



**Parliament of India  
Rajya Sabha**

**SECTIONAL MANUAL OF OFFICE PROCEDURE (SMOP)  
EDITORIAL AND TRANSLATION BRANCH**

**Rajya Sabha Secretariat  
(E&T Branch)**

**April, 2010**



Parliament of India  
Rajya Sabha

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Rajya Sabha Secretariat  
(E&T Branch)  
April, 2010

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## **PREFACE**

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

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

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

NEW DELHI;  
*April, 2010*

**V. K. AGNIHOTRI**  
*SECRETARY-GENERAL.*

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## EDITORIAL AND TRANSLATION BRANCH

### *An Introduction*

The E&T Branch is charged with the responsibilities of editing and indexing of parliamentary debates, providing translation service to the entire Secretariat and ensuring implementation of the provisions of the Official Languages Act, 1963. At present the Branch is also providing translation services to the Vice-President's Secretariat. For the sake of convenience the Branch is working through 10 Sections, namely,

1. Translation Section-1
2. Translation Section-2
3. Translation (Committees) Section-1
4. Translation (Committees) Section-2
5. Translation (O.I.H.) Section
6. Editing (English) Section
7. Editing (Hindi) Section
- # 8. English Debates Section
9. Rajbhasha Prabhadg
10. Digitisation and Hindi Updation Cell

All Sections belong to the Editorial and Translation Service. (Synopsis Section also comes under the E&T Service but for the purpose of SMOP it has been kept under Council Supporting Branch.) Each Section in the branch is entrusted with a specific job and therefore a specific set of procedures is followed therein. The jobs entrusted to each of the Sections, normal and special procedures followed therein are described under various Chapters in the manual:

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# This Section was created w.e.f. 24th August, 2006 for publishing English version of Rajya Sabha Debates, but could not be made functional due to non-availability of Translators, as twelve posts are lying vacant at present. At Present, this Section is sharing the work of other Sections of E&T Service.



**CHAPTER-1**  
**TRANSLATION SECTION-1**

**1.1 Responsibilities of the Section:**

- (i) To provide translation from English to Hindi and *vice versa* of routine papers to all Sections in the Secretariat (except Question Branch and Committee Sections);
- (ii) To Prepare Hindi version of Papers To Be Laid On the Table, List of Business, Parliamentary Bulletin Part-I, Parliamentary Bulletin Part-II and other important parliamentary papers;
- (iii) To provide Hindi/English version of Private Members' Bills received in English/Hindi;
- (iv) To provide Hindi version of various publications, like Rajya Sabha At Work, Who's Who, List of Members, Sessional Review, Handbook for Members of Rajya Sabha, Rulings and Observations from the Chair, Manual of Office Procedure etc., brought out by the Secretariat;
- (v) To cater to the translation needs of the Chairman Office/SG Office; and
- (vi) To cater to the translation needs of RTI Cell.

**1.2 Procedures:**

1.2.1 As soon as a paper is received in the Section, it is diarised and a unique diary number is allotted to it. The diary record is being maintained on the computer in Microsoft Access Database *w.e.f.* October, 2007 in the following format:

Diary No.	Date of Receipt	Source Section	Type of Document	Subject	Pages	Sent to	Date of Disposal

1.2.2 Thereafter, the item of work is placed before the Assistant Director (AD) Incharge and in his absence the senior most Assistant Director/Editor present at the point of time. He assigns it to a Translator for Translation and AD/Editor for Vetting after entering the details in the *Daily Work Distribution Sheet*. After the translation is over, AD Incharge solves the queries and assigns a Typist for it. After the material is typed it is sent to the Printing Section for proof-checking in case the material is meant for CRC, otherwise it is compared and got corrected by the concerned Translator.

1.2.3 A Machine Assisted Translation Tool called MANTRA-Rajya Sabha was launched by the Chairman Rajya Sabha in the month of August, 2007 and the same is being used in the Section for translation/vetting of three parliamentary papers namely, PLOT, LoB (except legislative business) and Parliamentary Bulletin Part-1. The procedure is slight different in case of these items. AD Incharge receives the mail attachment of above papers, takes the print out of the same, gets it diarised, save the attachment on his computer, view and delete items which can not/are not required to be translated on MANTRA, saves and closes the file. Logon to the MANTRA as Section Incharge, uploads the saved file to the system, splits the file if the file is large, assign a Translator and Vetter for each split and distributes the document. He then informs verbally to the Translator and Vetter of each split of having assigned a document. After the Translation through System is over, the Translator goes through the document and corrects errors. He then forwards the document to the Vetter who after correcting, forwards back to the Section Incharge, who merges and assigns a Typist and forward it to him for CRC. This translation does not go to the Printing Section for proof checking.

1.2.4 After the typed text is arranged in the desired sequence, it is checked by the AD concerned with the final English version. After that sequence is checked again by two persons (AD/Editor/Translator) jointly. Thereafter, the Hindi version is issued to Printing Section in printed CRC form, to Senior Officers of E&T Service, NIC and Printing Press as email attachment and is simultaneously published on the home page of the Rajya Sabha.

1.2.5 The translation of all important items namely List of Business, Private Member Bills, Private Member's Resolutions, speeches and letters of Hon'ble Chairman/SG etc. are invariably got approved from senior officers namely, Deputy Director, Joint Director, Director or Joint Secretary as per requirement.

1.2.6 Senior Officers are regularly informed of the jobs done and pending in the Section through a Fortnightly Report submitted on 1st and 16th of every month. A Monthly Status Report on items included in the Annual Action Plan is also submitted to the JS on the last day of the month. Annual Report containing the details of work done in the Section during the year is prepared in the month of January every year for onward submission to O&M Section for incorporation in the Annual Administrative Report of the Rajya Sabha Secretariat. Annual Action Plan is prepared in the month of December every year to formulate plan of action for the coming year. The Status Report regarding performance/job done in accordance with the Annual Action Plan is submitted for review in the month of October.

### 1.3 Hindi version of List of Business and List of Papers to be laid:

1.3.1 The Procedure for inclusion of papers to be laid on the Table in the List of Business and finalisation of Hindi List of Business in time was regulated vide Office Order No. RS/2/JS(V)/2001 dated 8th February, 2001, which *inter-alia* prescribed as follows:

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- (i) Committee Section-I will henceforth send the list of papers to be laid to Table Office simultaneously sending a copy to Translation Section (accompanied by Hindi version of the documents as heretofore) one and a half days in advance, i.e. by 12.00 noon (instead of the evening, as per previous practice), leaving the afternoon and one clear day for translation and finalising the RLOB.
- (ii) Table Office will finalise the papers to be laid as a separate document one clear day in advance and send the printed out list through peon book so as to reach Translation Section by 6.00 p.m. the same day. For example, papers for laying on 20th of a month will be sent to Translation Section by Committee Section-I by 12.00 noon of 18th of that month and by Table Office by 6.00 p.m. on 18th i.e., the same day. Electronic copy will be sent by Table Office by email to Translation Section as per existing procedure, during the day itself. Copy of the email will also be sent to Computer Centre (nic64g) and Joint Secretary in charge of Table Office simultaneously.
- (iii) Computer Centre will use the email to place the electronic document of the papers to be laid on the table on to the Website as a separate document under the heading 'Paper to be Laid'. This procedure has already been adopted experimentally in the 191st Session.
- (iv) The Translation Section will complete the translation of the paper laying work as a separate document latest by 5.00 p.m. the following day, i.e. the 19th in the example. Principal Chief Editor [Now re-designated as director (E&T)] will also bring to notice of Joint Secretary in case the papers are not received from Table Office in time. Copies in Hindi of the print out of list of papers to be laid will be sent by Translation Section through the Director and Joint Secretary to Secretary-General and to Table Office by 6.00 p.m.
- (v) Table Office will transmit to Translation Section the advance copy of Revised List of Business (RLOB) as soon as Government Business for the concerned day is intimated. The additions on that account will be made on receipt of this information in Translation Section. The Hindi RLOB will be finalised as soon as final RLOB is received from Table Office.
- (vi) It is expected that with this procedure the Hindi RLOB will be finalized latest by 11.00 p.m. If there is delay beyond this time, Principal Chief Editor (Re-designated as Director (E&T)) will intimate to the Secretary-General the reasons in writing the next morning through the Joint Secretary.

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- (i) While the matter of completion of List of Business will primarily be the responsibility of Assistant Editors (re-designated as Editors), at least one Senior Editor (re-designated as Deputy Director)/Editor (re-designated as Assistant Director) will sit by roster daily after 6.00 p.m. to supervise and coordinate matters till the RLOB and Bulletins Part-I and Part-II for circulation the next day are finalized and sent to Printing Section for transmission to the Government Press.

- (ii) Necessary coordination must be maintained with Printing Section so that proof-reading is done even in piecemeal during the day, by sending portions of the manuscript/print out as and when ready. Printing Section will note the time of receipt and return of the material on the material itself."

#### **1.4 Parliamentary Bulletin Part-I:**

1.4.1 Bulletin Part-I containing a brief record of the proceedings and decisions of the House for each sitting is issued at the end of each sitting. Paragraphs are prepared in respect of all the items listed in the List of Business giving in brief the proceedings in respect of the item. The draft is sent to Translation Section-I, which, using the electronic material available from the Hindi version of the List of Business (particularly with regard to Laying of Papers) completes the translation and prepares the draft CRC.

1.4.2 After approval of the Secretary-General the Table Office sends one copy of the finalized Bulletin to Translation Section-I which checks the final version and carries out last minutes changes before printing out the CRC and sending it to Printing Section. A copy of the English and Hindi versions are Emailed to the Government of India Press and also to NIC (Rajya Sabha) by Table Office and Translation Section-I respectively, the same day, for placement on Internet.

#### **1.5 Co-ordination work for Bulletin Part-II:**

1.5.1 Bulletin Part-II comprises items of information of a general and routine nature useful to Members in the discharge of their parliamentary duties on matters not relating to actual proceedings in the House. It is issued in both English and Hindi versions, whenever necessary during the session and during the inter-session period.

1.5.2 Approved paragraphs in English and Hindi are required to be sent by the Sections concerned at least one day in advance with a brief note indicating the date on which the paragraph is to be published in Bulletin Part-II. For this purpose Sections while sending the CRC to Table Office along with Floppy/Email, also send a copy to Translation Section-I, which completes the translation, obtains the Bulletin number from the Table Office and composes the CRC of the Hindi version. A copy of Email of English and Hindi version are also emailed to the Government of India Press and to NIC (Rajya Sabha) by Table office and Translation Section respectively for placement on Internet.

1.5.3 The consolidated and final manuscript of the Bulletin (in English and Hindi) is sent to the Printing Section by 11.00 p.m. for preparing printed copies during session period and before 6.00 p.m. during inter-session period. At the end of the year, the Bulletins issued during the year are got bound and kept in Table Office and Translation Section-I for record and reference.

## CHAPTER-2

### TRANSLATION SECTION-2

#### 2.1 Preparation of Hindi Version of Lists of Questions for Oral Answers and Written Answers:

Translation Section-II prepares Hindi version of the daily English Question Lists, namely, the List of Questions for Oral Answers, List of Questions for Written Answers and List of Short Notice Questions. There are 20 Questions in Starred Questions List and 155 Questions in Unstarred Questions List. Hindi versions of Questions Lists are prepared about ten days in advance.

The Questions Branch supplies in advance clean typed copies in English of all provisionally admitted questions. In case a question is modified/retyped later, Questions Branch supplies a copy thereof marked as 'Retyped' or 'Fresh' at the top of the right hand corner.

**2.1.1 Procedure for the Distribution of Questions for Translation:** The Starred and Unstarred Questions Lists are forwarded to A.D. Incharge of the Translation Section-II by the Questions Branch in a provisionally admitted form for translation from English to Hindi. He then distributes the work relating to translation among Translators and that of vetting amongst Editors/Assistant Director(s) and an entry to that effect is recorded in the daily 'Distribution Chart'.

In the process of translation of questions, Translators take help of various standard dictionaries and glossaries to make the translation an accurate, simple and precise one keeping intact the spirit of original text.

Various proforma are prepared for the assistance of Translators. The proforma are so designed that a Translator has only to fill in the names of Members, portfolio of the Minister concerned, date and number of the earlier question referred, if any, besides rendering Hindi translation of the content of heading and the text of the question. The asterik mark before the name of Member and the corresponding foot-note on the proforma are put indicating that the original notice of question was received in Hindi.

While translating English Questions, the portfolios of Ministers should literally conform to those shown in the Question Chart circulated to Members, Branches, etc. with the Summons for the session and as per latest lists of Members of Rajya Sabha.

If the names of places, institutions, etc. occur in a question, authentic Hindi transcription only are used as far as possible. In this connection, alphabetical list of railway stations published by the Ministry of Railways, Annual Reports of the Ministries, etc. are liberally consulted. Use of abbreviated names has to be avoided to the extent possible.

The names and text of Acts, Rules and Regulations, referred to in the question should invariably tally with their Hindi translation authenticated by the Ministry of Law.

Hindi text of the translation should be couched in a simple and intelligible language.

In case of the questions, notices of which are originally received in Hindi, the original Hindi notice of the Member should be consulted. The Questions Branch supplies photocopies in Hindi of such questions for this purpose. The starred Questions are translated by Translators/Editors and vetted/reviewed by Senior Officers of E&T Service. As far as unstarred Questions are concerned, these are translated by Translators and vetted by Editors/Assistant Directors.

**2.1.2 Preparation of Final Manuscript:** On receipt of final manuscript of Lists of Questions from the Questions Branch, the Hindi Manuscript of questions is arranged according to the order of questions for numbering, incorporating corrections etc. While incorporating corrections, utmost care is taken to check if any question has been amended, modified,

retyped or replaced. If any new questions are incorporated in the final copy of the list, same are translated and incorporated in the Hindi Lists as well.

Editors and Translators are detailed on late night duty for incorporating in Hindi Manuscript the changes made in the final English version of the Questions Lists which is finalized mostly during late hours in night. The final manuscript of Hindi List of Questions for written answers and oral answers is checked by Translators and Editors before these are sent to Printing Section.

After the dispatch of Hindi manuscripts for a particular day to Printing Section, sometimes some more questions are received for inclusion in the lists already sent to the press and such questions are at times added at the proof stage itself. The copies of such questions are supplied by Questions Branch which are translated, revised and kept ready for inclusion in the Hindi version of Questions Lists.

## **2.2 Short Notice Questions:**

The Short Notice Questions are given Top Priority as soon as these are received and dealt with utmost care. Final Hindi manuscript of Lists of such questions are sent to Printing Section for final printing immediately.

## **2.3 Issue of Errata to Questions List:**

Errata to lists of Questions are generally issued two working days in advance of a particular day's list. On circulation of each day's lists of Questions, a printed checked copy of each Hindi List is supplied to Translation Branch by Printing Section. Roster of the Editors is prepared for the purpose of issuance of Errata to Questions Lists. The errata is prepared by Editor on the basis of following:

1. checked copies of the printed lists supplied by the Printing Branch;
2. errata issued by the Questions Branch;
3. the errors and omissions detected by Translators/Editors during the scrutiny of the Questions Lists.

## **2.4 Miscellaneous Items of Work:**

2.4.1 Various other items of work such as list of items relating to Questions Branch, which have to be included in the List of Business/Part-II Bulletin, are taken up for translation on priority basis. All such items are translated, vetted and typed in the Section and forwarded to Questions Branch immediately for further necessary action.

2.4.2 A pamphlet containing the subjects for which various Ministries are responsible for answering Questions in the Rajya Sabha is issued from time to time by Questions Branch. The Hindi version of this pamphlet is prepared by this Section. Errata to this Pamphlet (Hindi version), if any, is also issued by the Section.

2.4.3 In addition, Fortnightly reports, Annual Reports and Annual Action Plan and its monthly review are prepared in the Section and submitted to Senior Officers/concerned Section as per schedule fixed therefore, for approval.

2.4.4 That apart, this Section extends a helping hand to sister Sections of the E&T Service in the execution of/carrying out other items of work. These include Hindi version of Debates, Reports of the Committees, various publications, Annual Reports, Who's Who, Rajya Sabha at work when the Rajya Sabha is not in session.

2.4.5 This Section in close coordination with NIC and Questions Branch also keeps a track of items of work handled by this Section as to whether the same are being shown on the Hindi Website of the Rajya Sabha Secretariat.

**2.5 Model Drafts of Proformas relating to Questions, Samples of Question Lists and Errata thereto:****TRANSLATION SECTION-II****(Work Distribution Draft)**

Date of List of Questions \_\_\_\_\_

Date \_\_\_\_\_

No. of Starred Questions: 20

No. of Unstarred Questions: 155

Name of Translator

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Name of Editor

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Assistant Director

1. \_\_\_\_\_

Deputy Director

1. \_\_\_\_\_

2. \_\_\_\_\_

Joint Director

1. \_\_\_\_\_

Details of work received from/

sent to other sections, if any

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERFORMA OF THE QUESTION \_\_\_\_\_****ORIGINAL IN HINDI**

† Shri

Shri

Shri

Will the Minister of \_\_\_\_\_ be pleased to state:

†Original notice of the question was received in Hindi.

**Sample-Starred Questions List****RAJYA SABHA****LIST OF QUESTIONS FOR ORAL ANSWERS**

*To be asked at a sitting of the Rajya Sabha to be held on  
Wednesday, the October 29, 2008/Kartika 7, 1930 (Saka)*

**(Ministries: Commerce and Industry; Defence; Earth Sciences; Home Affairs; Information and Broadcasting; Labour and Employment; Rural Development; Science and Technology; Textiles)**

**Total number of questions—20**

**Shortage of manpower in armed forces**

\*141. SHRI RAJEEV CHANDRASEKHAR: Will the Minister of DEFENCE be pleased to state:

- (a) whether it is a fact that Indian Armed Forces at present are facing shortage of trained manpower at various levels;
- (b) if so, whether Government has studied the reasons for this state of affairs; and
- (c) if so, the details thereof and the steps taken/proposed to be taken by Government to improve the situation and encourage young men/women to take up armed forces as a career?

**Sample-Unstarred Questions List****RAJYA SABHA****LIST OF QUESTIONS FOR WRITTEN ANSWERS**

*To be asked at a sitting of the Rajya Sabha to be held on  
Wednesday, the October 29, 2008/Kartika 7, 1930 (Saka)*

**(Ministries: Commerce and Industry; Defence; Earth Sciences; Home Affairs; Information and Broadcasting; Labour and Employment; Rural Development; Science and Technology; Textiles)**

**Total number of questions—155**

**Export through Wagha-Atari border**

†1085. SHRI MANOHAR JOSHI: Will the Minister of COMMERCE AND INDUSTRY be pleased to state:

- (a) whether Government has started its preparations to send Indian goods to Pakistan, Gulf countries and Europe through Wagha-Atari border;
- (b) if so, the details thereof;
- (c) the potentiality of increase in trade there in coming days;
- (d) the mechanism in place for carrying out trade at present;
- (e) whether the said infrastructure would be of international standards; and
- (f) if so, the details thereof and if not, the reasons therefor?

---

†Original notice of the question was received in Hindi.

**Reference Question****Central Reserve Forces for Rajasthan**

3333. SHRISANTOSH BAGRODIA:  
SHRI KALRAJ MISHRA:

Will the Minister of SHIPPING, ROAD TRANSPORT AND HIGHWAYS be pleased to refer to the reply to Starred Question No. 244 given in the Rajya Sabha on the 10th August, 2006 and state:

(a) the reasons for slow pace of growth of Rajasthan while the progress made by Central Reserve Forces has been comparatively better since 2004-05 in terms of the amount accrued annually during certain years; and

(b) the time by when the amount of Rupees 77.01 crore due to the government of Rajasthan will be released?

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Information and Broadcasting	: 149,
Labour and Employment	: 160,
Rural Development	: 157, 159,
Science and Technology	: 151,
Textiles	: 144.

**Errata to Questions List****PARLIAMENT OF INDIA****RAJYA SABHA****ERRATA****to the list of Questions for WRITTEN ANSWERS for**

*Wednesday, February 24, 2010/Phalguna 5, 1931 (Saka)*

Q.No.	Corrections
156.	Part(b), line 2, <b>for</b> 'of' <b>read</b> 'for'
173.	In the heading, <b>for</b> 'indegenuously' <b>read</b> 'indigenously'.
178.	Part (b), line 2 <b>after the word</b> 'reasons' <b>add</b> 'therefor'
203.	In the heading, line 1, <b>for</b> 'pau' <b>read</b> 'pace' and part (a), line 3, <b>for</b> 'pau' <b>read</b> 'pace'
●	On page No. 37 <b>for</b> Question No. '261' <b>read</b> '161'

NEW DELHI;  
February 22, 2010



Copy to:—

1. Ministry of Commerce and Industry
2. Ministry of Defence
3. Ministry of Home Affairs
4. Ministry of Textiles
5. Ministry of Labour and Employment
6. Ministry of Road Transport and Highways
7. Translation Section, Rajya Sabha Sectt.
8. E.O.D. Rajya Sabha Sectt.
9. Printing Section (2 spare copies)
10. Table Office (2 spare copies)
11. Questions Branch (25 spare copies)

**Proforma of Common Preface to Hindi version of Short Notice Questions**

**Short Notice Question**

Shri \_\_\_\_\_

Will the Minister of \_\_\_\_\_ be pleased to state:

(a)

**RAJYA SABHA**

**Short Notice Question**

*to be asked at a sitting of the Rajya Sabha to be held on Monday, March, 17, 2008/Phalgun 27, 1929 (Saka)*

**Failing of North Grid**

1. SHRI ABU ASIM AZMI: Will the Minister of POWER be pleased to state:

(a) whether Government is aware of the fact that recently the north grid had multiple failures within four days;

(b) if so, the main reasons therefor and the reasons for not taking the appropriate and timely steps by the Government to avoid the recurrence of such incidents; and

(c) the steps expected to be taken against the erring officials and to check its recurrence in future?

NEW DELHI;  
*The 12th March, 2008*  
*Phalgun 22, 1929 (Saka)*

V.K. AGNIHOTRI  
*Secretary-General.*

## CHAPTER-3

### TRANSLATION (COMMITTEE-I) SECTION

#### 3.1 Responsibilities:

The Main responsibilities of the Section include:

Preparation of Hindi Version of (i) Committee Reports, Action Taken Reports, (ii) Notices, Press Releases, Letters, Questionnaires, Tour Programmes, Background Notes, Agenda Papers, Formulae, Draft LoB Items etc. (iii) Miscellaneous Parliamentary Papers (Minutes, Petitions, Notes, Memoranda, Study Notes, Representations, Suggestions etc.) relating to 11 Parliamentary Committees (**List of Committees Attached**); and (iv) Publications pertaining to various Committees received through Committee Co-ordination Section like Rajya Sabha Committees—A Profile etc.

The Section also prepares English version of Letters, Notes, Representations, Suggestions etc. received originally in Hindi whenever required by these Committees.

#### 3.2 Methodology:

On receipt of an item of work in the Section, it is diarised in the 'Receipts Register' maintained in the following format:

Sl. No.	Ref. No.	From Whom	Brief Subject	Priority/ Classification	Date of Final Disposal	Remarks

3.2.1 After the receipt is diarised, it is placed before the Assistant Director Incharge of the Section for marking it for translation to the individual Translators/Editors. A 'Daily Work Distribution Chart' is maintained in the Section for this purpose. Receipt of Committee Report alongwith its number, date, name of Committee, subject and total number of pages to be handled is also recorded in the **Master Register** kept in the Section for monitoring the process of finalization of each report properly.

3.2.2 The work emanating from the Committees is handled at the level of the Translator/Editor and Assistant Director. They are involved with the work of translation, vetting, editing and finalization. As the reports are sought at very short notice, especially during the session period, the priority of each item of work is set on Daily or Weekly basis making assessment of total work in hand and keeping in mind the urgency of each item of work.

3.2.3 While the process of translation is on, the concerned Committee Section remains in touch with this Section for additions, deletions, incorporations, modifications etc. in the original report before and after the final approval of the draft Report. After translation is over, the allocated work again comes to the AD Incharge who, if time permits, tallies the draft with that of English version and marks the manuscript to the individual typists for typing. Smaller reports and other items of normal nature are typed, compared and sent back in **CRC** format to the concerned Section. However, if the report is voluminous and its translation is sought at very short notice, it is handed over to concerned Committee Section in Mss. form for laying in the House but such reports are again sent back to this Section at later stage for **vetting**, incorporating **Annexures like Minutes** etc. before it is sent for Printing.

3.2.4 Fortnightly Report and Monthly Status Report of Annual Action Plan are submitted regularly to Senior Officers for proper monitoring of working of the Section. Weeding out of old records/manuscripts is carried out during inter-session period as per requirement. Review of the Action Plan for the current year is done in the 4th Quarter of the year and Annual Action Plan for the next year is prepared and sent to O&M Section after approval by the higher authorities. In addition to this, any other work received from other Sections of the Service, in case of urgency, is also undertaken. Dispatch/Delivery of each item of work is also properly maintained in the Section.

**3.3 List of Committee Sections attached with Translation (Committees-I) Section:**

1. Committee on Human Resources Development
2. Committee on Home Affairs
3. Committee on Industry
4. Committee on Transport, Tourism and Culture
5. Committee on Subordinate Legislation (Com.-I)
6. Committee on Petitions (Com.-II)
7. Committee on Provision of Computers to Members of Rajya Sabha
8. Committee on Members of Parliament Local Area Development Scheme
9. General Purposes Committee
10. Business Advisory Committee
11. Committee Co-ordination (including Publications)

**CHAPTER-4**  
**TRANSLATION (COMMITTEE-II) SECTION**

**4.1 Responsibilities:**

The Main responsibilities of the Section include:

Preparation of Hindi Version of (i) Committee Reports, Action Taken Reports, (ii) Notices, Press Releases, Letters, Questionnaires, Tour Programmes, Background Notes, Agenda Papers, Formulate, Draft LoB Items etc. (iii) Miscellaneous Parliamentary Papers (Minutes, Notes, Memoranda, Study Notes, Representations, Suggestions etc.) relating to 11 Parliamentary Committees (**List of Committees Attached**); and (iv) Queries, additions/deletions in the reports at the proof reading stage etc.

The Section also prepares English version of letters, Notes, Representations, Suggestions etc. received originally in Hindi whenever required by these Committees.

**4.2 Methodology:**

On receipt of an item of work in the Section, it is diarised in the 'Receipts Register' maintained in the following format:

Sl. No.	Ref. No.	From Whom	Brief Subject	Priority/ Classification	Date of Final Disposal	Remarks

4.2.1 After the receipt is diarised, it is placed before the Assistant Director Incharge of the Section for marking it for translation to the individual Translators/Editors. A 'Daily Work Distribution Chart' is maintained in the Section for this purpose. Receipt of Committee Report alongwith its number, date, name of Committee, subject and total number of pages to be handled is also recorded in the **Master Register** kept in the Section for monitoring the process of finalization of each report properly.

4.2.2 The work emanating from the Committees is handled at the level of the Translator/Editor and Assistant Director. They are involved with the work of translation, vetting, editing and finalization. As the reports are sought at very short notice, especially during the session period, the priority of each item of work is set on daily or weekly basis making assessment of total work in hand and keeping in mind the urgency of each item of work.

4.2.3 While the process of translation is on, the concerned Committee Section remains in touch with this Section for additions, deletions, incorporations, modifications etc. in the original report before and after the final approval of the draft Report. After translation is over, the allocated work again comes to the AD Incharge who, if time permits, tallies the draft with that of English version and marks the manuscript to the individual typists for typing. Smaller reports and other items of normal nature are typed, compared and sent back in **CRC** format to the concerned Section. However, if the report is voluminous and its translation is sought at very short notice, it is handed over to concerned Committee Section in Mss. form for laying in the House but such reports are again sent back to this Section at later stage for **vetting**, incorporating **Annexures like Minutes** etc. before it is sent for Printing.

4.2.4 Fortnightly Report and Monthly Status Report of Annual Action Plan are submitted regularly to Senior Officers for proper monitoring of working of the Section. Weeding out of old records/manuscripts is carried out during inter-session period as per requirement. Review of the Action Plan for the current year is done in the 4th quarter of the year and Annual Action Plan for the next year is prepared and sent to O&M Section after approval by the higher authorities. In addition to this, any other work received from other Sections of the Service, in case of urgency, is also undertaken. Dispatch/Delivery of each item of work is also properly maintained in the Section.

**4.3 List of Committee Sections attached with Translation (Committees-II) Section:**

1. Committee on Commerce
2. Committee on Science and Technology, Environment and Forests
3. Committee on Health & Family Welfare
4. Committee on Personnel, Public Grievances, Law and Justice
5. Joint Parliamentary Committee on Wakf
6. Committee on Government Assurances (Com.-III)
7. Committee on Papers laid on the Table (Com.-IV)
8. Committee on Ethics
9. House Committee
10. Committee on Privileges
11. Committee on Rules

## CHAPTER-5

### TRANSLATION (O.I.H.) SECTION

#### 5.1 Introduction:

The first hour of every sitting of the Rajya Sabha is generally devoted to Starred Questions which is known as "Question Hour". During Question Hour, Members of Parliament seek information about various programmes and schemes being executed by the Government and other issues relating to national as well as international events and happenings. Matters of larger public importance are raised and problems brought to the notice of the Union Government through Parliamentary Questions by MPs to ask for Government's intervention so as to redress public grievances. The Questions asked in the House are generally addressed to the Ministers. Members can ask the Question in both the languages *i.e.* Hindi and English. Questions asked in Hindi are called Original in Hindi *i.e.* OIH Questions.

The Questions are submitted to the Secretary-General, Rajya Sabha and the official designation of the Minister from whom the information is being sought, is specified. The Questions are categorized as Starred, Unstarred and Short Notice Questions.

#### 5.2 Functions:

This Section deals mainly with the translation of notices of Questions originally received in Hindi, Half-an-hour Discussion and statistical information relating to Questions etc. into English and Hindi, as the case may be.

**5.2.1 Notices of Questions originally received in Hindi (OIH):** Members can ask Questions on the floor of the House either in English or Hindi under Article 120 of the Constitution. Notices of Questions originally received in Hindi (OIH) are sent to this Section by the Questions Branch for translation thereof into English. Such notices start pouring in through Questions Branch from the next day of issuance of summons to the Hon'ble Members for a particular Session. As the number of OIHQs has constantly been increasing over the past several years, a need was felt to have an independent section to deal with the work of translation of OIHQs in particular. Therefore, a separate Section namely Translation (OIH) Section was created in July, 2007.

As soon as notices of OIHQs are received in the Section, their total number is calculated and the process of manual and e-diarying is completed by the Clerk. Thereafter, Assistant Director, incharge scans each notice manually to club the notices of identical nature together to avoid duplicacy of translation and the notices are prioritized for the purpose of taking them up for translation, as the notices of earlier dates are taken up first. The notices of Questions received are generally handwritten, some of them or some parts of some notices of Questions are not legible and are therefore difficult to comprehend and understand their import as such. In case of illegible and vague text of the Questions in Hindi, every effort is made to decipher the meaning and central idea of Questions. If a Question still remains undeciphered inspite of best of efforts, the Questions Branch is advised to refer such Questions to the Members concerned for seeking clarification etc. Thereafter, the work is distributed among Translators/Editors (work distribution chart is annexed as *Annexure-VI*) for translation on proforma containing different types of common preface (except the portfolio of the Minister) to Questions relating to Starred/Unstarred Questions (See *Annexure-I & II*)

The proforma are so designed that the Translators/Editors have only to fill in the Question number, date for answering of Question, order of priority, name of the Member and portfolio of the Minister concerned besides rendering English translation of the Hindi text of the Question. On completion of translation, the notices are given to Editors/Assistant Directors for examination and vetting thereof so as to make translation as accurate as possible. And finally, Assistant Director, in-charge, ensures the correctness of translation before returning the bunch of notices back to the Questions Branch. The notices of Questions together with English translation thereof are returned to Question Branch as early as possible keeping in mind the volume of work in hand as well as the priority of the notices.

**5.2.2 Notice for Half-an-Hour Discussion:** Under Rule 60(1) of the Rules of Procedure and Conduct of Business in Rajya Sabha, the Chairman may allow the raising of discussion on a matter of sufficient public importance which has been the subject of a recent Question, oral or written and the answer to which needs elucidation on a matter of fact. This item is given top priority. The translation of the same is carried out on the proforma given in *Annexure-III*. The process of disposal of such notices is almost similar to that of the disposal of notices of OIHQs.

**5.2.3 Statistical Information relating to notices of Questions:** This pamphlet contains Statistical Information to the notices of Questions received during each Session of Rajya Sabha. It contains ten statements giving various kinds of information which are compiled from Statistics relating to Questions dealt with during each Session. Statement-IX gives some figures showing at a glance, certain important features pertaining to Questions. The process of disposal of Statistical Information relating to notices of Questions is similar to that of other items of the work.

**5.2.4 Hindi version of Ballots:** For determining the *inter-se* priority of Members for inclusion of their Questions in the Lists of Questions for oral and written answer, two Ballots, one for Starred Questions and other for Unstarred Questions, are held in Lobby of the Central Hall on every working Monday, Tuesday, Wednesday and Friday. The Ballot priority obtained by each Member who has given notice for the day is displayed on the Notice Board in the outer Lobby of Rajya Sabha. This Section is responsible for providing Hindi version of the Ballots and display of the same on the Notice Board in outer Lobby. For this purpose, names of the Members as appearing in list, are typed out by the typists exactly in that order and thereafter compared by the Translators before displaying the same on the Notice Board.

**5.2.5 Miscellaneous work:** This Section also deals with Hindi correspondence received from the Members of Parliament regarding the matters concerning Parliamentary Questions through Questions Branch and provides English translation thereof. Such letters and other communications received in Hindi are translated by Translators and vetted by Editors/Assistant Directors.

In addition, Fortnightly reports, Annual Reports and Annual Action Plan and its monthly review are prepared in the Section and submitted to Senior Officers/concerned Section as per schedule fixed therefor, for approval.

### 5.3 General Directives:

Translation (OIH) Section started functioning w.e.f. 30th July, 2007. It was created *vide* Office Order Part-I dated 30th July, 2007. Prior to this, the items of work were being handled by Translation Section-II.

- (i) After draws of the lots, Questions Branch supplies a copy of the notices of Questions mostly in handwritten form for translation to Translation (OIH) Section the same day.
- (ii) After receiving the Questions from Questions Branch, Assistant Director, In-charge, will arrange segregation of the notices Ministry-wise and date-wise and identical Questions of various MPs for the same date and same Ministry are to be clubbed together in a descending order of diary numbers.
- (iii) Thereafter the Questions are distributed among Translators/Editors for translation and vetted by Editors/Assistant Director(s)/Deputy Directors.
- (iv) The Junior/Senior Clerks will tally the number of Questions with the Register of Questions Branch both at the time of receiving them as well as at the time of sending them back to Questions Branch to ensure that no original notice of Question is missing therein.

### 5.4 Translation/Editorial Instructions:

Translators/Editors while undertaking translation of various types of notices of OIH Questions need to keep in mind the following salient points:

- (i) A Parliamentary Question commencing with "Will the Minister of .....be pleased to state: (a) ..... and (b).....?" is one single compound sentence. Parts of the Question are segregated by semicolon (;) with Question mark (?) at the end.
- (ii) Style and spellings of Member's names should invariably and strictly conform to those given in the Members List compiled and circulated for this purpose. In case, name of Member is not legible or has not been mentioned at all, an interrogation mark should be put in margin for further confirmation by Questions Branch.
- (iii) While undertaking translation of clubbed identical Questions, Translator should ensure that all the parts in all the Questions clubbed together, have been attempted with variations like state and schemes indicating Diary No. of the original Question *vide* which translation thereof has been provided within the duplicate copy of the notice.
- (iv) While undertaking translation of Questions, the portfolios of Ministers should literally conform to those mentioned in the 'Questions Chart' circulated to the Members, with Part-II Bulletins for a particular Session.

- (v) The names of schemes, programmes, projects, institutions, places etc. should be transcribed as per their authorized English version. In this context, alphabetical list of Railway Stations brought out by the Ministry of Railways, annual reports as well as websites of various ministries/depts., should be consulted. Abbreviated names should not be used to the extent possible.
- (vi) Likewise, the names and text of Acts, Rules and Regulations referred to in the Questions should tally with their authentic English version reflected in legal glossary brought out by Ministry of Law and Justice.
- (vii) Translation should be such so as to make a Question self contained and spontaneous by rearranging the sub-parts in proper sequence. No alteration should, however, be made which would have the effect of changing the very nature of information being sought by Member in any manner.
- (viii) In case contents and language of the Question is not legible, every possible efforts should be made to decipher the concept of Notice. However, if still doubt persists about a Part or entire Question then "OIH not clear" remark should be given in the margin of the respective Part or entire Question so that Question could be referred to the concerned Member for further clarification etc. by the Questions Branch.
- (ix) Questions with excessive corrections would be got typed and in case typing facility/capacity is not available in the Branch, the concerned Translator/Editor may be asked to rewrite the Questions in a legible hand.
- (x) Language and choice of words for translation of notices of OIH Question should be pointed, accurate, intelligible and simple. While undertaking translation, standard usages should be resorted to with a view to keep a uniformity of style and language.

#### **5.5 Standard Usages:**

- (i) if so, what are the details thereof and if not, what are the reasons therefor;
- (ii) What is the reaction of the Government thereto;
- (iii) Whether Government's attention has been drawn to the news-item published under caption/ ..... (title of news item)" ..... in" (name newspaper) dated ..... (See Annexure V)
- (iv) Will the Minister .....be pleased to refer to the answer to Starred/Unstarred Question No. ....given in Rajya Sabha on ..... and state (See Annexure-IV)



**RAJYA SABHA**  
**QUESTION FOR ORAL ANSWER**

<u>NOTICE OFFICE</u> Dy. No. .... Date .....
--

<u>QUESTIONS BRANCH</u> S.Q. Dy. No. .... Date .....
--

From

.....,MP.

To

THE SECRETARY-GENERAL,  
RAJYA SABHA, NEW DELHI.

SIR/MADAM

Under Rule 39 of the Rules of Procedure and Conduct of Business, I give notice of the following Question for oral answer on .....

Yours faithfully,

Member

Division No. ....

Order of preference

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

(a)

**RAJYA SABHA**  
**QUESTION FOR WRITTEN ANSWER**

<u>NOTICE OFFICE</u> Dy. No. .... Date .....
--

<u>QUESTIONS BRANCH</u> U.S.Q. Dy. No. .... Date .....
--

From

.....,MP.

To

THE SECRETARY-GENERAL,  
RAJYA SABHA, NEW DELHI.

SIR/MADAM

Under Rule 39 of the Rules of Procedure and Conduct of Business, I give notice of the following Unstarred Question for answer on .....200.....

Yours faithfully,

Member

Division No. ....

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

(a)

**RAJYA SABHA**  
**NOTICE OF HALF-AN-HOUR DISCUSSION**

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

From

Shri/Shrimati Kamal Akhtar

M.P.

To

THE SECRETARY-GENERAL  
RAJYA SABHA  
NEW DELHI

SIR,

Under rule 60(2) of the Rules of Procedure and Conduct of Business in the Rajya Sabha, I hereby give notice of my intention to raise Half-an-Hour discussion on the points arising out of the answers given to Starred/Unstarred/Short Notice Question No. 53. In the Rajya Sabha on the... 28/2/2008...

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

- (1) Violation of environmental norms in factories located in Uttar Pradesh, especially in Jyotiba Phule Nagar, Gajraula.
- (2) Storage of harmful and illegal chemicals in Jubilant Organosys.
- (3) Violation of environment norms due to the nexus between environment investigation officers, administration and factory management.

I request that permission may be given to raise the discussion on... 13/03/2008... An explanatory note stating the reasons for raising the Half-an-Hour discussion is appended overleaf.

Yours faithfully,

Sd/-

Member

Supported by—

(1) .....

Signature

(2) .....

Signature

Division No. ....Sd/- .... 159

Division No. ....Sd/- .... 123

Division No. ....Sd/- .... 167

**Explanatory Note**

Local residents of Jyotiba Phule Nagar had fled after hearing the news of explosion in Jubilant Organosys. To avoid the recurrence of any incident like Bhopal tragedy in future, a detailed discussion on this subject is necessary in the house.

**Question with reference to reply to previous Question**

Q. Branch Dy. No.

ORIGINAL IN HINDI

.....

.....

Will the Minister of .....(Name of Ministry) .....be pleased to refer to the answer to Unstarred Question No. .... given in Rajya Sabha on .....(date) ..... regarding "Setting up of Aeronautical Science and Training Academy at Sriperumpudur" and state:

- (a) Whether the proposal to set up the said Academy has been approved;
- (b) If so, the details thereof;
- (c) Whether techno feasibility study for the above project has been undertaken; and
- (d) If so, the time by which the said institute is likely to be set up?

**Question with reference to Newspaper**

Q. Branch Dy. No.

ORIGINAL IN HINDI

Will the Minister of.....

be pleased to state:

- (a) Whether attention of the Government has been drawn to the news item under the caption "....." published in the "....." dated.....
- (b) if so, whether the ONGC conferred with the status of "Navratna" has failed to explore any major oil and gas reserves;
- (c) if so, the facts thereof and the reaction of the Government in regard to the working of the said company;
- (d) whether the private sector oil companies have found any new reserves of oil and gas during the past years; and
- (e) if so, the details thereof and the contribution of the private oil companies in the field of new discoveries and exploration, location-wise?

**Translation-II and Translation (OIH) Section**

**Work Distribution Chart**

Date of Question List .....

Dated .....

No. of Starred Questions .....

No. of Unstarred Questions .....

Names of Translators

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Names of Editors

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Names of Assistant Directors

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

Names of Deputy Directors

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

Names of Joint Directors

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Director

\_\_\_\_\_

Details of work received from/  
sent to other sections

\_\_\_\_\_

\_\_\_\_\_

## CHAPTER-6

### EDITING (ENGLISH) SECTION

#### 6.1 Introduction:

The Section deals with the job of editing of floor version of Rajya Sabha debates or 'Official Reports' of the Rajya Sabha which are the full reports of the day to day proceedings of the Rajya Sabha. Authority to publish the Rajya Sabha Debates, or 'Official Reports' of the Rajya Sabha, as they are called, is derived from rule 260 of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha). It is intended to be "a full report of the proceedings of the Council at each of its meetings" and is published "in such form and manner as the Chairman may, from time to time, direct." In addition to this, Appendix of Annexures and Index of debates are also prepared in this Section.

#### 6.2 Responsibilities of the Editing (English) Section:

The Section mainly deals with the following items:

- (i) Editing of floor version of Debates to prepare the Official Report;
- (ii) Preparation of Appendix of Annexures (*i.e.* long statements which are sometimes made in reply to Questions and which cannot be conveniently printed in the Debate);
- (iii) Preparation of Index of the Debates;
- (iv) Removing queries in the Debates sent by the Printing Section;
- (v) Granting permission to reproduce the material from the Rajya Sabha Debates;
- (vi) Miscellaneous Job.

The pointwise details of each item is given below:—

##### 6.2.1 Editing of floor version of Debates: At present, the Debates are being published in two versions as under:

- (i) *Floor version*—Speeches etc. delivered by Members in English or Hindi are published in the language in which they are delivered on the floor of the House. Speeches delivered in Urdu are also included in the debates along with Hindi transliteration thereof with a footnote in the following manner.†

In the case of speeches delivered in languages other than English, Hindi and Urdu, the English translation thereof is published; and

- (ii) *Hindi version*—Speeches etc. delivered in Hindi are incorporated verbatim in Hindi; and in the case of speeches delivered in all other languages (including English) the full Hindi translation thereof is published.

**A.** The Copies of the photocopied Debates are received from the Distribution Section in two parts, *viz.* Part-I and Part-II. Part-I consisting of Starred and Unstarred Questions and Short Notice Questions and their answers while Part-II consists of proceedings other than Questions and Answers. After receiving the uncorrected copies of debates, the same are entered into the Debate Register and thereafter marked to the Assistant Directors for editing. Generally Part-I or Part-II is given to one Assistant Director for editing at a time.

**B.** The editing of Parliamentary Debates involves numerous items of work to ensure correct and accurate reporting. During this process editorial notes and footnotes are given at appropriate places, portfolios of Ministers and the 'Constituencies' of the members are verified and the permissible corrections suggested by Ministers and Members in their speeches in order to remove any grammatical and factual errors are incorporated. Appropriate headings are given for Papers Laid on the Table. L.T. Nos. received from Parliamentary Library are also indicated at the bottom of each set of Papers Laid on the Table. The details of the procedure to be followed for editing the uncorrected debate are given as under:

---

†Transliteration in Urdu script.

### 6.2.1.1 Editing of Part-I Debate:

**I.** At the commencement of each Session of the House, the undermentioned items are added at the beginning of the first day's debate:

- (a) Latest Alphabetical List of Members of Rajya Sabha showing names of the Members and the States they represent;
- (b) Latest Panel of Vice-Chairmen;
- (c) Latest Lists showing names of Members serving on the various Standing Committees, Department related Parliamentary Standing Committees of Rajya Sabha and Joint Committees of both the Houses; and
- (d) Latest List of the Council of Ministers.

A separate recitation regarding the commencement of a particular Session of the House is incorporated at the beginning of the first page (on which the record of the actual proceedings of the House starts) in the following manner:

THE PARLIAMENTARY DEBATES OFFICIAL REPORT IN THE\*.....SESSION OF THE RAJYA SABHA  
Commencing on the<sup>1</sup>.....the.....20../.....19...(Saka)

---

<sup>1</sup> Here mention the day and the date, e.g. Thursday, the 8th July, 1982/17th Ashadha, 1904 (Saka)

*Note:* (i) The first four lines of the above recitation are in all capital letters.  
(ii) The recitation is separated from the actual Proceedings by a double line.

**II.** The report of the proceedings of each day should be preceded by the name of the day and the date in Christian era as well as in Saka era with the actual time of the start of the proceedings along with the designation and/or the name of the Presiding Officer in the following manner:

#### RAJYA SABHA

1. ....the...../(.....(saka)

The House met at eleven of the clock,

Mr. Chairman/Mr. Deputy Chairman/the Deputy Chairman/the Vice-Chairman (Shri/Shrimati.....) in the Chair.

*The National Anthem, "Jana Gana Mana", was played.*

**III.** The first part of the Debate generally starts with the Oral Answers to Questions. In case, some other item is taken up before the Questions set down for the day, it should be ensured that it is given a suitable heading, e.g. 'Obituary Reference(s)', 'Member(s) Sworn', 'Oath or Affirmation' etc.

In the beginning of the Starred Questions, the heading '**ORAL ANSWERS TO QUESTIONS**' is given.

While dealing with the portion of Questions and Answers, the name(s) of the questioner(s) should be verified with the Lists of Questions for oral as well as Written Answers set down for the day, and it should be ensured that the spellings etc. of the names tally with the names given in the Alphabetical List of Members, copies of which are available in the Section.

**IV.** If the question has been transferred or postponed from a previous date, a foot-note† should be given in the following manner indicating the date from which it was transferred/postponed as also its original serial Number.

**V.** Test of each Question should be given in the language in which it was put by the Member on the floor of the House, and the answer in the language in which it is given. In case the question or answer was in Hindi, the English version of the Question and the Answer will also be given below the main answer and before the supplementary question (and answer thereto) is printed.

**VI.** Complete portfolio of the Minister who replies to the main Question should be given only once in the beginning of the answer to the relevant Question, and it should tally with the official designation as given in the List of Council of Ministers. If any other Minister intervenes for the first time in Question Hour and replied to supplementaries on the same Question, his portfolio should also be given.

---

\* Here mention the number of the Session, e.g. ONE HUNDRED AND FORTY-THIRD

*Note:* (i) The first line 'RAJYA SABHA' is in capital letters.

(ii) The date is given in italics (figures only being shown in roman)

(iii) Name of the Chairperson appears only when a Vice-Chairman is in the Chair.



**VII.** When a questioner is absent, sequence of the Question set up in his name will not change. However a remark should be incorporated at the appropriate place *in the body of the Debate* in the following manner:

*\*[The questioner (Shri.....) was absent.]*

---

\*Previously Starred/Unstarred Question.....Transferred/Postponed from the..... (date)

**VIII.** Starred Questions which remain un-answered at the end of Question Hour are included under the heading "Written Answers to Starred Question", and in this part, the Questions should appear in the same order in which they appeared in the Question Lists set for the day. After that "Written Answers to Unstarred Questions" will follow. It is to be remembered that the asterisk mark on Starred Questions is to be retained even while they are relegated to Written Answers. Where the original notice was in Hindi, the Question and Answer would be printed in Hindi, followed by the English text.

While giving a general reading to the 'Questions and Answers' portion of the Debate, it should be ensured that the heading of the Question and the name(s) of the Member(s) who had put the Question appear correctly and replies to all the parts of the Question are there in the answer.

**IX.** Long Statements which are sometimes made in reply to Questions and which cannot conveniently be printed in the body of the Debate may be relegated to the Appendix, the main criteria being that the Debates are not be cluttered up with long statements containing complicated tabular text printed length-wise. In case of doubt, the In charge of the Section may be consulted.

When a statement is thus relegated to the Appendix, the relevant Annexure Nos. should be indicated at the appropriate place *in the body of the Debate* in the following manner:

*(See Appendix\*.....Annexure No.....)*

Sometimes same long statements, which are to be relegated to Appendix are appended to answer to more than once in a days questions list, in such cases an indication should be given at appropriate place in the following manner:—

"[Refer to the Annexure No. .... Appendix No..... in respect of Starred /Unstarred Question No..... answered on.....]".

---

\*Here indicate the number of the Session.

Normally, one Appendix is compiled and published separately for each Session. In the Appendix only the English version of the text is to be included.

**X.** If a 'Statement' in answer to a part of a Question follows immediately after the part to which it relates, indication regarding its placement need not be given. However, if a substantial part of the reply intervenes before the start of the 'Statement', an indication '(See below)' should be given in brackets and in Italics at the appropriate place *in the body of the answer* so as to co-relate the answer with the 'Statement'.

When same statement is repeated in another Question of the same day, the indication should be given in the following manner:—

"[Refer to the statement appended to answer to SQ/USQ No.—— (part-)]"

**XI.** At times it so happens that the sitting of the House scheduled for a particular day is cancelled all of a sudden. In such cases, replies to Questions, both Starred and Unstarred, set down for the day are laid on the Table of the House on the next sitting of the House. Such Questions and their replies are inserted at the end of the Questions and Answers set down for that day. An indication in this regard is given in the Debate in the following manner both in the heading and in the footnote.

## WRITTEN ANSWERS TO STARRED AND UNSTARRED

## QUESTIONS SET FOR THE .....TH .....20.....\*

Then 'WRITTEN ANSWERS TO STARRED QUESTIONS AND WRITTEN ANSWERS TO UNSTARRED QUESTIONS' to be given separately as sub heading.

\*The sitting of the Rajya Sabha on .....

Day, the ..... th ....., 20.. was adjourned on account of ..... Answers to Questions put down in the lists for that day were laid on the Table of the House on ..... day, the ..... th ....., 20..

**XII.** If due to unforeseen adjournment on account of death of a sitting Member or Interruptions on some issue, it is not possible for the House to take up Question Hour, the Starred and Unstarred Questions set for the day are appended as "Written Answers to Questions" at the end of the day's proceedings before the words indicating adjournment of the House for the day.

**XIII.** Replies to the Questions which are received from the Ministries usually carry the name and designation of the Minister, State Minister, etc. who is expected to answer the Question on the floor of the House. It may happen that the particular Minister is not present in the House during the Question Hour and the Official reply to the Question is read out by a Minister other than the one whose name and designation appear in the paper copy of the official reply. In such cases, the name and designation of the Minister appearing in the official reply may be deleted and the name and designation of the Minister, State Minister, etc. who actually answers the Question on the floor of the House should be given.

This practice applies to only those Starred Questions, which are taken up during the Question Hour. There is no need to make similar changes in the case of replies to the remaining Questions, Starred as well as Unstarred, which are placed under the heading "Written Answers to Questions". This is because replies to these Questions are considered as having been laid on the Table of the House.

**XIV.** Official replies to Questions, Starred as well as Unstarred, Often carry the brief sentence ('Yes, Sir') or ('No, Sir') as the answer to particular parts of a Questions. It may happen that the Chairperson presiding over the House during the Question Hour is a lady. Normally, as the dictum goes, 'Chair has no gender.' However, in such cases, ('Yes, Sir') or ('No, Sir') may be changed to ('Yes, Madam') or ('No, Madam') as the case may be. This is purely by way of courtesy.

This practice, again, applies to only those Questions, which are taken up during the Question Hour. There is no need to make similar changes in the case of replies to the remaining Questions, Starred as well as Unstarred, which are placed under the headings "Written Answers to Starred Questions" and "Written Answers to Unstarred Questions". This is because replies to these Questions are considered as having been laid on the Table of the House.

**XV.** When a Question is answered on the floor of the House in Hindi and a cross-reference to the Appendix is to be given therein in the record of proceedings, the relevant reference number should be given in international numerals and not in Roman numerals.

This will be in conformity with the practice prevailing in the case of Hindi version of Rajya Sabha Debates.

In respect of Starred Questions originally asked/answered in Hindi will be incorporated in Hindi version followed by English version in the oral portion of the Debate with a foot note with a dagger mark indicating that original notice of the question was received in Hindi.

#### 6.2.1.2 Editing of Part-II Debate:

**XVI.** Before the final text of the Part II Debate is prepared, comprehensive editing of the verbatim text is done as described below. The changes are done by the Assistant Directors on the manuscript received from the Reporters Section.

**XVII.** Suitable headings should be given to all the papers laid on the Table of the House. While the laying statement will be in the language of the floor, the list of papers laid will be given in English. Relevant Library Reference Nos. should also be indicated at the end of each Paper or Papers, in the following manner:

[Place in Library. See No. LT- /20 .....] or

[Placed in Library for (i) to (iv) See No. LT- /20 .....]

**XVIII.** When annual reports of various companies/institutions are laid on the Table, the heading should usually run like this:

"Report and account 2009-2010."

In this manner the words "for the year/period from ... to ..." or "for the year ending ... are avoided."

**XIX.** Appropriate headings of all the items of business discussed or matters raised on the floor of the House should be given in capital letters. The Bulletin Part-I be consulted for the purpose, but it should be ensured that the heading is not omitted on any account. Thus 'SPECIAL MENTION' or 'BILL FOR CONSIDERATION AND PASSING', 'ANNOUNCEMENT', 'REFERENCE' etc. as given in the Part-I Bulletin must be recorded here. Sub-heading, should be given in the lower case with first letter in capital, and every item should be separated from the preceding item of business by a bifurcation line. The sub-heading corresponds to the subject of the issue under consideration, e.g. the subject of the Special Mention or the Short Title of the Bill taken up for consideration and passing.

**XX.** Hourly time indications - e.g. 12 noon, 1 p.m., 2 p.m., etc. should be given in the Debate portion as cut notes.

**XXI.** The name of the State which a Member represents should be added after his name within brackets at the time when he speaks for the first time, in discussion on a particular subject in the following manner:

**'SHRI GHANSHYAMBHAI OZA (Gujarat):'**

In the case of a nominated Member, the word 'nominated' should be added within brackets instead of the name of a State.

*Note:* The names of members appear in capital letters while in the case of 'constituency' only the first letter of each word is capital.

**XXII.** When a Minister takes part in the debate on a particular subject for the first time, his full official portfolio, and not its abbreviated form should be given followed by his name in brackets in the following manner:

**THE MINISTER OF FINANCE (SHRI PRANAB MUKHERJEE):**

*Note :* The whole recitation in this case is in capital letters.

If another Minister intervenes after the first Minister, his portfolio should also be given as above.

'Constituencies' of Members and the portfolios of Ministers should be verified and checked with the List of Members and Ministers available in the Section.

**XXIII.** Procedural indications and stages of discussions on various Bills are normally given in the uncorrected Floor Version. These need to be checked to ensure correctness of form. The motion is recorded as follows:—

THE MINISTER OF ..... (SHRI .....):

Sir, I beg to move:

'that the Bill further to amend the ..... Act, ....., as passed by the Lok Sabha, be taken into consideration.'

After the speech of the mover of the motion is concluded, the words '*The question was proposed.*' should be incorporated as a fresh para.

(This should be followed by the Speeches of Hon'ble Members)

MR. CHAIRMAN: The question is:

'that the Bill further to amend the ..... Act, ..... as passed by the Lok Sabha, be taken into consideration.'

The motion was adopted/negated.

In case the House divides on the motion, the recitation should run as under:

MR. CHAIRMAN: The question is:

'that the Bill further to amend the ..... Act, ....., as passed by the Lok Sabha, be taken into consideration.'

The House divides.

Ayes: 101\*

Noes: 23\*

The motion was adopted.

---

\*Here enter separate Division Lists for 'Ayes' and 'Noes' arranged in alphabetical order.

*Note:* Names of Members appearing in the Division Lists do not carry their 'constituencies'.

If a division is held by a count of hands or by a voice vote, the record thereof should run in the following manner:

MR. CHAIRMAN: The question is:

'that the Bill further to amend the ..... Act, ..... as passed by the Lok Sabha, be taken into consideration.'

(after count)

Ayes: 50

Noes: 30

*The motion was adopted.*

Then, clause-by-clause consideration is taken up. If any amendment to a clause is moved, it is recorded in the following manner:

SHRI P. SHIV SHANKAR: Sir, I beg to move:

"that in clause 2 of the Bill for the figures and words '.....', the figures and words '.....' be substituted."

(Then follows the speech of Shri P. Shiv Shankar).

*The question was proposed.*

The follow other Hon. Members' speeches. At the end:

MR. CHAIRMAN: The question is:

"that in clause 2 of the Bill, for the words '.....' the words '.....' be substituted."

*The motion was adopted/negated.*

If an amendment to a clause is adopted, the record runs as follows:

MR. CHAIRMAN: The question is:

"that clause 2, as amended, stand part of the Bill."

*The motion was adopted.*

*Clause 2 was added to the Bill.*

If no amendment to a clause is adopted, but there has been a discussion thereon, the record runs as follows:

MR. CHAIRMAN: The question is:

"that clause 2 stand part of the Bill."

*The motion was adopted.*

If, after discussion, an amendment is withdrawn, the record runs as under:

SHRI P. SHIV SHANKAR: Sir, I wish to withdraw my amendment. (if permission is granted by the House)

*The amendment\* was, by leave, withdrawn.*

In this case, an asterisk should be placed on the word 'amendment' and a foot-note should be given in the following manner:

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\*For text of amendment, vide col ..... *supra*.

If no amendments are moved to a clause or a number of clauses running consecutively and there has been no discussion on any of them, the clause or the clauses, as the case may be, may simply be shown as added to the Bill without any question being put in respect thereof, thus:

*Clauses 3 to 7 were added to the Bill.*

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

After all the clauses of a Bill have been discussed and adopted:

THE MINISTER OF HOME AFFAIRS (SHRI .....): (In capital letters)

Sir, I beg to move:

"that the Bill, as amended, be passed."

If motion for consideration of the Bill was moved by the Minister earlier during the day or if his full portfolio has already appeared in the record while replying to the debate on the Bill, then at this stage his portfolio need not be repeated. At this stage only his name appears in capitals.

Then follow speeches of Hon. Members, if any.

MR. CHAIRMAN: The question is:

"that the Bill, as amended, be passed."

*The motion was adopted/negated.*

The text of various motions/resolutions/amendments, etc. should be checked and compared with the originals as given in the List of Business for the day.

Every amendment should be preceded by the serial no. allotted to it in the 'List of Amendments' circulated separately.

**XXIV.** If any amendment/amendments stand in the name of more than one Member, the names of the Members other than the actual mover should be given at the end of the amendment/amendments (*in the body of the Debate*) in the following manner:

*[The amendment/amendments also stood in the name(s) of Shri/Sarvashri .....]*

**XXV.** In the uncorrected debate, speeches delivered in Urdu are recorded first in Devanagri script and their transliteration in Urdu script follows. Thereafter within brackets necessary foot-note is given. When the Floor version of the Official Report is prepared, corrections suggested by the Members in their Urdu speeches in Urdu script should be carried out in the Devanagri script also in the Floor version.

In case of speeches delivered in a language other than Hindi, English or Urdu, only English translation thereof is included in the record and a dagger mark is placed at the beginning of the speech along with a foot-note as under:

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\*English translation of the original speech delivered in ... (here give the name of the language.)

**XXVI.** When the Presiding Officer rings the bell asking the Member to conclude his/her speech; the words '*Time bell rings*' should be shown in brackets and in italics and not underlined.

**XXVII.** When the Deputy Chairman or the Vice-Chairman occupies the Chair during the course of a speech, an indication to this effect should be given in the body of the Debate in following manner:

[Mr. Chairman/The Deputy Chairman in the Chair.]

or

[The Vice-Chairman (Shri/Shrimati ..... ) in the Chair.]

If the Presiding Officer changes during the course of a speech in Hindi, indication thereof may be given in Hindi in Devanagri script in a similar manner.

**XXVIII.** When the House adjourns for lunch and when it reassembles after lunch, the recitation of the record runs as under:

The House then adjourned for lunch at ... \*Minutes past ... \*of the clock.

The House re-assembled after lunch at ... \*minutes past ... \*of the clock. [The Vice-Chairman (Shri ...) in the Chair.]

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\*Minutes and hour are indicated in words, e.g. one, two, or three of the clock.

**XXIX.** When discussion on a subject is not concluded at the time when the House adjourns for lunch and the same discussion is continued immediately after lunch, then the heading of the subject need not be repeated.

**XXX.** When the House adjourns for the day; the recitation should be given in the following manner:

The House then adjourned at ... \*minutes past ... \*of the clock till eleven of the clock on ... (day), the ... (date, month and year).

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\*Minutes and hour are indicated in words, *e.g.* one, two or three of the clock.

**XXXI.** On the last day of the Session, when the House adjourns *sine die*, the recitation is given in the following manner:

The House then adjourned *sine die* at ... \*minutes past ... \*of the clock.

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\*Minutes and Hour are indicated in words, *e.g.* one, two or three of the clock.

**XXXII. General Instructions—**

- (i) The words "Shri ... Contd." occurring at the beginning of each turn of the Uncorrected Debate copy and the words "contd. on ..." occurring at the end of the turns of the Uncorrected Debate copy should be deleted. Similarly, the words "Uncorrected-not for publication" and date occurring on the top of each page of the uncorrected copy of the record should be deleted while editing the text.
- (ii) As a general rule, it should be noted that all the editorial notes which go inside the body of the Debate are in italics and all the editorial notes which go as foot-notes are in roman letters.

**XXXIII.** It must be ensured that the official record of the proceedings of the House is as authentic as possible. At the same time inaccuracies in the verbatim record need to be corrected and edited before publishing the official record. This work is done by the Editing Section and the following procedure has been prescribed for the purpose:

- (i) A computer printed copy of every speech delivered or question put by a Member on a particular day and taken down by the Official Reporters is forwarded to the Member concerned for confirmation by the Distribution Branch after extraction from the uncorrected Part-I/II Debate. The confirmed copy is to be returned by the next morning by the Member in original, with changes/corrections if any, to the Editorial Branch. In order to expedite publication work, it is necessary that the manuscript is returned to the Assistant Director-in-charge of Editing (English) Section within 24 hours, and in any case not later than 12 noon on the third day. The forwarding note of the Distribution Branch makes a mention of this. Corrections received later than this time should not be incorporated in the edited Debates. In case of delay or non-confirmation, the version as taken down by the Official Reporters is utilised.
- (ii) Only minor and factual corrections suggested by the Ministers/Members in their speeches, etc. may be carried out at the editing stage. Any correction which amounts to a material change in the speech or which makes the preceding or the following part of the proceedings redundant should not be carried out and these should be brought to the notice of the Assistant Director/In-charge of the Section who will pass or obtain orders with regard to accepting the corrections.
- (iii) An item in this connection is published in Parliamentary Bulletin Part-II at the beginning of each Session of the House for the information of Members. The same is reproduced here for ready reference.

***Procedure for ensuring that speeches or other statements made by Members in the Rajya Sabha are accurately reproduced in the Official Reports***

1. *A computer printed copy of every speech delivered or question put by a Member on a particular day and taken down by the Official Reporters will ordinarily be forwarded to him for confirmation next morning. It must be returned approved to the Assistant Director-in-charge of Editing (English) Section WITHIN 24 hours, and in any case not later than 12 Noon on the third day. For instance, corrected speeches of the 19th November, 2007 must be returned by the 21st November, 2007 and in any case not later than 12 noon on the 22nd November, 2007. Corrections received later than the time specified above cannot be incorporated in the manuscripts of the Debates. In case of delay the version as taken down by the Reporters will be utilised.*
2. *In case of quotations, copies thereof should invariably be supplied to the Reporters, except in the case where the page, etc. of some well-known Report, which is readily available, has been specifically referred to.*

3. *In case of quotations in Indian languages, slokas, etc. the quotation followed by its meaning, if it has not already been given should be filled in by the Member when his speech is sent to him for approval.*
4. *Members are reminded that the Official Report has to be a correct reproduction of the speeches actually delivered by them in the House and that copies of the speeches are sent to them for confirmation only and for the purpose of correcting obvious inaccuracies AND NOT FOR THE PURPOSE OF IMPROVING THEIR LITERARY FORM OR ALTERING THEIR SUBSTANCE BY ADDITIONS OR DELETIONS. Only minor corrections, viz. Those in respect of grammatical errors, misreporting of quotations, figures, names etc. are permissible. Corrections if any should be made NEATLY AND LEGIBLY AND IN INK in order to ensure their correct incorporation in the printed proceedings.*

**XXXIV.** When a Member is interrupted by several other Members during the course of his speech, the Reporter is sometimes not able to pick up the speech of the Member holding the floor. In such cases, the Reporter records the word 'Interruption(s)' in his reporting. This should not be deleted from the record of the proceedings, but should be allowed to remain.

**XXXV.** A portion of the proceedings is sometimes ordered to be expunged or deleted from the proceedings. In such cases, an asterisk\* should be given at the appropriate place and a foot-note should also be given in the following manner:

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\*Expunged/deleted as ordered by the Chair.

At times the Presiding Officer refuses permission to a certain Member and yet the concerned Member continues to speak in defiance of the direction of the Chair, in such cases, the Presiding Officer may order that the speech of the Member is not to be recorded. In such cases, only the name of the Member should be mentioned in the record and his speech should not appear and it should be recorded as under:

SHRI.....\*\*

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\*\* Not recorded.

**XXXVI.** When a Minister/Member gives a quotation in a language other than Hindi, English or Urdu, its rendering in English or Hindi only is to be given. Quotations should be reported as separate para and within quotation marks.

**XXXVII.** Often during the course of their speeches, Hon'ble Members make references to press reports or reports of Parliamentary Committees or other Government bodies, and while doing so they often say "...and I quote:" before proceeding to read out the relevant extract.

In such cases, the words " and I quote" may be deleted from the manuscript while preparing the press copy because in the normal published form such extracts always carry quotation marks in the beginning and at the end of the extract.

**(i) Text of Amendments at the Voting Stage:**

In the case of discussions on resolutions and motions, sometimes amendments are moved on one day and voting thereon is held on another day or at a later stage on the same day. In such cases, the text of the amendments, particularly in the case of those amendments, which are negatived, is not repeated, at the stage of voting thereon. The report of the proceedings of the House in such cases usually runs as under:

THE DEPUTY CHAIRMAN: Now I put Amendment No. 1 to vote.

"The motion was negatived."

In such cases, the text of the amendments need not be reproduced in the case of those amendments, which are negatived at the voting stage. For the purpose of cross-reference, an asterisk\* may be placed on the relevant amendment No. and a foot- note may be given as under:

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\* For text of amendment *vide* Debate  
Date...../page.

In the case of those amendments which are adopted/accepted by the House, full text of the amendment may be reproduced at the stage of voting thereon.

**(ii) Name of President to be given:**

While including the text of President's Address delivered to both Houses of Parliament assembled together, in the Official Report of Rajya Sabha Debates, the name of the President is normally not mentioned. As such, the relevant editorial note should run as under:

[Text of the Address delivered by the President (Shri....\*) in \*\*English/Hindi]

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\*Here, add the name of the President.

\*\* Whichever is applicable

The editorial note at the beginning of the Address in the other language need not be changed.

**(iii) Punctuation Marks denoting end of Sentence in Hindi Speeches:**

While preparing the transcript of the speeches delivered on the floor of the House in Hindi, some Reporters use .1. to denote the end of a sentence while others use '.' to denote the end of the sentence. Both these styles may be allowed to remain unchanged. This has been done as a measure of expedience.

**XXXVIII.** After all editing changes have been made in the manuscript, a final reading should be done carefully in order to weed out any obvious inaccuracies, grammatical errors and errors of fact, etc. The final page numbering is also done. The copy of the hand corrected and edited manuscript is then sent to the Editing (Hindi) Section on the basis of which the Hindi version of Debate is prepared. After the edited manuscript is returned by the Editing (Hindi) Section Debate is sent to Printing Section for Printing. The pagination should be in continuous sequence with Part-I Debate.

A List of Contents pertaining to a particular Debate should be prepared, including therein all the headings of the items discussed or referred to in the House. In the case of "Papers" the main heading "PAPERS LAID ON THE TABLE" will appear and the details of papers laid will be mentioned in the main text.

Till a copy of the printed Debate is received back, the hand corrected and edited manuscript is retained. A copy of the electronic text is sent to NIC as soon as it is received from the Press to enable NIC to process the material for putting the Debate onto Internet.

To ensure that printing work is done as expeditiously as possible, the Printing Section liaisons with the Government Press. The Editing Section also maintains a Register of Official Reports as per the following format to monitor the process of Editing and Printing:



**RAJYA SABHA SECRETARIAT**

**Editing (English) Section**

**Session.....From.....To.....**

DEBATES							PROOFS			REMARKS	
Serial No.	Day	Date	Pages (Manuscript)	Edited/ Compiled by	Vetted/ Super- vetted by	Sent to Editing (Hindi) on	Sent to Printing Section on	part	Received on	Returned on	Cols. pages in

The printed copies of the edited Debates are received in the Sales and Archives Section which gets the copies distributed through Distribution Section as per standard mailing list to the following:

PARTICULARS	NO. OF PRINTED COPIES
<b>375 Copies are printed</b>	
M.Ps	<b>250+20 (Hindi version)</b>
State Legislatures	50
Local Distribution	25
Sections such as R&L, Q. Section, Printing, E.O.D. Interpreters, Lobby	15
For Record	05
For Sale	20
Bound for Officers/Sections	10
<b>TOTAL:</b>	<b>375</b>

**6.2.2 Preparation of Appendix of Annexures:** In addition to the Debates, one Appendix is also published for each session of the House, and all those statements, etc. which cannot conveniently be included in the main body of the Debates either because they are too lengthy or because they contain complex tabular matter or contain matter which is of permanent reference value, are incorporated in the Appendix. The Appendix will contain only the English version of the text in all cases. The Debates and the Appendix are closely inter-related documents and one should not be considered in isolation from the other. The following points should be noted in regard to the compilation of the Appendix:

- (i) Each statement included in the Appendix should be numbered separately according to its serial order in the day-to-day Debates and marked as 'Annexure No...' and in the next line below the words [*Vide* Starred/Unstarred Question No.... ((a) and (b)) answered on the ...th... (year)] are added.
- (ii) Each statement so included in the Appendix should also carry a cross reference to the Question and the part thereof and the date to which it relates in the following manner:  
[*Vide* Starred/Unstarred Question....answered on the ...th...(year)]
- (iii) Sometimes same long statement, which are to be relegated to Appendix are appended to answer to more than once in a days questions list in such cases an indication should be given at appropriate place in the following manner:—

"[Refer to the Annexure No.....Appendix No..... in respect of Unstarred Question No.....answered on.....]".

- (iv) In the body of the Debate, the relevant Annexure number should be indicated at the appropriate place in the following manner:  
[See Appendix No.... Annexure No..... (Serial number of the annexure)].
- (v) The entire Appendix relating to one session of the House is allotted a volume number which corresponds to the number of the relevant session of the House.
- (vi) It is not possible to lay down any hard and fast rule as to whether a statement which exceeds a certain number of pages should or should not be relegated to the Appendix. The main criteria, however, is whether, without the incorporation of the statement in the body of the Debate, the answer will become unintelligible. The person doing the editing work has to exercise his judicious discretion in this matter. The following principles should be kept in mind while deciding about which statement is to be included in the Appendix:
  - (a) Long and bulky statement should normally be relegated to the Appendix. It may be that in certain cases a statement even of five or six pages may be so important in relation to the context that it may be advisable to retain it in the body of the Debate while in other cases even a statement running into less than three pages may be relegated to the Appendix if it is considered relatively unimportant in relation to the context.
  - (b) Statement containing, say, six or more columns which cannot conveniently be included in the body of the Debates may also be relegated to the Appendix. If, however, it is considered that without the relevant statement, the answer will become unintelligible, such a statement, even though it may contain tabular matter, will have to be retained in the body of the Debate. Statement may be suitably altered or adjusted or, if possible, two of them may be combined in order to gain more space for the tabular matter. As far as possible, this should be done without sacrificing the essential points in the statement. Judicious consideration has to be exercised in this matter.
  - (c) Similarly statements, which contain material of permanent, reference value- *e.g.* those containing enunciation of Government policy on a certain subject or the recommendations of some inquiry committee or investigation, etc. may also be incorporated in the Appendix.

The general rule is that the Debates should not be cluttered up with too many long statements or tabular matter printed lengthwise.

**6.2.3 Preparation of Index of the debates :** After the Debates are printed, Index to the Debates are prepared to facilitate quick and easy reference to entries of Debates of each session. In case the Press prepares the proofs, the Indices are prepared after printed copies of the Debates are received, since page numbers will only then be available. The Index data is entered into the computer using a computer program and copy of the Index, printed by the computer is sent to the Printing Section for printing of the session Index.

Index is prepared subject-wise and name-wise. Subject-wise index is further divided into two parts. One part contains questions and the other part contains Debates and other proceedings.

For preparation of Index of debates, the Assistant Director (Incharge) distributes the printed debates (after they are received from the Press) among the Assistant Directors for marking the subject-heading and then Junior Clerks/Senior Clerks give the serial numbers of Members therein and thereafter they feed it into the Computer. The draft print out is read by the Assistant Directors and thereafter corrections are carried out by the Junior Clerks/Senior Clerks. The final printout is compared and checked by the Assistant Directors and reviewed by the Assistant Director, In charge, Deputy Director and Joint Director before being sent to Printing Section for printing.

It cannot be over-emphasised that the work of completing the Index must not be neglected since in its absence, locating portions of details during a session either Member-wise or subject-wise is almost impossible.

**6.2.4 Removing queries in the Debates sent by the Printing Section:** After Editing, the debates are sent to the Printing Section where proof-reading is done by the Printing Section. In the process, if the Printing Section finds any doubt or query, it sends back the debate to Editing (English) Section for removing the same in the Debate.

**6.2.5 Granting permission to reproduce the material from the Rajya Sabha Debates:** Members of Parliament, organisations and individuals etc. seek permission to utilize material from the Rajya Sabha Debates for inclusion in their respective publications etc. In such cases permission of the Chairman of the Rajya Sabha is required to be obtained and to be conveyed to the person concerned. For this purpose, every time a separate case has to be put up to the Secretary General asking for the permission. The whole process is done in the section at the level of Assistant Director and above.

**6.2.6 Miscellaneous Job:** In addition to the above mentioned five items of work, following items of work are also undertaken by this Section as and when required by other Sections of the Service:

- (i) Vetting & translation of Hindi Notices of questions;
- (ii) Vetting of Committee Reports;
- (iii) Vetting and Translation of Listed Questions;
- (iv) Vetting of Hindi Debates;
- (v) Preparation of Synopsis; and
- (vi) Any other job assigned by superiors.

**6.2.7 Maintenance of items and their record:** Attendants in the Section have to maintain the following items and their record:

- (i) The Reporter's copy and spare copy of manuscripts of the edited Debates till the printed copy of the same is received in the Section;
- (ii) The manuscripts of List of Appendix;
- (iii) The items of Stationery for use in the Section;
- (iv) Stitching and binding of manuscripts of Debates/Appendices/Indices etc.;
- (v) Keeping of the bound copies of Printed Debates/Appendices/Indices etc. for record and reference purposes.

**6.2.8 Submission of various performance related reports:** This Section submits various performance related reports *viz.* Fortnightly Report at the end of every fortnight, Monthly Report at the end of every month and Annual report at the end of every year invariably. Quarterly Report regarding the progress of work in Hindi is also submitted at the end of every three months. Apart from these reports Annual Action Plan is also submitted in the month of December to formulate plan of action for the coming year. The status report regarding performance/job done in accordance with Annual Action Plan is also submitted in the month of October.

**CHAPTER-7**  
**EDITING (HINDI) SECTION**

**7.1 Introduction:**

"Rajya Sabha Debates", or "Official Reports" of the Rajya Sabha is derived from Rule 260 of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha). Debate contains the full verbatim report of each minute's proceedings of the House on any particular day. At present, Debates are being published in two versions: (i) Floor Version and (ii) Hindi Version. Editing (Hindi) Section primarily deals with the translation of Rajya Sabha Debates in Hindi. After receiving edited floor version in two parts, *i.e.* part-I and part-II from the Editing (English) Section, the work of translation and preparation of master copies is undertaken. Part-I of the Debates contains the items, such as, Obituary references, Welcome to Foreign Delegations, Oral Answers to Questions and Written answers to Starred and Unstarred Questions, etc. Part-II of the Debates contains Papers Laid on the Table, Special Mentions, Statements by Ministers, Half-an-hour Discussions, Calling Attention Motions, Short Duration discussions, Government Bills, Private Member's Bills/Resolutions etc. In short, except Part-I of the Debates, all the items for discussion in the House are covered in Part-II. While translating the Debate every effort is made to ensure the correctness, accuracy and consistency.

**7.2 Main Functions:**

**7.2.1 Preparation of Master Copies of Debates:** The original manuscript of Floor Version of the Edited Debate Part-II alongwith the edited Part-I debate containing Questions and their replies is sent to this Section by Editing (English) Section for translation purposes. On receipt of the manuscript, it is photocopied for translation purposes. Master copies consisting the written answers to Starred and Unstarred Questions are prepared by Translators/Editors/Higher Officers. While preparing the Master Copies, proper care is taken to ensure the consistency and accuracy, *e.g.* giving editorial notes and footnotes at appropriate places, verifying the style of names of Members as per the Alphabetical List of Members in Hindi and the portfolios of Ministers as per the List of Cabinet Ministers in Hindi, and giving a general reading of the Question and Answer in order to remove any grammatical errors. The Statements appended to the Answers to Questions are thoroughly checked and proper headings are given as per the English Version. Sometimes replies/statements appended to questions are found incomplete, then Concerned Ministries are approached for complete and correct answers/statements. The Errata to Starred and Unstarred Questions issued by Translation Section-II, is also followed.

**7.2.2 Procedure for the Distribution of Debates for Translation:** The Section maintains a register in regard to allocation of work pertaining to translation of Debates. Entries regarding allocation of this work are made in the Register in the following manner:

**REGISTER OF TRANSLATION WORK**

**SESSION NO.-----**

Day and Date of the Debate	Name of the Translator	No. of pages for translation	Date of Distribution	Date of Receipt	Remarks

Each Translators, as per norms fixed, has to translate 1750 words of the Debate per day. Accordingly, the Assistant Director allocates 5 days work to each Translator. On every set of papers, name of the Translator, number of pages allotted to him/her, date of allocation and date of return of work is indicated. Thus, the Debate is distributed among the Translators for verbatim translation. Supporting material, such as Part-I Bulletin, Part-II Bulletin, List of Business, Papers Laid on the Table, Synopsis, Government Bills, Private Member's Bills, Amendments to Bills, President's Address, Amendments to

President's address etc. is provided to Translators concerned, for necessary reference and use. Part-I of the debate consisting of Oral answers to Questions is also translated. In the process of translation of Debates, Translators take the help of various standard dictionaries/glossaries to make the translation accurate, simple and precise as per the spirit of original text.

Speeches delivered by Members in Urdu Script are included in the floor version of the Debates whereas in Hindi Debates, Devnagari Script of Urdu speeches is given by marking a dagger (†) at the beginning of speech alongwith a footnote as under:

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(†) The original speech delivered by the Hon. Member in Urdu is available in the Floor Version.

**7.2.3 Vetting of Debates:** After the translation part is over, the Debate is marked to the Editor/Assistant Director for vetting. Each Editor/Assistant Director is to vet 5250 words of the Debate per day. The Editor/Assistant Director vets and edits the allotted portion of Debate. He/She also tallies the English text with the Hindi text before compilation and pagination of the manuscript of the Part-II Debate in continuous sequence with Part-I Debate. Thereafter, Hindi version of the contents list of the Debate is typed by the Typist and is checked by the Editor/Assistant Director concerned. The pagination of Debate is also done by the typist and is checked by the Editor/Assistant Director concerned.

**7.2.4 Review of Debates and sending the final manuscript to Printing Section:** The Debate, complete in all respects, goes to the Assistant Director/Deputy Director/Joint Director/Director for review. He/She gives it a compact, proper and final shape from linguistic, grammatical and editorial point of view. He/She thoroughly tallies and verifies the serial-wise items contained in the contents list with the Debate. Thereafter, the Debate is sent to the Printing Section-II for printing. An entry is recorded in the Register and also in the peon book.

**7.2.5 Preparation of List of Council of Ministers in Hindi and Preparation of Alphabetical List of Members of Rajya Sabha in Hindi:** At the commencement of each session of the Rajya Sabha, the Alphabetical List of Members of Rajya Sabha and the List of Council of Ministers are prepared in Hindi by Editor/Assistant Director. All efforts are made to bring out the accurate style of the names of the Members/Ministers in Devnagari Script. For this purpose, letters are sent to the Members of the Rajya Sabha elected from time to time seeking from them the spellings and style of their names to be written in Devnagari Script. Both the Lists are got approved by the higher officers and then circulated to all the Sections of Editorial and Translation Service, Reporters' Section and Printing Section-I and Printing Section-II. The change in the style of name of any Member of Rajya Sabha or change in the portfolio of any Minister is also circulated as Errata.

**7.2.6 Providing Compact Discs containing electronic text to the NIC:** After the final printing of Hindi Debates, the Compact Discs containing electronic text of Hindi Debates received from the Printing Section are sent to the Computer Centre (NIC) for uploading the same on internet for the use of Secretariat and public at large and after putting them on website these CDs are returned to Printing Section for record purpose. The Alphabetical Lists of Members and List of Council of Ministers in Hindi prepared at the commencement of each session are also sent to NIC to put the same on the website.

**7.2.7 Miscellaneous Items of work:** During Session period, the Section provides assistance to other Sections of Editorial and Translation Service in the timely disposal of their work relating to preparation of Hindi/English version of urgent parliamentary papers, such as Synopsis of Debates and Starred and Unstarred Questions, OIH Questions, Committee Reports, preparation of Indices to Debates and other Important Papers.

**7.2.8 Maintenance of Records and helping material:** Attendant in the Section maintains the date-wise and session-wise record of all the helping material related to Debates, such as Starred and Unstarred Question Lists, Part-I and Part-II Bulletins, Synopsis, Government Bills, Private Members' Bills, Amendments to Bills, List of Business, Papers Laid on the Table, President's Address, Amendments to President's Addresss, Rail Budget, General Budget, Economic Survey etc.

**7.2.9 Weeding out of old records:** Ther Master Copies and other relevant material of the Debates are maintained till the printed copies of the Hindi version are received. As per practice, this Section weeds out all the helping material related to Hindi Debates after receiving hard copies of all the printed Hindi Debates of one Session.

**7.2.10 Preparation of Fortnightly Report and Annual Report:** The details of work with regard to translation, vetting and review of Debates and other miscellaneous work undertaken during each fortnight *i.e.* on the 1st and 16th of every month are reflected in the Fortnightly Reports which are sent to Joint Secretary for perusal. Accordingly, the Annual Report for the period starting from 1st January to 31st December is prepared after the year end. After the approval of the Joint Secretary, it is sent to O&M Section as per the set deadline.

**7.2.11 Preparation of Annual Action Plan and Status of Annual Action Plan alongwith Month-wise status thereof:** In order to set the Qualitative, Quantitative and Innovative targets for the coming year, Annual Action Plan is prepared as per the set proforma of O&M Section which is sent to the Joint Secretary for perusal and after the approval of the Joint Secretary, it is sent to O&M Section within scheduled time, Month-wise status of Annual Action Plan is also prepared at the beginning of each next month for assessing the set targets and on the basis of it, the status of the Annual Action Plan for the whole year is prepared.

**CHAPTER-8**  
**ENGLISH DEBATES SECTION**

**8.1 Introduction:**

"Rajya Sabha Debates", or "Official Reports" of the Rajya Sabha is derived from Rule 260 of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha). Debate contains the full verbatim report of each minute's proceedings of the House on any particular day. At present, Debates are being published in two versions: (i) Floor Version and (ii) Hindi Version. Now, to publish English Version of these Debates, this Section viz English Debates Section has been created with effect from 24th August, 2006. But due to non-availability of Translators, as twelve posts of Translator are lying vacant, this section has not been able to start its functioning. However, this Section has primarily to deal with the translation of Speeches etc. delivered by Members in Hindi into English in the Rajya Sabha Debates. After receiving edited Floor Version in two parts i.e. Part-I and Part-II from Editing (English) Section, the work of translation of Hindi Speeches would be undertaken. Part-I of the Debates contains items, such as, Obituary references, Welcome to Foreign Delegations, Oral Answers to Questions and Written answers to Starred and Unstarred Questions etc. Part-II of the Debates contains Papers Laid on the Table, Special Mentions, Statements by Ministers, Half-an-Hour Discussions, Calling Attention Motions, Short Duration Discussion, Government Bills, Private Member's Bills/Resolutions etc. In short, except Part-I of the Debates, all the items for discussion in the House are covered in Part-II. While translating the Debate every effort would be made to ensure correctness, accuracy and consistency.

**8.2 Functions:**

**8.2.1 Preparation of Master Copies of Debates:** The original manuscript of Floor Version of the Edited Debate Part-II along with the edited Part-I debate containing Questions and their replies is sent to this Section by Editing (English) Section for translation purposes. On receipt of the manuscript, it will be photocopied for translation purposes. Master copies consisting of written answers to Starred and Unstarred Questions will be prepared by Translators/Editors. While preparing the Master Copies, proper care shall be taken to ensure the consistency and accuracy, i.e. giving editorial notes and footnotes at appropriate places, verifying the style of names of Members as per the Alphabetical List of Members in English and the portfolios of Ministers as per the List of Cabinet Ministers in English, and giving a general reading to the Question and Answer in order to remove any grammatical errors. The Statements appended to the Answers to Questions will be thoroughly checked and proper headings will be given as per the Floor Version. The Errata to Starred and Unstarred Questions issued by Translation Section-II, is also to be consulted and incorporated accordingly.

**8.2.2 Procedure for the Distribution of Debates for Translation:** The Section will maintain a register in regard to allocation of work pertaining to translation of Debates. Entries regarding allocation of this work will be made in the Register kept in the Section in the following manner:

**REGISTER OF TRANSLATION WORK**

SESSION NO.—————

Day and Date of the Debate	Name of the Translator	No. of pages for translation	Date of Distribution	Date of Receipt	Remarks

Each Translator, as per norms fixed, has to translate 1350 words of the Debate per day from Hindi to English. Accordingly, the Assistant Director will allocate 5 days' work to each Translator. On every set of papers, name of the Translator, number of pages allotted to him/her, date of allocation and date of return of work will be indicated. Thus, the Debate will be distributed among the Translators for verbatim translation. Supporting material, such as Part-I Bulletin, Part-II Bulletin, List of Business, Papers Laid on the Table, Synopsis, copies of Government Bills, Private Member's Bills,

Amendments to Bills, President's Address, Amendments to President's Address etc. will be provided to Translators concerned, for necessary reference and use. Part-I of the Debate consisting of Oral answers to Questions will also be translated. In the process of translation of Debates, Translators take the help of various standard dictionaries/glossaries to make the translation accurate, simple and precise one as per the spirit of original text.

**8.2.3 Vetting of Debates:** After the Translation part is over, the Debate will be marked to the Editor/Assistant Director for vetting. Each Editor/Assistant Director is to vet 4050 words of the Debate per day. The Editor/Assistant Director will vet and edit the allotted portion of Debate. He/she will also tally the text with the English/Hindi text before compiling and paginating the manuscript of the Debate. Thereafter, English version of the contents list of the Debate will be typed by the Typist and will be checked by the Editor/Assistant Director concerned.

**8.2.4 Review of Debates and sending the final manuscript to Printing Section :** The Debate, completed in all respects, will be given to the Assistant Director/Deputy Director/Joint Director for review. He/She gives it a compact, proper and final shape from linguistic, grammatical and editorial point of view. He/She will thoroughly tally and verify the serial-wise items contained in the contents list with the Debate. Thereafter, the Debate will be sent to the Printing Section-II for printing. An entry will be recorded in the Register and also in the peon book.

**8.2.5 Miscellaneous Items of work :** At present, the Section is providing assistance to other Sections of Editorial and Translation Service in the timely disposal of their work relating to preparation of Hindi/English version of urgent parliamentary papers, such as Synopsis of Debates and Starred and Unstarred Questions, OIH Questions, Committee Reports, Hindi Version of Debates, Indices of Debates and other Important Parliamentary Papers.

**8.2.6 Maintenance of Records and helping material :** Attendant in the Section maintains the date-wise and session-wise record of all the helping material related to Debates, such as Starred and Unstarred Question Lists, Part-I and Part-II Bulletins, Synopsis, Government Bills, Private Members' Bills, Amendments to Bills, List of Business, Papers Laid on the Table, President's Address, Amendments to President's Address, Rail Budget, General Budget, Economic Survey etc.

**8.2.7 Weeding out of old records:** The Copies of Floor Version of Parliamentary Debates and other relevant material of the Debates received in this Section are weeded out after obtaining permission from higher officers as and when these become redundant and are required no more.

**8.2.8 Providing Compact Discs containing electronic text to the NIC:** The Compact Discs containing electronic text of the English Debates received from the Printing Section shall be forwarded to the NIC for uploading the requisite data on to the net for use of Secretariat and public at large.

**8.2.9 Preparation of Fortnightly Report and Annual Report:** The details of work with regard to translation, vetting and review of Debates and other miscellaneous work undertaken during each fortnight i.e. on the 1st and 16th of every month are reflected in the Fortnightly Reports which are sent to Joint Secretary for perusal. Accordingly, the Annual Report for the period starting from 1st January to 31st December is prepared at the year end. After the approval of the Joint Secretary, it is sent to O&M Section as per the set deadline.

**8.2.10 Preparation of Annual Action Plan and Status of Annual Action alongwith Month-wise status thereof:** In order to set the Qualitative, Quantitative and Innovative targets for the coming year, Annual Action Plan is prepared as per the set Proforma of O&M Section which is sent to the Joint Secretary for perusal and after the approval of the Joint Secretary, it is sent to O&M Section within scheduled time. Month-wise status of Annual Action Plan is also prepared at the beginning of each next month for assessing the set targets and on the basis of it, the status of the Annual Action Plan for the whole year is prepared.



**CHAPTER-9**  
**RAJBHASHA PRABHAG**

**9.1 Responsibilities of the Rajbhasha Prabhag:**

This Prabhag is primarily responsible for:

- (i) Ensuring compliance of the Official Languages Act, 1963 and Official Language Rules, 1976 made thereunder in the Secretariat.

In this connection programmes are fixed in accordance with the Annual Programme issued by Deptt. of Official Language (M/o Home Affairs).

- (ii) Constituting/reconstituting Hindi Advisory Committee, holding its meetings on regular basis and ensuring follow-up actions on the decisions taken therein.

Minimum two meetings of the Committee are to be held annually and follow-up action is taken on the basis of suggestions made by the Hon'ble Members so as to promote the use of Hindi in the Secretariat.

- (iii) Constituting/reconstituting Official Language Implementation Committee, holding its meetings on regular basis and ensuring follow-up actions on the decisions taken therein.

Minimum four meetings of the Committee are to be held annually and follow-up action is taken on the basis of suggestions made by the Members so as to promote the use of Hindi in this Secretariat.

- (iv) Fixing targets relating to implementation of Official Language in the Secretariat and making intensive efforts to achieve those targets by encouraging the Officers and employees to initiate their official work originally in Hindi by means of issuance of circulars fixing the norms regarding use of Hindi in the day-to-day official work.

- (v) Getting quarterly progressive reports related to the use of Hindi from all Sections/Branches of the Secretariat, making review thereof and pointing out faults/shortcomings noted therein, to the Sections/Branches concerned in consultation with the Senior Officers.

- (vi) Providing consultative services required to various Sections/Branches with a view to ensuring maximum use of Hindi in the Secretariat.

During the inspection of Sections, the Officers and employees of the Secretariat are instructed to contact the Officers of Rajbhasha Prabhag without any hitch and hesitation, telephonically or personally regarding removal of their difficulties in the use of Hindi.

- (vii) Organising Workshops for familiarising officers/employees with noting/drafting in Hindi.

- (viii) Inspecting various Sections/Branches of the Secretariat regularly to ensure full compliance of Official Language Act and rules;

A roster of inspectable section within a year, is prepared in consultation with the Senior Officers and after one round of inspection is complete, follow-up actions are taken to remove various complaints of the section in order to smoothen their functioning in Hindi.

- (ix) Nominating non-Hindi speaking Officers/employees of the Secretariat for Hindi training *i.e.* Prabodh, Praveen, Pragya under Hindi Teaching Scheme.

In this regard the Training Cell is instructed to take action and keep the Rajbhasha Prabhag well informed in this respect.

- (x) Nominating English Typists/Stenographers for Hindi Typing/Stenography classes.

In this regard the Training Cell is instructed to take action and keep the Rajbhasha Prabhag well informed in this respect.

- (xi) Providing cash incentives to the officials/employees passing Prabodh, Praveen and Pragya tests as well as English Typists/Stenographers passing Hindi Typing/Stenography tests as per rules.
- (xii) Nominating Translators/Editors of the Secretariat for Translation Training Courses conducted by Central Translation Bureau.
- (xiii) Bringing out Hindi magazines etc. so as to encourage creative writing among Officers/employees of the Secretariat towards Hindi;

A Hindi magazine entitled "Nutan Pratibimb" is annually being published. The Hon'ble MPs/Officers/staff of the Secretariat who have intrinsic interest in literary creative writing, generally contribute to the magazine in the form of stories, poems, essays etc. The magazine is annually brought out during the ceremonious function of Hindi Pakhwara, in the month of September.

- (xiv) Preparing Hindi glossaries/vocabularies dictionaries pertaining to day-to-day work of Rajya Sabha Secretariat and Parliamentary business. Recently a glossary entitled Parliamentary Terms and Phrases has been brought out and circulated in the Secretariat.
- (xv) Inviting entries of such books/manuscripts as are originally written by the Officers/staff of the Secretariat in Hindi on various subjects of Official Language Hindi and Parliament, its genesis functioning, forms modalities, and so on.

## **9.2 Hindi Pakhwara:**

"Hindi Pakhwara" is organized in the Secretariat by the Prabhag in the month of September, every year.

At the inception, to meet the expenses of various heads and items, a budget sanction is taken at the level of Hon'ble Secretary General. Then, a circular is issued in the Secretariat with a view to holding of as many as ten Hindi competitions actually to enhance the working aptitude of those officers and staff in Hindi by priority, who belong to non-Hindi speaking areas. These Hindi competitions are comprised of Hindi Essay and General Hindi Competition, Hindi Typing Competition, Hindi Shorthand Competition, Hindi Debate and Hindi Poetry Competition for various categories of Officers/staff. In the concluding ceremony, cash prizes as well as certificates are awarded by the Hon'ble Secretary-General to as many as fifty winners in different categories, approximately.

'RAJBHASHA SHIELD', introduced in the year 1994 is awarded to the Section which does maximum work in Hindi in a year (from September to August).

## **9.3 Monitoring of Hindi Website:**

In order to ensure use of Hindi through computers in different Sections, a Hindi website of the Secretariat has been created. As many as 57 items relating to Rajya Sabha are available in Hindi on this website.

The Rajbhasha Prabhag ensures that when any new item is intended to be added on the English website, the same is made available on Hindi website simultaneously by the respective Section. The Prabhag will regularly browse the web pages relating to these items to ensure that the information has been correctly placed and that there are no errors or inaccuracies. In case any data is missing, the concerned Section is contacted to ensure supply of the information. A close coordination is maintained with NIC for updating the Hindi website and other related issues.

Last but not the least, the responsibilities and the work from Sl. No. 1 to 3 are handled in Rajbhasha Prabhag at the level of Translator/Editors/Assistant Director, supervised at the level of Deputy Director/Joint Director with the approval of Director/Joint Secretary of the Editorial and Translation Service.

## **9.4 Submission of various performance related reports:**

This Section submits various performance related reports viz. Fortnightly Report at the end of every fortnight, Monthly Report at the end of every month and Annual Report at the end of every year invariably. Quarterly Report regarding the progress of work in Hindi is also submitted at the end of every three months. Apart from these reports Annual Action Plan is also submitted in the month of December to formulate plan of action for the coming year. The status report regarding performance/job done in accordance with Annual Action Plan is also submitted in the month of October.

## CHAPTER-10

### DIGITIZATION AND HINDI WEBSITE UPDATION CELL

#### 10.1 Introduction:

In an effort to convert the text of the Rajya Sabha Debates into digital form, a dedicated cell has been created within the Editorial & Translation Service as a part of the over all Digitization of verbatim Debates Project currently underway in the Secretariat. This project covers all the Debates of the Rajya Sabha right from its First Session in the year 1952 to the recently concluding Session and so on. In view of the importance and volume of data to be handled in Digitization Project, it has been split into three phases *i.e.* 1<sup>st</sup> Phase, 2<sup>nd</sup> Phase and the current Phase respectively. Phase one covering Debates of the Rajya Sabha Session Nos. 201 to 212 respectively has already been completed, uploaded on the Website and inaugurated by Hon'ble Chairman, Rajya Sabha way back in November, 2009 itself. Phase-two of the Project comprising of Rajya Sabha Debates from 1<sup>st</sup> Session to 200<sup>th</sup> Session of the Rajya Sabha is currently under way and is expected to be completed within a span of two years or so. So far as Phase three *i.e.* current Phase comprising of Debates from 214<sup>th</sup> Session to the ongoing Session *i.e.* 219<sup>th</sup> is concerned, an inhouse mechanism had been contemplated upon and the Editorial and Translation Service had been entrusted the task of creation of meta data of the Debates of the Session No. 214 onwards of course, with the assistance of Data Entry Operators hired by the Secretariat from NICSI.

The work on current phase has yet to take off as certain hurdles are being encountered such as space-crunch, computers and other wherewithal required for the Digitization and Hindi Website Updation Cell is not yet in place. Once these hindrances, are over the work shall be started in the right earnest.

#### 10.2 Main Functions:

The Digitization and Hindi Website Updation Cell had been carved out the existing strength of the E&T Service *vide* Secretary-General's order dated 6<sup>th</sup> March, 2009. This cell had primarily been assigned the work of creation of meta data of the edited debates of the Rajya Sabha and uploading the same on the Website from 214<sup>th</sup> Session of the Rajya Sabha onwards. That apart, the Cell had also been entrusted the work of uploading the Hindi items on the website. The Cell, however, be assisted by three Data Entry Operators initially to be hired from the NICSI and thereafter the officials of the E&T Service would look after its entire working as specified hereabove.

#### 10.3 Procedure:

The process of creation/preparation of meta-data of the edited debates begins with the receipt of Compact Discs containing edited text of the Rajya Sabha Debates from the printers in the electronic form. These CDs are kept in the order of their receipt and entry is recorded in the Registered kept for the purpose before the same are distributed/handed over to the Data Entry Operators/Editors for creation/checking etc. of meta-data so created before the same are uploaded on the website by the concerned officials.

Each Operator/Editor is expected to create a minimum of 300 meta-data a day and also undertake checking of the created meta-data on its completion and prior to its uploading on to the website.

The Cell, at present, is being manned by three of the Editors/Assistant Directors of the E&T Service besides that of three Data Entry Operators hired from NICSI.

#### 10.4 Review of the contents displayed on the Website:

A periodical/daily review of the contents/items displayed on the Hindi Website shall be undertaken by the officials of the Cell under the direct supervision/control of an officer of the E&T Service of the level of not below the Deputy Director/Joint Director. The officials concerned shall be responsible for upkeep, updation and monitoring of the Hindi Website round the year.

#### 10.5 Miscellaneous items of work:

Apart from work assigned expressly to the Cell, it shall also undertake such work/items of work as required from time-to-time which are considered to be necessary for the overall upkeep and updation of the Hindi Website of the Secretariat.

**10.6 Weeding out of old records etc.:**

Old records, CDs, etc. shall be weeded out once these are rendered useless following updation of relevant data on the Hindi Website. Though, every care shall be taken that such an exercise is taken only when needed data had been loaded and the CDs/records are no more required in the future. However, a minimum lock in period of two years shall be observed for this purpose.