 copies of the Press Release (Hindi version) would be got resographed. The copies of the Press Release shall be sent to Media, Education and Audio-Visual Unit immediately for issue to press correspondents after Report is presented to the House.

8.16.3 One copy of the Press Release (English and Hindi) will be included in the folder to be maintained in the Committee Section for future reference. The folder shall be properly indexed for facility of reference.

8.17. Printing, Publication or Circulation of Report prior to its presentation/laying— Ordinarily the Report of the Committee shall be presented to the House, but in case the Committee completes the examination of the subject and the Report is ready when the House is not in Session the Chairman of the Committee may present it to the Chairman, Rajya Sabha.

8.17.1 Under direction of the Chairman, Rajya Sabha, the Chairman may order the printing, publication or circulation of the Report before it is presented to the House.

8.17.2 Where a Report is presented to the Chairman or where the Chairman has ordered its printing, publication or circulation, the fact shall be notified in Bulletin Part-II.

8.18 Simultaneous presentation of the Reports to the Presiding Officers of both the Houses when the Parliament is not in Session— An authenticated copy of the Report of the Committee as and when presented to the Chairman, Rajya Sabha during inter-session period, may be sent by the concerned Committee Section to Lok Sabha Secretariat simultaneously through a U.O. note at the level of the Divisional Officer for information of the Speaker, Lok Sabha. The fact of presentation of the Report to Chairman Rajya Sabha and his orders for printing and circulation of the Report may be published in the Bulletins Part II of the two Houses for information of their respective members. Such Reports may, however, as prescribed procedure continue to be presented to/laid in both Houses during the next Session at the first convenient opportunity. **(Annexure-XIII)**

8.18.1 The Chairman, may, direct the matters of factual nature, or patent errors may be corrected in the Report presented to him by the Committee, before the Report is printed, published or circulated and later presented to the House.

8.18.2 The Report shall be presented to the House during the next session at the first convenient opportunity by the Chairman or in his absence by another Member of the Committee. While presenting the Report, the Chairman or in his absence the Member presenting the Report shall confine himself to a brief statement to the effect that the Report was presented to the Chairman when the House was not in session and that orders for its printing, publication or circulation were given by the Chairman.

8.18.3 Where the Committee ceases to exist after the presentation of the Report to the Chairman and before the presentation of the Report to the Council, the report shall be laid by the Secretary-General on the Table of the Council at the first convenient opportunity. While laying the report the Secretary-General, shall make a statement to the effect that the report presented to the Chairman before the Committee ceased to exist and when it was ordered by the Chairman to be printed, published or circulated, Secretary-General shall report the fact to the Council.

8.19 Distribution of Reports— As soon as the Report has been presented to the Council, the copies of the Report shall be distributed as per approved mailing list as circulated by Committee Co-ordination Section showing respectively the distribution of English and Hindi version of the Report. Detailed mailing list showing the names and addresses of the parties will be supplied to Distribution Section for dispatch of reports (**Annexure-XIV**).

8.20 Uploading of Report on Rajya Sabha website— The Committee Section shall upload the report on the Rajya Sabha website within two days of its presentation/laying in both the Houses of Parliament. In case, the cyclostyled copy of the report has been uploaded on the website, it shall be replaced by the printed version when the same is received from Printing Section.

8.21 Press Comments on the Report— The Committee Section shall keep a watch over the news items or comments appearing in the Press on the reports of the Committee and put up the relevant clippings to Joint Secretary/Additional Secretary/Chairman of the concerned Committee through Joint Director/Director.

8.22 Reprinting of Reports— A report may be reprinted, if necessary, after obtaining the prior approval of Joint Secretary. Before reprinting a Report, the Section shall check up from Record Room, Publications Counter, Rajya Sabha/Lok Sabha and the Media, Education and Audio-Visual Unit whether there are any undisbursed copies left with them. While suggesting the number of copies to be reprinted, the section shall record justification therefor, the break-up of the demand and the financial implications.

8.23 Legislative Synopsis— In order to provide a brief overview of the various facets of Bills referred to and reported on by the Department-related Parliamentary Standing Committee, Committee Sections bring out 'Legislative Synopsis' for the benefit of Members of both the Houses of Parliament. The synopsis contains the salient features of the Bill as also its strengths and weaknesses besides a summary of the observations/recommendations made in its report by the concerned Committee to which the Bill is referred. The concerned Committee Section shall prepare a draft of the synopsis and get it approved from Secretary-General, Rajya Sabha. The synopsis shall then get printed and circulated to the Members of both the Houses of Parliament through the respective publications Counters before the Bill is taken up for consideration and passing in the House. An item informing Members to collect the copy of the synopsis from their respective Publications Counters is published in Parliamentary Bulletin Part-II of both the Houses.

8.24 Uploading of Legislative Synopsis on Rajya Sabha website— In order to provide a brief overview of the various facets of the Bills referred to the Committees, Legislative Synopsis on some of the Bill containing salient features of the Bill, its background and a summary of the observations/recommendations made in the Report, may be prepared, circulated and put on the website, for the benefit of Members.

CHAPTER-9

ACTION TAKEN REPORTS

9.1 Copies of Report to be forwarded after presentation of Report— Immediately after the Report of the Committee on Demands for Grants or on other matter except Bill, is presented to the House, 5 copies thereof shall be forwarded by name to the Secretary of the Ministry/Department concerned with a covering letter for taking suitable action in pursuance of the recommendations of the Committee. The forwarding letter shall stipulate that the Ministry/Department should furnish within three months of presentation of the Report to the House, 50 copies in English and 25 copies in Hindi of the replies showing action taken by Ministry/Department on the recommendations of the Committee. However no such Action Taken Report is sought in case of Reports on Bills.

9.1.1 It shall be made clear in the forwarding letter that replies of Government to Committee's recommendation should be comprehensive and not inconclusive, vague or couched in general terms like 'noted' 'accepted' act.

9.2 Review of position regarding action taken replies and issue of reminders in case of delay or non-receipt of replies— If no replies are received after three months of the presentation of the Report a reminder shall be issued under the signature of Joint Director/Director bringing again to the notice of Secretary of Ministry/Department (by name) that replies are still awaited.

9.2.1 In order to keep a close-watch on the work connected with the implementation of recommendations of the Committees a review of the position of replies to the recommendation shall be made and put up to Joint Director/Director every month.

9.2.2 In case there is undue delay in furnishing replies by the Government, a note shall be put up to the Chairman indicating the precise progress made and the steps taken to ensure timely receipt of replies from Government. It may be suggested for the consideration of Chairman whether the Secretary of the Ministry/Department may be addressed to furnish replies by a specific date failing which the representatives of the Ministry/Department (not below the rank of Joint Secretary) may be asked to appear before the Chairman on a date convenient to the Chairman to explain the reasons for delay in furnishing the replies.

9.3 Extension of time for giving action taken replies— In exceptional cases and with the approval of the Chairman, an extension of time upto three months may be given to the Ministry/Department for furnishing action taken replies. In case no reply is received during the extended period, the matter shall be placed before the Chairman.

9.4 Categorisation of replies— Soon after the receipt of action taken replies from the Ministry/Department the Assistant Director/Committee Officer concerned shall examine them with a view to categorizing the replies under the following heads and submit them for approval to Joint Director/Director:—

- (a) Observations/Recommendations which have been accepted by Government.
- (b) Observations/Recommendations which the Committee does not desire to pursue in view of Government's replies.
- (c) Observations/Recommendations in respect of which replies of Government have not been accepted by the Committee and which require reiteration.
- (d) Observations/Recommendations to which Government have furnished interim replies.

9.4.1 When necessary, further information may be called for from the Ministry/Department. Any other information as may be desired by the Chairman/Convenor may also be called from the Ministry/Department. The information on receipt shall be submitted with comments for approval of Joint Director/Director/Chairman/Convenor.

9.5 Drafting of Action Taken Report— After categorization of the action taken replies, draft Action Taken Report shall be prepared by the Assistant Director/Committee Officer. Directions, if any, given by the Chairman/Convenor of the Sub-Committee shall be kept in view while drafting the comments of the Committee. The draft Report may consist of the following chapters:—

- (a) Report

- (b) Recommendations that have been accepted by Government.
- (c) Recommendation which the Committee does not desire to pursue in view of Government's replies.
- (d) Recommendations in respect of which replies of Government have not been accepted by the Committee.
- (e) Recommendations in respect of which final replies of Government are still awaited.

9.5.1 In regard to recommendations for which only interim replies have been received from Government, following paragraph shall invariably be included in the Report:—

“The Committee desires that the final replies in respect of recommendations for which only interim replies have been given by Government, should be furnished to the Committee expeditiously.”

9.6 Signing Report by Chairman, completion of other detail and presentation of the Report— As in the case of original report, the date on which the report is signed by the Chairman shall be the date to be indicated at the end of the "Introduction" as well as at the end of the Report. The date of the meetings of the Committee at which Report was considered and adopted shall also be indicated in the "Introduction."

9.6.1 In all Action Taken Reports, the Composition of the Sub-Committee on Action Taken, if any, which has scrutinized and processed the replies received from the Government on the recommendations contained in the original Reports shall also be included immediately after the composition of the Main Committee.

9.6.2 The procedure for printing or cyclostyling, presentation to Rajya Sabha, laying on the Table of Lok Sabha and distribution of copies of the Action Taken Report shall be the same as for the original reports.

9.6.3 After Action Taken Report has been presented, it shall be left to Government to send outstanding replies in due course. It is normally not necessary to issue any reminders to the Government for furnishing replies to outstanding recommendations or recommendations to which interim replies were furnished or recommendations on which further information has been called for by the Committee, as the very fact of including such recommendations in the Action Taken Report or making specific Comments by the Committee calling for further information thereon, should serve as a standing reminder to the Government that replies to these items are also due to be furnished to the Committee.

9.6.4 On implementation of a Committee's recommendation having significant impact on Government's policies or programmes or which resulted in path-breaking measures, the Section concerned would summarise each such case for submission to the Secretary-General.

The summary of recommendation would contain information on the following points:—

- (i) Brief description of the subject.
- (ii) Background as to how the matter came to the notice of the Committee.
- (iii) The recommendation made by the Committee.
- (iv) Significance of recommendation of the Committee to terms of its impact on policies, programmes or the public at large.
- (v) Efforts made by the Committee to get the recommendation implemented.

9.6.5 The above headings are meant as a general guide only and might vary, wherever necessary, to cover the scope of such recommendations.

9.6.6 The summaries would be in narrative form and the Section concerned would prepare on quarterly basis a summary of each recommendation which resulted in significant impact on Government policies/programmes or which resulted in path-breaking measures and put up the same to the Secretary-General for approval, justifying in the note as to how it was a path-breaking recommendation. After approval, the Section would incorporate the same in the register of Committee's achievements to be opened and maintained for the purpose in the Section.

9.6.7 In terms of Direction of the Chairman, Rajya Sabha the Minister concerned should make once in six months a statement in the House regarding the status of implementation of recommendations contained in the Reports of DRSCs with regard to his/her Ministry (**Annexure-XV**).

9.6.8 In case, no statement is made by the Minister within six months, the Section concerned should immediately on expiry of the said period, take up the matter with the Ministry concerned.

9.6.9 As in the case of other statement made by Minister, Table Office will take necessary action for making of the statements in the House by the Ministers as soon as the notice/intimation is received from the Minister/Ministry.

9.6.10 Table Office will arrange to make available a copy of the statement (both Hindi and English) to the DRSC Section concerned for necessary action. As soon as a statement is made by the Minister in the House under direction. Table Office will also send a copy of the statement in both version to the Committee Coordination Section for record and reference. DRSC Section on their part shall keep a watch on the business of the House and get in touch with the Table Office if a statement made by the Minister relating to their Report is not received by 4 p.m. on that day.

9.6.11 Thereafter, the DRSC Section concerned will critically analyse the statement of the Minister having regard to relevant Action Taken Report if already presented or Action Taken Notes already received.

9.6.12 the analysis of statement should, clearly highlight the qualitative aspects regarding the actual status of implementation of recommendations and should be as per format enclosed.

9.6.13 The DRSC Sections may also prepare a brief write up on the quality of implementation of recommendation. While preparing the write-up (not exceeding one page ordinarily) in respect of a Report, the Section may briefly mention the following:—

- (i) Whether the statement has been made by the Minister before or after the presentation of the ATR/Action Taken Notes.
- (ii) If the Minister has made the Statement after the presentation of the ATR/ATNs, whether there are any variations in his statement regarding the acceptance/non-acceptance or implementation of the recommendations and if so the same may be highlighted. If there is a substantial time gap between the ATR and the Statement of the Minister, whether the statement shown sufficient progress in the implementation of the recommendations by the Government during the intervening period.
- (iii) Whether the implementation of the recommendation accepted by the Government is satisfactory/as per the letter and spirit of the recommendations/commendable or appreciable in some respect or whether it is slow, partial or unsatisfactory.
- (iv) Cases where recommendations have been accepted in principle but their implementation depends upon the action/approval of some other Ministry.
- (v) Whether the reasons given for not accepting the recommendations are convincing.
- (vi) Only those recommendations (accepted or rejected) which the Section thinks need to be brought to the specific notice of the Chairman because of their importance should be mentioned in the write-up.

9.6.14 The Sections, keeping in view the particular recommendations made in the Report and the responses of the Government thereto, may mention other points also as may be necessary and give their comments to facilitate qualitative assessment of the implementation of the recommendations.

9.6.15 Critical analysis so made, after approval of AS/JS concerned, shall be sent within seven working days from the date on which the statement is made by the Minister in the House to Committee Coordination Section for being put up to Chairman, Rajya Sabha.

CHAPTER-10

SERVING OF REFRESHMENTS AT THE MEETING OF COMMITTEE

10.1 Refreshment—Light refreshments may be served to members of the Committee/Sub-Committee/Study Group during the meetings. Normally, tea or coffee and snacks shall be served at these meetings. The serving of refreshment and lunch shall be according to the instructions issued by the Committee Co-ordination Section in this regard.

10.2 Conditions to be satisfied while/after serving refreshments—Before the meeting of the Committee, an order shall be placed with the caterer by concerned Assistant Director/Committee Officer in writing, specifying the approximate number of persons to be served and the refreshments which shall be served as per the tariff laid down in the circular.

10.2.1 As soon as the meeting of the Committee/Sub-Committee/Study Group is over, bills for the refreshments in duplicate, along with the order slips, shall be obtained from the caterer concerned. The number of persons served and the number of articles served as also the rates charged in the bill shall be checked by the Assistant Director/Committee Officer concerned. The Bills shall then be entered in the prescribed Register of Bills and put up to the Branch Officer alongwith the order slips as soon as possible. The Certificate to the effect that the prescribed limit of expenditure per head has not been exceeded shall be given on the bill.

10.2.2 After the Deputy Director and Joint Director/Director have approved the payment of the Bills, the file shall be sent to the Estt. (A/Cs) and Budget Section for payment.

10.3 Maintenance of register showing expenditure incurred—A register will also be maintained in Section showing the expenditure incurred on refreshments served at the meetings of the Committee/Sub-Committee/Study Groups as also the number of officials and non-officials present at a particular meeting.

CHAPTER-11

PROCEDURE FOR DEALING WITH REPRESENTATIONS/MEMORANDA RECEIVED BY COMMITTEE

11.1 Representations/Memoranda received in the Secretariat

The following procedure shall be followed in regard to the disposal of representations and memoranda received by the Committee:—

- (i) On their receipt in the Section, all the representations and memoranda shall be diarised with details, in the register meant for recording of representations/memoranda.
- (ii) The representations/memoranda received shall then be examined to see whether they fall within the purview of the Government of India, Union Territory Administrations and Nationalised Banks, Statutory bodies and Semi-Government bodies. These shall then be forwarded to the concerned Ministries/Department with a O.M. calling for their factual comments thereon.
- (iii) Where the reply of the Ministry/Department satisfactorily explains the position or redresses the grievance, the representationist concerned shall be apprised of the position. Where, however, a question of policy or principle is involved, the matter shall, be placed before the Chairman for further directions.
- (iv) Anonymous representations, representations couched in intemperate or indecorous language and on matters which are *sub-judice* shall be filed on receipt with the approval of the Branch Officer/Divisional Officer.
- (v) Memoranda or representation on matters relating to the Section shall be examined in the concerned Section. If the suggestions made in these representations/memoranda pertain to a subject already taken up for examination by the Committee, necessary questionnaire shall be prepared for obtaining information from the Ministry/Department concerned at the time of oral examination of their representative. Representation/memoranda on matters, which are not at the time under examination by the Committee, shall also be examined and a copy thereof kept in record for future reference.
- (vi) When a representation is finally disposed of, orders of Branch Officer/Divisional Officer shall be obtained and the file may be recorded.

11.2 Representations/Memoranda received during Tours

The following procedure shall be followed in regard to the disposal of representations and memoranda received by Study Group(s) of the Committee:—

- (i) On return from tour, a list of those representations/memoranda which are primarily the concern of the State Government visited by the Study Group shall be prepared. The list will show *inter alia* (i) serial number, (ii) name of the petitioner and (iii) subject of representation/memorandum. The representations (in original) as well as a list thereof shall then be sent to the Chief Secretary or the Secretary of the concerned Department of the State Government for due consideration and disposal.
- (ii) Another list of representations/memoranda falling within the purview of the Ministries/Departments of the Government of India shall also be prepared and these representations/memoranda along with a list thereof shall be forwarded to the Ministry/Department, etc. concerned for due consideration and disposal or for factual comments for the information of the committee, as the case may be.

11.3 In the case of furnishing replies/information under the RTI Act, it may be specified that only the information that has been presented in Parliament may be furnished, unless the Committee decides to furnish the same.

CHAPTER-12
GENERAL MATTERS

12.1 Responsibilities of Officers dealing with DRPS Committees :—

(a) Deputy Director: In his capacity as a Branch Officer, he discharges the following functions:

- (i) Coordinates the functioning of the Branch including drafting of questionnaires, background notes, minutes, reports, etc. and maintenance of records and database;
- (ii) Ensures arrangements for meetings and tours including preparation/issuance of notices, telegrams, agenda papers, letters, office memoranda and other correspondence; and
- (iii) Ensures timely submission of periodical statements.

(b) Joint Director/Director: The Joint Director/Director discharges the following functions:

- (i) Ensures smooth functioning of Committee meetings, tours, etc. and liaises with the Committee Chairman;
- (ii) Interacts with the concerned Ministries/Departments for the holding of Committee meetings and tours;
- (iii) Gives final shape to the draft questionnaires, background notes, minutes, reports, etc. put up to him;
- (iv) Approves notices of meetings and tours, telegrams, letters, office memoranda and other correspondence;
- (v) Informs Additional Secretary/Joint Secretary of all important developments;
- (vi) Sanctions OTA/Honorarium to the staff;
- (vii) Examines all matters relating to the Committee, submitted by Deputy Director on file;
- (viii) Briefs the Committee Chairman before each meeting regarding the factual and legal position of issues under consideration; and
- (ix) Apprises Joint Secretary/Additional Secretary of the important deliberations and decisions of the Committee or Sub-Committee immediately after the meeting is over, in case they were not themselves present.

(c) Joint Secretary/Additional Secretary: Additional Secretary/Joint Secretary is at the top of the Secretariat's hierarchy meant for providing Secretarial assistance to the Department-related Parliamentary Standing Committees. He/she discharges the following functions:

- (i) Finalises schedule of meetings of Department Related Committees during the examination of Demands for Grants.
- (ii) Approves draft questionnaires, background notes, minutes, reports, etc. in respect of important meetings.
- (iii) Recommends approval for the lunches proposed to be hosted by the Committee, to the Secretary-General.
- (iv) Obtains permission from Chairman, Rajya Sabha through the Secretary-General for Committee's study visits, and to call for evidence of State Government Officials.
- (v) Approves tour programmes of the Secretariat officials to accompany the Committee/Sub-Committee.
- (vi) Grants permission to the Officers/Staff of the Committee to attend office on holiday(s) for disposal of work of urgent nature.
- (vii) Issues directions for efficient, prompt and proper discharge of urgent work;
- (viii) Keeps Secretary-General informed, and brings to his/her notice difficulties faced; and
- (ix) Advises the Committee Chairman during Committee meetings and generally regarding the matters before the Committee.

12.2 References by State Legislatures: References received from State Legislature regarding procedure, etc. shall be examined in the concerned Committee Section and reply sent to the concerned legislature Secretariat after obtaining the approval of Joint Director/Director/Joint Secretary/Additional Secretary.

12.3 Reference to earlier recommendations of Committee: Whenever a recommendation of the Committee is referred to in a subsequent report of the Committee cross reference shall invariably be given to the earlier Report which is referred to. While examining the replies, the implications of both the earlier and the subsequent recommendations shall be kept in view by Committee Section.

12.4 Study of Debates: During Session, Debates Part I and Part II of Rajya Sabha and Lok Sabha shall be carefully studied daily in Committee Section and attention of the Deputy Director/Joint Director/Director invited to answers of important questions/point concerning the subjects under examination by the Committee. Whenever necessary, further facts concerning the subjects under examination by the Committee. Whenever necessary, further facts concerning a subject under examination may be called from the Ministry/Department concerned after obtaining the orders of Joint Director/Director/Chairman.

12.5 Maintenance of an upto date set of Rules and Directions: An upto date set of Rules of Procedure and Conduct of Business in Rajya Sabha and Directions by the Chairman shall be maintained in Committee Section.

12.6 Valedictory Meeting: Every year at the conclusion of the work and before the termination of term of the Committee, it is customary for the members of the Committee to get together for a valedictory meeting.

12.7 Procurement, custody and accounting of stationery items: The Assistant Director/Committee Officer incharge and Junior Clerk/Senior Clerk concerned shall ensure that timely indenting of items of stationery is made and sufficient stock are kept at all times. On no account, work of the Section should suffer due to lack of stationery items.

12.8 Opening of files and maintenance of File Register: A File Register for opening and recording of files shall be maintained in Committee Section.

12.8.1 The filing procedure, records files, documents, presentation of records, etc. will be maintained by the Section as per instructions issued from time to time by O&M Section.

12.9 Use of Committee Software: Special software has been developed for the use of all Committee Sections. All Committee Sections are required to generate notices of order to capture the data into a comprehensive data base which operates under a client server software with web-enabled outputs for use by all Committee Sections, Members of Committee as well as the general public. The data parameter captured during the input includes the following:

Module	Function/Purpose
(i) Membership	This records the names, addresses, telephones, period of membership of Members of Committee and enables <ol style="list-style-type: none"> a. Listing of Membership on a given date. b. Listing of addresses and phone numbers. c. Automatic e-mailing of notices, etc.
(ii) Meetings and Tour Modules	Keeps track of dates, time, venue and agenda of meetings/tours and since it can be seen on Internet, is of use to Members who may not have got intimation of a meeting or its cancellation. It is also useful to all Committee Sections to plan meetings/tours.
(iii) Officers on Tour	Enables Secretary-General and Senior Officers to know details of officers on tour with Committees during a given period, since data can be seen on Intranet.
(iv) Committee Recommendations	The recommendations made in Reports, as extracted in the last Recommendations chapter of the Report are copied and pasted into this module. This enables subsequent entry of Ministry's reply and Committee. Observations, thus facilitating preparation of Action Taken Reports since the material goes into the data base, and there is a keyword based search facilities, Committee Sections (and other as well, since the data is available on Internet) will be able to locate recommendations of any Committee pertaining to a given subject.

The software is applicable to sub-Committees, Joint Committees, etc. as well. A separate Manual has been prepared

for use in the Committee Sections to operate the software. Essentially the following processes must be done through the software to ensure that the data is captured, since failing in this regard will give a wrong or incomplete picture on the Internet:

Process

Data Items captured in the Process

- | | |
|--|---|
| (i) Constitution of Committee | Names, party affiliation, state, address, telephone numbers and period of membership. |
| (ii) Notices of Meetings/tours cancellations postponement, rescheduling, etc. (also officers on tour and booking of rooms) | Date, item, venue, agenda of meetings/tour (details of officers on tour and booking of Committee rooms will be available on Intranet only) |
| (iii) Committee Minutes and Reports | Minutes of meetings and Reports are stored systematically for access by the Section. Recommendation part of the Report is copied onto the recommendations module to enable key word search on Internet. |

Annexure-I

No. RS.

Date

Shri, M.P. (Rajya Sabha)

Subject: Nomination to the Department-Related Parliamentary Standing Committee on and appointment as Chairman thereof.

Sir/Madam,

I am to inform you that in terms of provisions of sub-rule (1) of Rule 269 of the rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha), you have been nominated to be a member of the Department-related Parliamentary Standing Committee on w.e.f.....

2. I am further to inform you that under sub-rule (2) of Rule 269, you have also been appointed as the Chairman of the said Committee.

3. A list of members of the Committee is enclosed.

Yours faithfully,

(.....)

Tel.

No. RS.

Date

To

Shri/Shrimati/Kumari,
Member (Rajya Sabha/Lok Sabha)
(At local and permanent addresses)

Subject: Nomination to the Department-Related Parliamentary Standing Committee on Transport, Tourism and Culture.

Sir/Madam,

I am directed to inform you that in terms of provisions of sub-rule (1) of Rule 269 of the Rules of Procedure and Conduct of Business in the Rajya Sabha, you have been nominated to be a Member of the Department-related Parliamentary Standing Committee on

2. A list of members of the Committee is enclosed.

Yours faithfully,

(.....)

Deputy Director

Tel.

**PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT
(Committee on)**

**CABIN-C, P.H.A.
New Delhi
Tel : 23034029
E-Mail : rsc-***@sansad.nic.in**

No. RS. 4(1)/2008-**

OFFICE MEMORANDUM

Subject: Examination of the Demands for Grants (2008-09) of the Ministry of by the Department-related Parliamentary Standing Committee on.....

The undersigned is directed to state that the Department-related Parliamentary Standing Committee onas in the past, would take up the examination of the Demands for Grants of the Ministry of contained in the Budget for the year which is going to be presented to Parliament in the coming session.

2. The Ministry of is, therefore, requested to kindly supply 60 clear and legible copies each (in English and Hindi) of the following documents to this Secretariat **immediately after the presentation of the budget** for examination by the Committee:—

- (i) Detailed Demands for Grants (.....)
- (ii) Annual Report (.....)
- (iii) Annual Plan (.....).
- (iv) Outcome Budget (.....)
- (v) Detailed Budget note giving a sector-wise overall view of the actual plan and non-plan allocation and expenditure, for the year..... and the proposed plan and non-plan allocations for the year.....
- (vi) The text of the 11th Five Year Plan relating to the Ministry of
- (vii) Details of schemes/programmes under operation under the five Year Plan alongwith a note on the physical and financial targets fixed for the whole plan period under each scheme and the actual physical and financial targets fixed and achieved during the year **The reasons for shortfall, if any, in respect of achievements of physical and financial targets and the remedial measures already taken or proposed to be taken in the coming year in respect of each plan scheme/programme.**
- (viii) A detailed note indicating the extent to which various items of the Demands for Grants for stand modified in the light of the recommendations of the Standing Committee's Report on Demands for Grants.....
- (ix) Appropriation Accounts for the year 2006-07.
- (x) A consolidated statement showing physical and financial targets and achievements in respect of the plan scheme/programmes in the enclosed proforma Statement No. 1 & 2 in respect of Eleventh Plan.
- (xi) The latest Audit Para, if any, contained in CAG Report or Internal Audit on any matter relating to the Ministry and the action taken or proposed to be taken thereon.
- (xii) Details of under-utilization of the allocations made under different Heads during the last three years, if any, along with reasons therefor.

3. The Ministry is also requested to send the items mentioned from Sl. No. (iv) to Sl. No. (xii) in booklet form with proper indexing and pagination of each item with title page of the Ministry. The Ministry of is also requested to provide electronic text on floppy (3½ inch size) of the written material sent by them for the use of the Committee.

4. The Ministry of is also requested to nominate senior level officers(s) as Liaison Officer(s) to deal with all the matters pertaining to the examination of the Demands for Grants The official and the residential telephone numbers of the officer(s) so nominated may also be communicated.

5. The receipt of this O.M. may kindly be acknowledged.

(.....)
Deputy Director
Tel.

To,

The Ministry of,
(....., Secretary),
New Delhi.

Copy to:, Deputy Secretary, Ministry of, New Delhi for information and necessary action.

**PRESS COMMUNIQUE
PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT
NEW DELHI**

Department-Related Parliamentary Standing Committee on Science & Technology, Environment and Forests Invites Suggestions/Views on the Compensatory Afforestation Fund Bill, 2008

The Compensatory Afforestation Fund Bill, 2008, as introduced in the Lok Sabha on the 5th May, 2008 and pending therein, has been referred to the Department-related Parliamentary Standing Committee on Science & Technology, Environment and Forests **headed** by....., M.P. (Rajya Sabha) for examination and report.

2. The Bill aims to provide for the establishment of a Fund and crediting thereto the monies received from the user agencies towards compensatory afforestation, additional compensatory afforestation, penal compensatory afforestation, Net Present Value and all other amounts recovered from such agencies under the Forests (Conservation) Act, 1980; constitution of an Authority for administration of the Fund and to utilize the monies so collected for undertaking artificial regeneration (plantations) assisted natural regeneration, protection of forests, infrastructure development, Green India Programme, wildlife protection and other related activities and for matters connected therewith or incidental thereto.

3. In order to have wider consultations, the Committee has decided to invite written memoranda containing suggestions/ views/comments of individuals/institutions/organizations interested in the subject matter of the Bill.

4. Those desirous of submitting memoranda to the Committee may send two copies thereof, either in English or Hindi, to....., *Deputy Director, Rajya Sabha Secretariat, Room No., First Floor, Parliament House Annexe, New Delhi-110001 [Tel.:(O)]* within 15 days of publication of the advertisement, indicating whether they would also be interested in giving oral evidence before the Committee.

5. The memoranda submitted to the Committee would form part of the records of the Committee and should be treated as strictly confidential and the contents therein may not be made public, as such an act would constitute breach of privilege of the Committee.

6. The Bill was published in the Gazette of India, Extraordinary Part II, Section 2, dated the 5th May, 2008. Copies of the Bill may be obtained from the Assistant Director (S & T), Rajya Sabha Secretariat, Cabin 'F', Committee Complex, Parliament House Annexe, New Delhi-110001 or can be downloaded from the website <http://rajyasabha.nic.in> under the heading 'Bills with the Committee'.

Website:—

<http://rajyasabha.nic.in>

E-mail: rsc-st@sansad.nic.in

Annexure-V

**PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT**
(Committee on)

CABIN-F, PHA
New Delhi
Tel.: 23034033
E-mail: rsc-st@sansad.nic.in

No. R.S.

Dated the.....

NOTICE

Members are *informed* that the next meeting of the Department-related Parliamentary Standing Committee on will be held **Committee Room 'A', Ground Floor, Parliament House Annexe, New Delhi**, to consider and adopt the draft report on.....

A copy of the draft report (in English) has already been circulated.

(.....)
DEPUTY DIRECTOR
Tel:(O)
Fax:.....

To,

The Chairman & Members of the Department-related } Both At local &
Parliamentary Standing Committee....., } permanent addresses
.....

Web site: <http://rajyasabha.nic.in>

Annexure-VI

PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT
(Committee on.....)

CABIN-C, PHA,
New Delhi
Tel.: 23034029

E-mail:.....
Dated the.....

No. R.S.

NOTICE

Members are informed that the next meeting of the Committee on....., Rajya Sabha scheduled to be held at.....on.....in Room No. 63, First Floor, Parliament House, New Delhi, **has been postponed.**

2. The fresh date, time and venue of the meeting will be intimated in due course.

(.....)

DEPUTY DIRECTOR

To,

The Chairman & Members of the Committee on
.....,
Rajya Sabha.
(At local address only).

Website: <http://rajyasabha.nic.in>

RAJYA SABHA
Parliamentary Bulletin
Part-II
Thursday, July 06, 2006

No. 43205

Committee Coordination Section

Direction by the Chairman, Rajya Sabha

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

"Evidence of officials of Ministries/Departments and Chief Executives of Public Sector Undertakings/Banks etc. before Department-related Parliamentary Standing Committees

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

YOGENDRA NARAIN,
Secretary-General.

**TOUR PROGRAMME
OF THE PARLIAMENTARY STANDING COMMITTEE ON HRD
TO
KOLKATA, PUDUCHERRY AND CHENNAI
FROM 16th TO 23rd JANUARY, 2008**

16.01.2008 (Wednesday)		Assembly at Kolkata
		STAY AT KOLKATA
17.01.2008	1000 hrs 1300 hrs	Visit to Calcutta University Visit to IIM
		STAY AT KOLKATA
18.01.2008 (Friday)	0535 hrs	Departure for Port Blair By IC 287
	0735 hrs 1100 hrs 1400 hrs	Arrival at Port Blair Visit to schools to see implementation of SSA and MDM Visit to Anganwadi centres and interaction with Supervisors, Anganwadi workers and helpers
		STAY AT PORT BLAIR
		STAY AT PORT BLAIR
19.01.2008 (Saturday)	0835 hrs	Departure for Chennai By IC 550
	1050 hrs	Arrival at Chennai
20.01.2008 (Sunday)	1145 hrs	Visit to IIT, Chennai
	1515 hrs	Departure for Puducherry By Road
		STAY AT PUDUCHERRY
21.01.2008 (Monday)	1000 hrs	Visit to schools to see implementation of SSA and MDM in Puducherry
	1130 hrs	Visit to Anganwadi centres and interaction with Supervisors, Anganwadi workers and helpers in Puducherry
		STAY AT PUDUCHERRY
22.01.2008 (Tuesday)	0900 hrs	Departure for Chennai <i>via</i> Auroville By Road
	1300 hrs 1500 hrs	Arrival at Hotel in Chennai Visit to Madras University
		STAY AT CHENNAI
23.01.2008 (Wednesday)		DISPERSAL

w.e.f. 18th May, 2005

**GUIDELINES TO CHAIRMEN, PARLIAMENTARY COMMITTEES RELATING TO
STUDY TOURS OF PARLIAMENTARY COMMITTEES**

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

GUIDELINES REGARDING BEARING OF EXPENDITURE ON STUDY TOURS OF PARLIAMENTARY COMMITTEES BY THE RAJYA SABHA/LOK SABHA SECRETARIAT VIDE PARLIAMENTARY BULLETIN PART-II DATED THE 18TH MAY, 2005 IS AS UNDER:

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

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

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

(a) Stay Arrangements:

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

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

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

Arrangements may be made as under:—

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

(b) Control Room:

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

(c) Telephone Facilities:

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

(d) Laundry Service:

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

(e) Transport Facilities:

- (i) Members and officers are to be provided with transport facility during their stay at the place of visit. Transport shall also be provided to receive the members/officers on arrival as also to see them off at the Airport/Railway Station.
- (ii) One car is sufficient for two members/officers. An additional car to meet any exigency may also be arranged.
- (iii) Considering the extreme climatic conditions in various parts of the country, AC cars may be arranged wherever necessary.
- (iv) In case a member is with his/her spouse and he/she wants a separate car, the member concerned will have to bear the entire expenditure incurred on using the car exclusively.
- (v) Wherever considered appropriate, an AC coach, instead of a car each for two members/officers, may be engaged and utilised for transport requirements of the Committee members and officers.
- (vi) For making arrangements for the reception and departure of the Committee, a separate van to carry the luggage of members/officers may be arranged.

(f) Arrangements for Board:

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

(g) Arrangements for informal sitting during Study Visits:

- (i) In case of visit of the Committee to any plant/office of the organisation concerned, informal sittings of the Committee may be organised, wherever necessary, at the place of visit by the organisation concerned.
- (ii) In case it is necessary to hold informal sittings at the place of stay of the Committee, that is, in the guest house/Government owned hotel/hotel, etc. suitable Conference Hall may be booked. Charges for such hall and other related arrangements, including refreshment will be borne by the Rajya Sabha/Lok Sabha Secretariats.

(h) Medical requirements:

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

(i) Gifts:

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

II. Reimbursement of the expenditure to the Government/Organisations:

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

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

(b) Reimbursement of the expenditure to the Government/Organisation:

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

- (vii) Any expenditure incurred by members/officers/staff not admissible as per the guide lines, shall be paid by the members/officers/staff themselves. In case they fail to do so, the same shall be debited to their payable dues in the Rajya Sabha/Lok Sabha Secretariat.

III. Reimbursement of expenditure in the case of Joint Committee.

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

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

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

These Guidelines shall come into force with immediate effect.

RAJYA SABHA SECRETARIAT
MINUTES OF THE MEETING OF THE DEPARTMENT RELATED PARLIAMENT
STANDING COMMITTEE ON.....

X

(TENTHMEETING)

The Committee met at 2.00 p.m. on Wednesday, the 26th November, 2008 in Committee Room 'A', Ground Floor, Parliament House Annexe, New Delhi

PRESENT

1. *Chairman*

RAJYASABHA

2.

LOKSABHA

2.

SECRETARIAT

....., Joint Secretary

....., Joint Director

....., Deputy Director

....., Assistant Director

WITNESS

2. At the outset, the Chairman welcomed Shri....., M.P. nominated to the Committee *i.e.* *w.e.f.*.....

3. The Chairman then welcomed the Members and Prof., Member of Parliament to the meeting of the Committee. The Chairman apprised Members that Prof. had been the Chairman of the Expert Committee constituted to Review the Coastal Regulation Zone, Notification, Thereafter, he requested Prof. to highlight the challenges and dangers that Coastal Zone/Coastal area is facing and the initiatives that could be taken for the purpose of protecting and conserving the coastal environment. He also desired to know the measures required to be adopted to identify the vulnerable coastal regions and ensuring strengthening of the livelihood security of coastal populations. Prof. made a presentation on the subject. Member thereafter, sought clarifications on the points arising out of the presentation to which he replied.

The witness then withdrew.

A verbatim record of the proceedings was kept.

4. The Committee then adjourned atam /p.m.

.....
DEPUTY DIRECTOR

New Delhi;

.....

**RAJYA SABHA SECRETARIAT
(COMMITTEE COORDINATION SECTION)**

**Parliament House Annexe
New Delhi**

No. RS. 30(2) 2006-Coord.

Dated the 8th April, 2009

CIRCULAR

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

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

- (i) the zeroxed copies of Reports of Committees at presentation stage will be restricted to the number as indicated in Annexure—A; and
- (ii) the number of copies of Reports of Committees to be got printed for circulation/retained by the Section concerned to meet its future requirement will be based on the mailing list issued by the Committee Coordination Section

subject to the variation therein being made on the higher side by the Divisional Heads concerned depending upon the importance of subject-matter of a particular Report where, in their view, demand could be higher on a prolonged basis.

2. The officers in-charge of Committees and the Committee Sections concerned may kindly note the above decisions for due compliance and also ensure that the copies of the Reports are made available for distribution to the Members of Parliament and others concerned at the Publications Counter(s)/Press and Media Unit/PPR Wing, Lok Sabha Secretariat etc. well ahead of the time of their presentation/laying in the respective Houses on the scheduled day.

DIRECTOR

To

All the Officers-in-charge of Committee
All the Committee Sections
Distribution Section
PS to SG/Secy/AS&FA/JS(G)/JS(C)/JS(S)/(JS)(M)/JS(AM)/JS(N)/JS(D)

Enclosures: as above.

**Standard format to be followed by Committee Sections while preparing Zeroxed copies of
Reports of Parliamentary Committees at presentation stage**

Sl. No.	Name of Section/Office/Agency	Number of copies (DRSCs)		Number of copies (House Committees)	
		(in English)	(in Hindi)	(in English)	(in Hindi)
1.	Publications Counter (RS) (on demand from Members)	20	15	20	10
2.	Publications Counter (LS) (on demand from Members)	20	10	—	—
3.	PPR Wing, Lok Sabha Secretariat	200	75	—	—
4.	Press and Media Unit, Rajya Sabha Secretariat	30	15	30	10
5.	Committee Section concerned (for their own use and for distribution to offices of Hon'ble Chairman, Deputy Chairman, Secretary-General, Secretary and others concerned)	80	30	50	30
TOTAL		350	145	100	50

RAJYA SABHA SECRETARIAT
(COMMITTEE COORDINATION SECTION)

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

Dated the 15th January, 2004

CIRCULAR

Subject: Simultaneous presentation of the Reports of the Joint Committees including DRSCs to the Presiding Officers of both the Houses when the Parliament is not in Session.

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

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

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

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

(.....)

Deputy-Secretary

To,

All Officers

All Committee Sections

**RAJYA SABHA SECRETARIAT
(COMMITTEE CO-ORDINATION SECTION)
PARLIAMENT HOUSE ANNEXE
NEW DELHI**

No. RS. 30(2)/2006-Coord.

Dated the 16th July, 2009

CIRCULAR

Subject: Mailing List for circulation of printed Reports of the Parliamentary Committees.

Attention is invited to Circular of even number dated the 7th January, 2009 on the above subject.

2. A revised and updated Mailing List for circulation of Reports of Parliamentary Committees is enclosed for information and necessary action.

DIRECTOR

To:

- * All the Officers in-charge of Committees
- * All the Committee Sections
- * Members' Amenities Section/Legislative Section/Committee Section (Ethics)/Committee Section (JPC on Wakf)/Committee Section (MPLADS) and IT Section
- * PS to SG/Secy/AS&FA/AS(G)/JS(C)/JS(S)/JS(K)/JS(M)/JS(AM)/JS(N)/JS(R)/JS(D)Interpretation/JS(W)/JS(G)

MAILING LIST FOR CIRCULATION OF PRINTED REPORTS OF COMMITTEES

Sl. No.	Name of Recipient	No. of Copies	
		English	Hindi
1.	Hon'ble Chairman's Office	02	01
2.	Hon'ble Deputy Chairman's Office	01	01
	Members of Parliament		
3.	Rajya Sabha M.Ps. through Publications Counter	230	50
4.	Lok Sabha M.Ps. through Publications Counter	450	200
	Former Chairman, Rajya Sabha		
5.	Shri Bhairon Singh Shekhawat, 31, Aurangzeb Road, New Delhi-110 011.	01	01
	Officers of Rajya Sabha Secretariat		
6.	P.S. to Secretary-General	01	01
7.	P.S. to Secretary	01	01
8.	All Joint Secretaries	10	—
	*Sections of Rajya Sabha Secretariat		
9.	R & L	02	01
	Sections of Lok Sabha Secretariat		
10.	Lok Sabha Library (Acquisition Section)	10	02
	Ministries/Departments		
11.	Concerned Ministries/Departments	05	02
12.	Ministry of Parliamentary Affairs	02	02
13.	Ministry of Finance (Department of Expenditure) (Only Demands for Grants)	10	—
14.	Cabinet Secretariat	01	01
15.	Planning Commission	01	01
16.	President's Secretariat	01	01
17.	Central Vigilance Commission, New Delhi	01	—
18.	Office of C&AG	10	—
	Libraries		
19.	National Library, Belvedere, Kolkata-700027.	01	01
20.	The State Central Library, Town Hall, Mumbai-400023.	01	01
21.	The Connemara Public Library, Egmore, Chennai-600008.	01	01
22.	Dhananjayrao Gadgil Library, Pune-411004.	01	01
23.	Nehru Memorial Museum and Library, Teen Murti House, New Delhi-110011.	01	01
24.	Central Secretariat Library, Shastri Bhawan, New Delhi-110001.	01	01

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

Sl. No.	Name of Recipient	No. of Copies	
		English	Hindi
Institutes/Organisations			
25.	The National Council of Applied Economic Research, Parisila Bhawan, 11, IP Estate, New Delhi-110002	01	01
26.	Indian Law Institute, Bhagwan Das Road, New Delhi-110001	01	—
27.	The Department of Public Administration, Punjab University, Chandigarh	01	—
28.	Uttar Pradesh Academy of Administration, Sector D, Aliganj, Lucknow-226001	01	01
29.	Gokhale Institute of Public Affairs, Bull Temple Road, N.R. Colony, Bangalore-560019.	01	01
State Governments/Legislatures			
30.	Chief Secretaries of the Governments of Arunachal Pradesh, Bihar, Chhattisgarh, Himachal Pradesh, Mizoram, National Capital Territory of Delhi and West Bengal.	07	07
31.	Secretaries of State Legislatures of Andhra Pradesh, Chhattisgarh, Goa, Kerala, Madhya Pradesh, Mizoram, Nagaland, Punjab and Uttar Pradesh.	09	09

RAJYA SABHA

PARLIAMENTARY BULLETIN

Part-II

No. 41654

Tuesday, September 28, 2004

No. 41654

Committee Coordination Section

Direction by the Chairman, Rajya Sabha

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

“STATEMENT BY MINISTER ON COMMITTEE REPORTS

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

N.C. JOSHI,
for Secretary-General.