



**Parliament of India**

**Rajya Sabha**

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

**LEGISLATIVE BRANCH  
(Bill Office & Legislative Section)**

**Rajya Sabha Secretariat  
Legislative Branch  
September, 2010**

**First Edition September, 2010**

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**Price : Rs. 125/-**

## **PREFACE**

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

2. Bill Office and Legislative Section are important Sections of the Council of States. Bill Office deals with Government and Private Members' Bills and in the process initiates action for scrutiny, introduction, printing and circulation of Bills and also reference of Bills of Committees, consideration and passing of Bills, preparation of messages and their transmission to Lok Sabha, and for obtaining assent of the President on the Bills passed by both Houses. As a nodal Section, it also renders technical advice to Members with regard to the format and contents of Private Members' Bill. Similarly, the Legislative Section deals with the summoning and prorogation of the Rajya Sabha, its sittings, President's Address, Motion of Thanks on the Presidential's Address, processing of notices for calling attention, short duration discussion, resolutions, motions, special mentions and Zero Hour submissions, etc. In addition to these, it also deals with matters relating to the Committee on Rules and Committee of Privileges and matters relating to Statutory & Private Members' Resolutions.

3. Care has been taken to make the manual comprehensive and up-to-date. It is expected that it will be useful for all those who are associated with the various aspects of the working of this branch.

4. This publication is for internal use in the Secretariat only.

NEW DELHI;  
September, 2010

**V.K. AGNIHOTRI**  
*Secretary-General.*

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**PART - A**  
**Bill Office**

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## CHAPTER - 1

### RESPONSIBILITIES OF BILL OFFICE

**1.1 Responsibilities of Bill Office:** The items of work for which this Section is responsible mainly consists of:—

- (i) **Government Bills:** Scrutiny before introduction, introduction, publication in the Gazette, consideration at all stages including reference to Select or Joint Committee, amendments to Bills, passing, transmission or return to the other House and preparation of and submission for President's Assent.
- (ii) **Private Members' Bills:** Scrutinising the Bills as to their format, contents and to see whether they comply with the requirement of Constitution and rules at all the stages in the Rajya Sabha.
- (iii) Reference of Bills to the Department-related Parliamentary Standing Committees.
- (iv) Communication of Messages between the Houses.
- (v) Ballot of Private Members' Bills.
- (vi) Circulation of Bills for eliciting Public Opinion thereon under the direction of the House; compilation, printing, circulation and preparation of precise of opinions.
- (vii) Circulation of Bills to the Members and supply of copies thereof to the Lok Sabha, Ministry of law and other agencies.
- (viii) Ordinances.
- (ix) Maintenance of detailed Bill Registers.
- (x) Preparation of lists of pending Bills and Bills passed by Houses of Parliament during the Session and assented to by the President.
- (xi) Furnishing information under RTI Act, 2005.

**CHAPTER - 2**  
**GOVERNMENT BILLS**

**2.1 Introduction of Government Bills:** Any Minister desirous of introducing a Government Bill in the Rajya Sabha pertaining to his Ministry can do so by giving a notice of his intention under his signature, to move for leave to introduce a Bill, to the Secretary-General. For giving notice for introduction of a Government Bill, there is no time limit prescribed under the rules.

The Ministry of Law and Justice, after the proposal has been approved by the Cabinet, prepares the final draft of the Bill and sends two proof copies (one original and one duplicate) each of the English and Hindi versions, duly authenticated by the Legislative Counsel, to the Bill Office with an Office Memorandum.

**2.2 Assigning of Bill:** As soon as the notice for introduction and the proof copies of the Bills are received in the Bill Office, the entire set is entered in the Central Bill Register for Government Bills and the work related to that Bill is assigned to a particular Assistant. The Register is maintained in the following format:

Sl. No.	Long Title of the Bill	Short Title of the Bill	Name of The Member-in-charge	Ministry Concerned	Date of Receipt	File No.	Date of Introduction	Bill No. Allotted to the Bill in the Detailed Bill Register

A file number is allotted to that Bill by its name and the details of the Bill are immediately entered in the Central Bill Register meant for Government Bills. The Bill is given a number in *Roman numerals* which is indicated on the right side just above the title of the Bill as "Bill No. .... of (year)". The number is assigned year-wise in continuation to the Government and the Private Members' Bills so that no two Bills carry the same number.

**2.3 Scrutiny of Bill:** The Bill is scrutinized as per the standard process sheet (*Annexure-1*) for Government Bills. The scrutiny sheet contains the points outlining the requirement of the Constitution and rules pertaining to legislation.

The discrepancies, if any, in the Bill are brought to the notice of the Administrative Ministry and the Ministry of Law and Justice who in turn generally set the Bill in order once a Bill is found to be in order, it is placed before the Secretary-General for approval.

**2.4 Printing of Bill:** After the Bill is scrutinized and approved, a docket page, mentioning 'Rajya Sabha', the long title of the Bill and the name of the Minister-in-charge, is attached only to the English version of the approved Bill. Thereafter, the original proof copy of English version along with a note is sent to the Printing Section with a request to get printed 500 copies of the English version of the Bill with the superscription "*To be introduced in the Rajya Sabha*" and 1000 copies of the same with the superscription "*As introduced in the Rajya Sabha on.....*" The request for Hindi version of the Bill is also sent through a different note whereby 150 copies and 500 copies respectively are got printed.

On receipt of the printed copies, two copies of the English version of the Bill are sent to the Ministry of Law and Justice (Printing Section) (*Annexure-2*) and four copies of the Hindi version and one copy of the English version are sent to Official Languages Wing, Ministry of law and Justice (*Annexure-3*) for scrutinising the Bill. On the basis of the scrutinised copy of the Ministry of Law and Justice, the errata to the English version of a Bill, if necessary, is prepared by this Section whereas that of the Hindi version is got prepared by sending a note to the Translation Section.

**2.5 Circulation of Bill before Introduction:** On receipt of the copies of the Bill "*To be introduced in the Rajya Sabha*", 275 copies of the English version and 75 copies of the Hindi version along with the errata, if any, are sent to the Distribution Section for circulation to the members of the Rajya Sabha. By convention, these copies are circulated at least two days in advance of the introduction of the Bill unless the Chairman otherwise directs.

**2.6 Listing of Motion for Introduction:** Once the above formalities are complete, Bill Office gives clearance to Table Office for inclusion of the Bill in the List of Business. A Motion for leave to introduce the Bill is enlisted by the Table Office. In respect of Government Bills, this is done in consultation with the Ministry of Parliamentary Affairs, which indicate the dates and order in which the Bills are listed, through a U.O. note, to the Table Office.

**2.7 Publication and Circulation of Bill after Introduction:** The Bill, after having been introduced in the Rajya Sabha, is published in the Gazette of India, Extraordinary Part-II, Section 2, under a letter from Deputy/Joint Director to the General Manager, Government of India Press, on the same day. (*Annexure-4*).

While preparing a copy of the Bill for publication in the Gazette:—

- (a) The Superscription "**TO BE INTRODUCED IN THE RAJYA SABHA**" is deleted.
- (b) Before the title of the Bill the following superscription is written:—

**"RAJYASABHA"**

The following Bill (or Bills) has (have) been introduced in the Rajya Sabha on the \_\_\_\_\_ (date):—

- (c) Bill No. is brought in the centre.
- (d) Line numbering in the body of the Bill is deleted.
- (e) Docket page, arrangement of clauses and Annexure to the Bill, if any, are deleted, retaining the Statement of Objects and Reasons, Financial Memorandum and Memorandum regarding Delegated Legislation.
- (f) If more than one Bill is introduced on a day, each one of them is separated by a Roman numeral written above the number allotted to the Bill.
- (g) The title of the Bill is deleted.
- (h) The name of the Secretary-General, Rajya Sabha is written at the end with following footnote—

*"Published by the Secretary-General, Rajya Sabha under rule 68 of the Rules of Procedure and Conduct of Business in the Rajya Sabha."*

The copies of the Bill, as introduced in the Rajya Sabha, are also sent to the Lok Sabha Secretariat, Ministry of Law and Justice, Ministry of Parliamentary Affairs, Supreme Court, etc. as per standard mailing list maintained in the Section, after the date of its introduction has been stamped on each Bill. A copy is also sent to Committee Section-I of the Rajya Sabha Secretariat.

## CHAPTER - 3

### REFERENCE OF BILLS TO PARLIAMENTARY COMMITTEES

**3.1 Reference to Department-related Parliamentary Standing Committee:** Once a Bill has been introduced in the Rajya Sabha, action is initiated to refer the Bill to the concerned Department-related Parliamentary Standing Committee of Parliament. For this, a brief note highlighting the purpose of the Bill is placed before the Chairman. Generally, all the Bills introduced in the Rajya Sabha are referred with the approval of the Chairman to the Standing Committees, barring Bills replacing ordinances and Bills which are required to be passed at a shorter notice.

"As decided by the Chairman, Rajya Sabha in consultation with Speaker, Lok Sabha whenever a bill is referred to the Department-related Parliamentary Standing Committee concerned, that Committee has to submit its report within a time-limit of three months from the date of its reference or such shorter time period, given by Chairman/Speaker depending upon the urgency involved unless extension is granted by the Chairman on receiving a request from the Committee concerned for that purpose".

Rule 273 governs the procedure to be followed in this respect, and the following method is adopted for processing of the cases:—

- (a) **Bill introduced in the Rajya Sabha and referred to a Standing Committee of the Rajya Sabha:** After obtaining the orders of the Chairman, the Chairman of the Standing Committee is informed through a letter by the Secretary-General, Rajya Sabha indicating the date by which the report is expected. A para (*Annexure-5*) is published in the Parliamentary Bulletin Part-II for information of the Members and others.
- (b) **Bill introduced in the Rajya Sabha and referred to a Standing Committee of the Lok Sabha:** In case a Bill introduced in the Rajya Sabha is referred to the Standing Committee falling under the jurisdiction of the Lok Sabha, after obtaining the orders of the Chairman that the Speaker, Lok Sabha may be requested to refer the Bill to the Standing Committee of the Lok Sabha, a letter (*Annexure-6*) from the Secretary-General, Rajya Sabha is sent to the Secretary-General, Lok Sabha for referring the Bill to the Standing Committee mentioning the date by which the Report is expected. After the concurrence of the Speaker is obtained by the Lok Sabha Secretariat, it is conveyed to the Secretary-General, Rajya Sabha and information to that effect is published in the Parliamentary Bulletin Part-II (*Annexure-7*) for information of the Members and others.
- (c) **Bill introduced in the Lok Sabha and referred to a Standing Committee of the Rajya Sabha:** On receipt of a letter from the Secretary-General, Lok Sabha communicating the desire of the Speaker for referring the Bill to a Standing Committee, the proposal is placed for the Chairman's consideration. After the Chairman concurs to the proposal:—
  - (i) the decision of the Chairman, Rajya Sabha is conveyed to the Secretary-General, Lok Sabha by the Secretary-General, Rajya Sabha. (*Annexure-8*)
  - (ii) the Chairman of the concerned Department-related Parliamentary Standing Committee is informed of such reference by a letter from the Secretary-General, Rajya Sabha.
  - (iii) A para (*Annexure-9*) regarding reference of the Bill is published in the Parliamentary Bulletin Part II for the information of the Members and others.

**3.2 Reference to a Select Committee:** A Bill, either introduced in the Rajya Sabha or as passed by the Lok Sabha and pending therein, may be referred to a Select Committee of the Rajya Sabha under Rule 69-71. For this purpose the Minister-in-charge of the Bill may give a notice for reference of the Bill to a Select Committee. When a notice to this effect is received, it is processed and an approved item for List of Business (*Annexure-10*) showing the manner in which the Motion is to be moved is sent to the Table Office for inclusion in the List of Business. A Bill may also be referred to a Select Committee of Rajya Sabha on a motion moved by any Member and adopted by the House. In such a case, notice of motion for reference to Select Committee is treated as an amendment and the same is circulated to the Members. (*Annexure-10A*)

On adoption of the Motion for reference to a Select Committee, the work relating to that Committee is allotted, under orders of the Secretary-General, to one of the Committee Sections in rotation as per roster maintained in the Bill Office. The file pertaining to that Bill is also sent to that Committee Section along with adequate number of copies of the Bill for further necessary action on that Bill. The file is returned to Bill Office once the basic formalities of formation of the Select Committee are over.

**3.3 Reference to Joint Committee:** After the introduction of a Bill, the Minister-in-charge may give notice under Rule 69-71 for reference of the Bill to a Joint Committee (of both Houses) and an item (*Annexure-11*) for inclusion in the List of Business is got approved and sent to the Table Office.

On adoption of the Motion for reference to the Joint Committee, a message to the effect is sent (*Annexure-12*) to the Secretary-General, Lok Sabha conveying the Motion adopted in the Rajya Sabha and recommending the Lok Sabha to join in the said Committee by adopting a Motion in order to constitute the Committee. After the concurrence of the Lok Sabha is conveyed to the Rajya Sabha through a message from Secretary-General, Lok Sabha, the Table Office brings it to the notice of the Secretary-General and it is reported to the House. The Committee is, thereafter, formally constituted and the work relating to that Committee is allotted to one of the Committee Sections in the same manner as in the case of a Select Committee.

When a Bill, originating in the Lok Sabha, is proposed to be referred to a Joint Committee of the Houses, a Motion to that effect, adopted in the Lok Sabha, is conveyed to the Rajya Sabha by the Secretary-General, Lok Sabha. Secretary-General, Rajya Sabha reports the message to the House. Thereafter, a notice is received from the Minister concerned for concurring in the Motion adopted in the Lok Sabha. A draft item (*Annexure-13*) is sent to the Table Office for inclusion in the List of Business for concurring in the Motion. Upon its adoption, it is conveyed to the Lok Sabha through a message (*Annexure-14*). The Committee is, thereafter, formally constituted in the Lok Sabha.

## CHAPTER -4

### CONSIDERATION AND PASSING/RETURN OF BILLS

**4.1 Bills Introduced in the Rajya Sabha:** After a Bill has been introduced in the Rajya Sabha, the Minister concerned gives a notice for consideration and passing of the Bill which is again diarised in the Section Diary Register maintained in the following format:

#### SECTIONDIARY

Sl. No.	No. & Date of Document Received		From Whom	Brief Subject	Classification	Assistant to whom marked	File No.	Date of final Disposal	Remarks
	Number	Date							

The case is assigned to the same assistant who dealt with the introduction of that Bill.

After diarying, the case is put up for the approval for enlisting the Bill for consideration and passing. The following points are checked at this stage:—

- (a) If an Ordinance has been promulgated on a Bill pending in the Rajya Sabha, whether statement giving reasons for immediate legislation through Ordinance has been laid on the Table of the House at the commencement of the Session [Rule 66(2)].
- (b) Whether the Bill has been circulated to the Members of the Rajya Sabha two days in advance (proviso to Rule 69).
- (c) Whether the report of the Standing/Select/Joint Committee on the Bill has been presented or laid, as the case may be.
- (d) Whether the recommendation of the President under article 117(3) of the Constitution is required and if so, whether it has been received.
- (e) Whether any amendment has been received or is required on the Bill and has been circulated. In particular, need for formal amendments relating to the year of the Bill is to be checked.

If all the above-mentioned formalities are complete, the Bill is cleared for being enlisted in the List of Business for consideration by the Rajya Sabha.

After the Bill has been accepted for listing for consideration and passing, the Table Office is informed which initiates the process to list the Bill for consideration and passing. A copy of the Bill, in anticipation of its passing by the Rajya Sabha, is sent to the Ministry of Law and Justice for scrutiny in advance. While preparing as passed by Rajya Sabha version of the Bill, the following changes are carried out:—

- (a) superscription "*As introduced in Rajya Sabha*" is replaced by "*As passed by the Rajya Sabha on the ...20...*"
- (b) alphabet C is inserted after the Bill Number separated by a hyphen.
- (c) the amendments proposed by the Government are incorporated. Other corrections already suggested by the Ministry of Law and Justice are also incorporated.
- (d) statement of Objects and Reasons, Financial Memorandum, Memorandum regarding Delegated Legislation, Annexure, etc. are deleted.
- (e) bottom line of docket page is replaced by "*As passed by the Rajya Sabha.*"



When the Bill is passed, a message to the effect is sent to the Lok Sabha as per Rule 111, (*Annexure-15*) enclosing therewith a copy of the Bill as passed by the Rajya Sabha.

The following points are taken care of while preparing a copy of the Bill, as passed by the Rajya Sabha, with the message:—

- (a) The superscription "*As introduced in the Rajya Sabha*" is deleted.
- (b) A certificate is given by the Secretary-General, Rajya Sabha, above the title of the Bill as:—  
"*This Bill has been passed by the Rajya Sabha at its sitting held on the .....*"

*New Delhi*

*Dated the... ..*

*Secretary-General*

- (c) The words "*As passed by the Rajya Sabha*" are written in bracket below the title of the Bill.
- (d) Corrections, if any, pointed out in the copy of the Bill scrutinised by the Ministry of Law and Justice are carried out.
- (e) All the markings/corrections in ink are authenticated by putting the Rajya Sabha stamp against each of them.

The copy for the Press is prepared after making following changes in the Bill:—

- (a) The superscription "*As introduced in the Rajya Sabha*" is substituted by the words "*As passed by the Rajya Sabha on the... ..*"
- (b) The Bill No. is suffixed by an alphabet 'C' separated by a hyphen.
- (c) All the corrections and amendments made in the Bill are shown in the body of the Bill.
- (d) Statement of Objects and Reasons, Financial Memorandum and Memorandum Regarding Delegated Legislation and other appendices, if any, are deleted.
- (e) Only one change is done in the docket page, namely:—

At the lower end of it, the name and designation of the Member-in-charge is replaced by the words "*As passed by the Rajya Sabha.*"

Thereafter, the copies of the Bill, both in English and Hindi versions, are got printed through the Printing Section. The request to the Printing Section is sent whereby 1000 copies of the English and 500 copies of the Hindi version are got printed with the superscription "*As passed by the Rajya Sabha on the ... ..*" and "राज्य सभा द्वारा..... को पारित रूप में" respectively.

A copy of the English version is got checked by the Printing Section and the Ministry of Law (*Annexure-16*), and that of the Hindi version is sent (*Annexure-17*) to the Official Languages Wing, Ministry of Law and Justice for scrutiny. A corrected copy of the English version of the Bill is sent to the Lok Sabha Secretariat based on the checked copy received from the Printing Section whereas errata to the Hindi version of the Bill, if any, is got prepared by the Translation Section. The copies of the Bill along with the errata, if any, are sent to the Lok Sabha Secretariat and other agencies as per the mailing list through circulation note.

**4.2 Bill reported by Select/Joint Committee:** In case a Bill has been reported by a Select/Joint Committee, the report of the Select/Joint Committee is got printed and circulated by the concerned Committee Section. The copies of the Bill ('Bill as Reported') are also got printed and circulated by that Section separately, incorporating the amendments adopted by the Select/Joint Committee and the Bill No. is shown as *Bill No...A/B of 20...* The Bill, thereafter, is scrutinised by the Bill Office in order to check whether as a result of any amendment made by the Select/Joint Committee, the Bill which was an Ordinary Bill, has become a Financial Bill. If it has been so changed, the recommendation of the President under article 117(3) of the Constitution is obtained.

After the presentation of the final report and completion of the above formalities, the Minister-in-charge gives notice of his intention to move that the Bill as reported by the Select/Joint Committee be taken into consideration. Copies of the Bill as reported by the Select/Joint Committee are circulated two days in advance of the date for which the Motion is listed unless the Chairman allows otherwise (Rule 93).

**4.3 Bill introduced and passed by the Lok Sabha:** When a Bill is introduced in the Lok Sabha, 325 copies of the English version and 200 copies of the Hindi version of the Bill are supplied to the Bill Office by the Lok Sabha Secretariat for circulation to the Members of the Rajya Sabha. This Bill is immediately entered into the Bill Register with the following format:

Sl. No.	File No.	Bill No.	Name of the Bill	Date of Introduction in Lok Sabha

It is allotted a file number and 275 copies of the English and 75 copies of Hindi version are immediately sent to the Distribution Section, for circulation to the Members of the Rajya Sabha. A copy is also sent to Committee Section-I of the Rajya Sabha Secretariat. When this Bill is passed by the Lok Sabha, a message is received (in the Table Office) along with a copy of the Bill, as passed by the Lok Sabha. The message is reported to the House by the Secretary-General and the Bill is laid on the Table of the House (Rule 121). Lok Sabha Secretariat also forwards 425 copies of the English and 200 copies of the Hindi version of the Bill with the superscription "*As passed by the Lok Sabha on the.....*" along with one corrected copy (of each version) on the basis of which an errata, if necessary, is issued. The usual number of copies of the Bill along with errata, if any, are sent to the Distribution Section for circulation to the Members after the message has been received in the Secretariat. Once the Bill is laid on the Table of the Rajya Sabha and copies are circulated, the Minister-in-charge of the Bill gives notice of his intention to move for consideration of the Bill (Rule 122) but here also two days notice period is required for listing the Bill unless the Chairman waives the requirement (Rule 123).

The Bill, before it is listed, is examined to see whether any clause has a financial implication in which case recommendation of the President is sought (article 117(3)) even if a recommendation has already been obtained for consideration of the Bill by the Lok Sabha.

Once the above formalities are complete, the Table Office is given clearance for inclusion of the Bill in the List of Business.

If the Bill had not been referred to a Joint Committee of the Houses, any member may move an amendment to refer the Bill to a Select Committee of the Rajya Sabha (Rule 125) and if it is adopted and reported by the Select Committee, the procedure is as described.

If the Bill is passed without any amendment, a message is sent to the Lok Sabha intimating that the Rajya Sabha has agreed to the Bill without any amendment (Rule 127) (*Annexure-18*). On adoption of any amendment, the Bill is returned with a message asking for concurrence of the Lok Sabha, on those amendments (Rule 128) (*Annexure-19*). No copy of the Bill is enclosed with the message under Rule 127 whereas a copy incorporating the amendments is sent to Lok Sabha under Rule 128. The following points have to be taken care of while endorsing the copy to Lok Sabha:—

(a) the letter 'D' is indicated with the Bill number as Bill No.. D of 20..

(b) the following certificate is typed on the first page above Bill No:—

*"The Bill has been passed as amended by the Rajya Sabha at its sitting held on the ....20.."*

*New Delhi  
The.....20.....*

*Secretary-General.*

(c) in the docket page 'Rajya Sabha' is written in place of 'Lok Sabha' and "*As passed by the Rajya Sabha*" in place of "*As passed by Lok Sabha.*"

(d) each correction/amendment in the body of the Bill is authenticated by putting "*Rajya Sabha*" stamp.

**4.4 Bill originating in the Rajya Sabha and returned by the Lok Sabha with Amendments:** On receipt of a message of a Bill passed by the Rajya Sabha and returned by Lok Sabha with amendments, it is reported to the House and the Bill is laid on the Table (Rule 112). In such cases amendments made by the Lok Sabha are circulated (*Annexure-20*) to the Members of the Rajya Sabha and after giving two days notice or with the consent of the Chairman without notice, the Minister-in-charge moves that the amendments be taken into consideration (Rule 113). On adoption of the amendments by the Rajya Sabha, a message is sent to Lok Sabha to that effect (*Annexure-21*). In such case, a Bill is not attached with the message. But if the amendments are not agreed to by Rajya Sabha, the Bill is returned to the Lok Sabha with a message (Rule 115).

**4.5 Money Bill:** A Money Bill, due to its special status, stands on a different footing as far as the procedure in the Rajya Sabha is concerned. When a Money Bill is passed by the Lok Sabha a message is transmitted to the Rajya Sabha along with the Bill duly certified by the Speaker (article 109). The message is reported to the House and the Bill is laid on the Table (Rule 186(I)). Copies of a Money Bill concerning Appropriation of Funds out of the Consolidated Fund of India, as introduced in the Lok Sabha, are received on the same day on which it is passed, since unlike other Bills, it is introduced and passed on the same day. Due to this reason, the copies of the Bill, as passed by Lok Sabha, are not printed and Bill as introduced in Lok Sabha is circulated after stamping it with the superscription "*As passed by Lok Sabha*". The stamping is done by the Bill Office and the copies are, generally, circulated along with the copies of the Bill, as introduced in the Lok Sabha. However, in case of Money Bills other than Appropriation Bills which are introduced and passed on different dates like Ordinary Bills, the procedure regarding receipt and circulation of copies of Bill as introduced and as passed is same as that of Ordinary Bills.

Bill Office also examines whether the Bill requires recommendation of the President under article 117(3) and if it does, this is obtained before the Bill is listed for consideration and return.

On completion of the above formalities, the Minister-in-charge may give notice for consideration and return of the Bill. After the Motion that the Bill be returned is adopted, the Money Bill is returned to the Lok Sabha with or without any recommendation. A message to the effect is, accordingly, sent to the Lok Sabha (Rule 186(6)) (*Annexure-22 & 23*). In both the cases, a copy is enclosed with the message. While preparing the copy, the following points are to be taken care of:—

- (a) the superscription "*as introduced in Lok Sabha*" is deleted.
- (b) the following endorsement is typed above the Bill No.:—  

"This Bill was considered by the Rajya Sabha at its sitting held on the.. 20....and the House had no recommendations to make thereon.

*New Delhi*  
*The.....20.....*

*Secretary-General.*

- (c) The Bill No. is re-written as Bill No...F of 20.....
- (d) on the top of the docket page, *Rajya Sabha* is written in place of *Lok Sabha* and "*as passed by the Rajya Sabha*" in place of "*as passed by Lok Sabha*,"
- (e) the corrections in the body of the Bill, if any, are authenticated by the "*Rajya Sabha*" stamp.

Since the Rajya Sabha has only recommendatory powers on a Money Bill, it is open to the Lok Sabha either to accept or to reject any or all of the recommendations made by the Rajya Sabha. In both the cases a message is received from the Lok Sabha conveying its decision on the recommendation which is reported to the House.

## CHAPTER - 5

### ASSENT ON BILLS

**5.1 Preparation of Assent Copies:** The Rajya Sabha Secretariat obtains the assent of the President on those Bills which are in its possession; *i.e.*, Bills originating in the Lok Sabha and passed without any amendment by the Rajya Sabha, and Bills originating in the Rajya Sabha and returned by the Lok Sabha with amendments which are agreed to by the Rajya Sabha. An assent copy of the Bill in its final form is prepared after being passed by both the Houses of Parliament in the following manner:—

- (a) The superscription on the top right corner of the first page of the Bill is deleted.
- (b) The Bill Number is suffixed by an alphabet F separating it by a hyphen.
- (c) "*AS PASSED BY THE HOUSES OF PARLIAMENT*" is written just below the title.
- (d) Line numbering in the body of the Bill is deleted.
- (e) An endorsement for the signature of the Chairman and the President is attached after the body of the Bill.
- (f) In the Docket page,
  - (i) the "*Lok Sabha*" at the top middle of the page is deleted.
  - (ii) the long title in the middle centre is retained.
  - (iii) the words "*As passed by Lok Sabha*" are replaced by the words "*As passed by the Houses of Parliament.*"
- (g) An additional cover page is added wherein:—
  - (i) the Bill number, suffixed with 'F' separated by a hyphen is written on the top right corner.
  - (ii) the title of the Bill (in capital letters) is written in the centre.
  - (iii) The dates on which the Bill was passed by the Lok Sabha and the Rajya Sabha are written as,—

*AS PASSED BY THE HOUSES OF PARLIAMENT*

*Lok Sabha on... ..*

*Rajya Sabha on... ..*

*(OR Amendments made by Lok Sabha*

*agreed to by Rajya Sabha on... ..)*

The Assent copy is then sent to the Ministry of Law and Justice for scrutiny (*Annexure-24*). The same copy on its receipt from the Ministry of Law and Justice is sent to the Printing Section with a note requesting to get 20 copies of the Bill printed on azure laid paper. As soon as the assent copy is printed, it is again sent to the Ministry of Law and Justice for scrutiny (*Annexure-25*). After the scrutinized assent copy is received, corrections of printing errors, if any, are carried out clearly in four assent copies. If one or two printing errors remain un-corrected they are shown in the margin and are got authenticated by the Secretary-General. In cases where there are many printing mistakes all the 20 copies are got reprinted through Printing Section and scrutinized by the Ministry of Law and Justice again.

**5.2 Submission for President's Assent:** After the copies have been prepared, four corrected assent copies are first submitted to Chairman on file for authentication (Rule 135). However, in the absence of the Chairman from New Delhi, the assent copies may be authenticated by the Secretary-General in case of urgency. On receiving all the four authenticated copies, a memorandum under the signatures of Secretary-General (*Annexure-26*) forwarding therewith two assent copies

of the Bill duly authenticated and eight spare copies are sent to the Secretary to the President through the Secretary, Ministry of Law and Justice for obtaining assent of the President.

The Ministry of Law and Justice while submitting the Bill for assent, obtains the signature of the President on two copies, out of which one copy along with a forwarding O.M. mentioning the date of assent, Act No. etc., is returned to the Rajya Sabha Secretariat and the other copy is retained by the Ministry. On receipt of this communication, a note mentioning the assent to the Bill is submitted on the relevant file to the Secretary-General.

**5.3 Authenticated copy to Lok Sabha Secretariat:** Once this Secretariat has obtained assent of the President in respect of Bills in its last possession passed during a session, an assent copy each of the Bills authenticated by Secretary-General is sent to the Legislative Branch of the Lok Sabha Secretariat with a forwarding U.O. note by the Deputy/Joint Director with changes in it in the following manner:—

- (a) a rectangular box in the middle of the cover page is made as under:

Assented to on .....20.... Act No..... (year)
--

- (b) A certificate by the Secretary-General, Rajya Sabha is given on the top of the first page as—

*"The Bill was assented to by the President on the ..... (day) ..... (month)..... & (Year)*

*Secretary-General."*

- (c) names of the Chairman and the President are indicated on the endorsement with dates at the last page in place of signature.
- (d) printing mistakes are authenticated by "*Rajya Sabha*" stamp.

**5.4 Printing and Circulation of Copies:** After the assent on a Bill has been obtained, the Bill Office prepares a copy of the Bill, as passed by the Houses of Parliament and assented to by the President with the following changes:—

- (a) A rectangular box on the cover page is drawn as under:—

Assented to on (day, month & year) Act No.....(year)
---

- (b) the endorsement of the Chairman and the President on the last page of the Bill is deleted.

This copy is then sent to the Printing Section for getting 450 copies of the Bill printed on white paper with pink cover. After the copies are got printed and checked by Printing Section and errata, if any, is issued, the copies are circulated along with the errata, as per the circulation list. The circulation list includes 250 copies to the Ministry of Law, 55 copies to the Lok Sabha Secretariat, 6 copies to the Ministry of Parliamentary Affairs, 10 copies to Official Language Wing of the Ministry of Law, etc.

Apart from the agencies included on the circulation list, five copies each of the Bills are supplied to the Table Office and one copy of each Bill (in the 'Introduced' as well as 'passed' versions) is supplied to the Committee Section-I by this Section at the end of each session.

**5.5 Laying of Statement of Bills Assented to by the President:** At the commencement of every Session, an item for laying of a statement showing the Bills passed by the Houses of Parliament and assented to by the President during the preceding Session is prepared and after getting it approved by the Secretary-General, it is sent for inclusion in the List of Business of the first day. The statement is then laid on the Table by the Secretary-General in House, on the opening day.

## CHAPTER -6

### PRIVATE MEMBERS' BILLS

**6.1 Introduction of Private Members' Bills:** Immediately before the commencement of a Session, a para is got published in the Parliamentary Bulletin Part-II by the Legislative Section wherein, along with dates for overall business, the Fridays fixed for Private Members' Business are mentioned. Out of the available Fridays, alternate Fridays are allotted for Private Members' Legislative Business and Private Members' Resolutions. The same Bulletin also contains a para showing the date, time and place of the draw of lot for consideration of Private Members' Bills, The time for transaction of the Private Members' Legislative Business is generally 2.30 P.M. to 5.00 P.M. on the earmarked Friday. For consideration of Bills, one draw of lot is held generally fifteen days in advance in accordance with the direction of the Chairman (Parliamentary Bulletin Part-II No. 36268 dated 2nd May, 1997) wherein names of ten Members are drawn (Rule 25(3)). The names so drawn are kept valid for the whole Session.

- (i) **Receipt of Bill and Diary:** Any Member other than a Minister, desirous of introducing a Bill, is required to give a notice thereof in the Notice Office along with a copy of Bill containing statement of Objects and Reasons duly signed by him one month prior to the date allotted for Private Members Legislative Business on which he intends to introduce the Bill (Rule 62(I)).

According to the direction of the Chairman (Parliamentary Bulletin Part-II No. 36268 dated the 2nd May, 1997), a Member can give notice for introduction of a maximum of three Bills during a Session. A Member can introduce all the three Bills on one allotted date or on different dates allotted for that class of business.

On the receipt of the Bill in the Section from the Notice Office, it is diarised and thereafter a file number is given to the Bill and is assigned to an Assistant.

- (ii) **Scrutiny of Bill:** After the Bill is assigned to an Assistant, he scrutinises the Bill according to the standard process sheet for scrutiny of Private Members' Bills (*Annexure-27*) and place it for approval of Secretary-General.

If minor changes in drafting or formatting are required these are carried out. In case substantial changes are required, the Member is advised accordingly. Similarly, in case the Bill appears to be on a subject included in the 'State List' the Member is informed. In case however the Member insists on returning the Bill in its present form, the Bill is admitted as such.

- (iii) **Entry in the Central Bill Register:** Once the notice has been admitted for introduction of the bill, the Bill is entered in the Central Bill Register and is allotted a Bill Number like Government Bill.
- (iv) **Printing of Bills:** Soon after the entry in the Central Bill Register, a copy of the English version of the Bill, along with a docket page attached with it, is sent to the Translation Section for getting its Hindi version. After the Hindi version of the Bill is received, both the English and Hindi version of the Bill are got printed through Printing Section in the same manner as in the case of a Government Bill (*i.e.*, 500 copies and 150 copies in English and Hindi version of Bill to be introduced and 1200 copies and 650 copies of the 'As Introduced' version).

The Printing Section supplies the corrected copies of each version of the Bill on the basis of which the errata to the English version is prepared by this Section and that of the Hindi version is got prepared by the Translation Section.

After the printing of Private Members' Bill, two copies of the English versions are sent each to the Attorney-General (*Annexure-28*) and to the Administrative Ministry (*Annexure-29*) concerned, generally, fortnight in advance of the proposed date of its introduction to enable them to forward their objections, if any, to the Bill.

- (v) **Circulation of Bill before Introduction:** The procedure is the same as is followed for Government Bills.



- (vi) **Listing of Motion for Introduction:** An item for inclusion in the List of Business for introduction of Bill on a date fixed for Private Members' Bills is prepared in the Section and after obtaining approval on the file, it is sent to the Table Office.
- (vii) **Publication and Circulation of Bill after Introduction:** The procedure of publication and circulation of Bill after introduction is same as that for Government Bill.

## 6.2 Consideration of Private Members' Bills:

- (i) **Draw of Lot for Bills:** Prior to the commencement of the Session, the day, time and place for holding of draw of lot for determining the names of Members whose Bills will be considered during the Session, is fixed. This information is published in the Parliamentary Bulletin Part-II at the commencement of each Session.

Thereafter, as per the Direction of Chairman (*Annexure-30*), for all Fridays fixed for transaction of Private Members' Legislative Business during a Session, one draw of lot is held, generally 15 days in advance (Rule 25(1)) of the first allotted date. The draw of lot is held in the Secretary-General's room. In this draw of lot, names of only ten Members are drawn. After the draw of lots, the Members who find place in the draw are informed through a letter (*Annexure-31*) under the signature of the Deputy/Joint Director (with a request to inform the Section within a week, the Bill, they would like to take up for consideration during the Session in case they have more than one bill pending). Simultaneously, a para containing the Bills for introduction and the result of draw of lot containing names of Members is published in the Parliamentary Bulletin Part-II for information of Members and others. The priority obtained in the draw of lot remains valid throughout the Session.

- (ii) **Listing of Private Members' Bills:** On receipt of the preferences from Members regarding listing of Bills for consideration, a draft item for inclusion in the List of Business is prepared containing the title of the Bills of first five members out of the ten names drawn by lot in addition to the Bill, if any, on which the discussion had not concluded which always gets priority over the other Bills under proviso to Rule 27. The item after approval is sent to the Table Office for inclusion in the List of Business. The Bills of the remaining five Members are listed in the order of their priority on a subsequent day subject to disposal of other listed Bills in such a way that the List of Business does not contain more than five Bills at a time in addition to the part discussed Bill, if any, for consideration.
- (iii) **Disposal of Private Members' Bills:** After the House has expressed its decision, in case the Bill is either negatived or withdrawn in the House, the file on the Bill is closed by the orders of the Secretary-General and the Bill is also removed from the Register of Bills pending in the Rajya Sabha under rule 120(1) or 120(2) respectively. In case a Bill is passed by the House, the procedure regarding its transmission to the Lok Sabha is the same as that of a Government Bill. At the consideration stage in the Lok Sabha, the Member-in-charge has to authorise a Member of that House to pilot the Bill in that House.

## CHAPTER -7

### AMENDMENTS TO BILL (OTHER THAN CONSTITUTIONAL AMENDMENTS)

**7.1 Notice of Amendment:** Any Member desirous of giving notice of amendment to a Bill (whether Government or Private Bill), as introduced in the Rajya Sabha or as passed by the Lok Sabha and laid on the Table of Rajya Sabha, can do so by submitting the notice along with a copy of the amendment proposed, in the Notice Office, where diary number, date and time is recorded according to which priority of Member in moving the amendment is fixed. Every such notice of an amendment has to be given at least one day before the day on which the Bill is to be moved (Rule 95). On receipt of the notice in the Bill Office from the Notice Office, it is again diarised and is allotted to the Assistant dealing with that particular Bill.

**7.2 Notice for Reference to Select/Joint Committee:** Notice for amendment of Motion under Rule 71, seeking reference of the Bill to Select/Joint Committee is examined as to whether it is in proper format, besides checking the correct style of names of the Members proposed for the Select/Joint Committee and time proposed for submitting the report of the Committee. If the above information is not given, the Member is requested to supply the details. On receiving the requisite information, the notice is processed on file and after its approval—

- (a) A note along with a copy of the Notice for amendment is sent to the Distribution Section for circulation to the Members of the Rajya Sabha and supplying requisite spare copies (75 copies to Bill Office, 60 copies to Lobby Office, 20 copies to Table Office and 10 copies to the Administrative Ministry);
- (b) a note along with a copy of the notice for amendment and a copy each of the English and Hindi version of the Bill is sent to the Translation Section for translating the amendment with the request that Hindi version may be forwarded directly to the Distribution Section for circulation along with English version; and
- (c) an advance copy is also sent to the Table Office.

**7.3 Amendments to enacting formula, clauses and Schedules:** On receipt of such notice, preliminary examination of the amendments is done as per Rule 96. The amendments are arranged clause wise. If there is any amendment which cannot be moved without the recommendation of the President (Rule 97), the fact is placed on record while submitting the amendment for approval.

Once the notice for amendments is approved, further action is initiated in the same way as in the case of notice for amendment regarding reference to Select/Joint Committee.

The notices for amendments given on a Money Bill are processed in a different manner since the Rajya Sabha has only recommendatory power in respect of that Bill, in such case the following para succeeds every amendment in a clause:

*"That the Rajya Sabha recommends to the Lok Sabha that the following amendment be made in the....Bill 200...."*



## CHAPTER - 8

### CONSTITUTION AMENDMENT BILL

**8.1. Constitution Amendment Bills:** Constitution Amending Bills are of two types:

- (a) Bills which have to be passed by a Special Majority of two thirds of Members present and voting and by a majority of the total membership (article 368(2)); and
- (b) Bills which after having been passed by Special Majority require ratification by not less than one half of the State Legislatures (Proviso to article 368(2)).

**8.2. Bills requiring Special Majority:** A Bill amendment any provisions of the Constitution can be introduced in either House of Parliament but has to be passed by special majority in each House, *i.e.*, majority of the total Membership of the House and majority of not less than two-thirds of the Members present and voting.

The procedure regarding introduction of a Constitution Amending Bill is similar to the introduction of any other ordinary Bill. However there are the following differences in the procedure regarding consideration and passing of such Bill:—

- (a) motion for consideration of the Bill has to be adopted by special majority;
- (b) all the clauses have to be adopted by special majority;
- (c) the amendment to clauses have to be decided by simple majority;
- (d) the motion for passing of the Bill whether amended or not has to be adopted by special majority.

When a Bill has been passed by the Rajya Sabha, a message under rule 111 (*Annexure-32*) mentioning that the Bill has been passed by the Rajya Sabha in accordance with the provisions of article 368 of the Constitution is sent to the Lok Sabha. The procedure of transmission of the Bill to the Lok Sabha is same as is in the case of any Government Bill.

Similarly, the procedure for laying, consideration and passing of a Constitution Amending Bill, as passed by the Lok Sabha, is same as that of an ordinary Bill barring the above differences at the consideration and passing stage.

**8.3. Bills requiring Special Majority and Ratification by not less than One half of the State Legislatures:** A Bill which seeks to make changes in the following provisions of the Constitution has also to be ratified by not less than one half of the State Legislatures:—

- (a) election of the President (articles (54 & 55);
- (b) extent of the executive powers of the Union and the States (articles 73 and 162);
- (c) Supreme Court of High Courts;
- (d) distribution of legislative power between the Union and the States and the seventh schedule;
- (e) the representation of the States in Parliament;
- (f) the procedure for amendment of the Constitution (article 368).

The opinion of the Ministry of Law and Justice is always obtained as to whether a particular amendment requires to be ratified by the State Legislatures. The Chairman may, also, in case of doubt, refer the matter to the Attorney General for opinion. The procedure of consideration and passing of these Bills is the same as that of a Bill passed with special majority.

For the purpose of ratification, after the Bill has been passed by both the Houses of Parliament, requisite number of copies of the Bill, as introduced in the Lok Sabha and as passed by the Houses of Parliament along with the printed debates of the Lok Sabha and the Rajya Sabha on the Bill, are sent under a letter from Secretary-General (*Annexure-33*) to the Secretary of each State Legislature. The letter of the Secretary-General is sent to Ministry of Law and Justice for vetting

before issue. The copies of Bills/debates are either collected by the State Officials from the Office of the Resident Commissioners of the States or are sent by registered post directly to the State Legislature through Distribution Section. Advance copies are sent by e-mail or posted on the Internet site of the Rajya Sabha. While forwarding the papers, the following general form of resolution is also suggested to the Legislatures for being adopted for ratification:—

*"That this House ratifies the amendment to the Constitution of India falling within the purview of clause of the proviso to clause (2) of article 368 thereof, proposed to be made by the Constitution (Amendment) Bill, (year) ....as passed by the Houses of Parliament."*

Duly authenticated original resolution is to be conveyed by the Presiding Officer of the House or the Secretary to the State Legislature to the Secretary-General, Rajya Sabha for this purpose of ratification.

The process is monitored closely and the Secretary-General is kept informed on a weekly/daily basis of the progress of ratification.

**8.4. Exception:** A Bill dealing with any of the following matters under the Constitution is treated as an Ordinary Bill and is passed by simple majority:

- (a) Admission or establishment of new States; formation of a new State; alteration of areas, boundaries or name of existing States etc. (article 2-4).
- (b) Creation or abolition of Legislative Councils in States (article 169).
- (c) Administration and control of Scheduled Areas and Scheduled Tribes (Fifth Schedule to the Constitution).
- (d) Administration of Tribal Areas in the States of Assam, Meghalaya, Tripura and Mizoram (Sixth Schedule to the Constitution).

Such Bills can be introduced in either House of Parliament subject to conditions prescribed in respective Articles and Schedules. Strictly speaking, they are not Constitution amending Bills, within the meaning of article 368 and are, therefore, introduced, considered, passed and assented in the same manner as is applicable to the Ordinary Bills.

**CHAPTER -9**  
**ASSENT ON BILLS**

**9.1 Assent on Bills:** In case of a Bill passed by Special Majority, an endorsement is signed by the Chairman in the following manner before submitting the Bill to the President:

*"This Bill has been passed by the Houses of Parliament in accordance with article 368 of the Constitution".*

The rest of the procedure of assent on such a Bill is same as that of an Ordinary Bill.

On the Bill ratified by not less than one half of the State Legislatures, barring the endorsement of the Chairman at the end of the Bill, the rest of the procedure is same. The endorsement in such a case is in following manner:—

*"This Bill has been passed by the Houses of Parliament in accordance with article 368 of the Constitution and has also been ratified by Legislatures of not less than one half of the States by resolution to that effect as required under the proviso to clause (2) of the said article."*

The fact that the Bill has been ratified by not less than one half of the State Legislatures is also reflected on the cover page of the assent copy in the following manner:—

*(As passed by the Houses of Parliament:—*

*Lok Sabha on..... (date)*

*Rajya Sabha on..... (date)*

*and ratified by the State Legislatures of not less than one half of the States).*

After the Chairman has signed on the endorsement, a memorandum is sent to the Secretary to the President through the Secretary, Ministry of Law and Justice as in case of an Ordinary Bill for assent of the President, mentioning however the names of the State that ratified the Bill (**Annexure-34**) and enclosing copies of the communications received to this effect.

## CHAPTER - 10

### BILL RETURNED BY PRESIDENT

**10.1 Bill returned by the President for reconsideration of the Houses:** The President may return a Bill submitted to him for his assent for reconsideration of the Houses of Parliament in accordance with the Provision of article 111 of the Constitution. When President returns the Bill for reconsideration of the Houses of Parliament, he communicates a message requesting the Houses to reconsider the Bill. The process for reconsideration is started by the House, which is the last House in possession of the Bill. In the first instance, the Message of the President is published in the Parliamentary Bulletin Part—II (*Annexure-35*) for information of the Members.

After completing the above formalities, assent copy of the Bill returned by the President is got reprinted for being supplied to the Members on demand. On receiving the printed assent copy of the Bill, the same is forwarded with superscription (as given below) to the printing section, Ministry of Law and Justice for scrutiny.

RETURNED BY THE PRESIDENT TO THE HOUSES OF PARLIAMENT FOR RECONSIDERATION ON THE-----  
(RECONSIDERED AND PASSED AGAIN BY—  
RAJYA SABHA ON THE -----  
LOK SABHA ON THE -----)

On commencement of the Session, a copy of the Bill returned by the President is laid on the Table of the Rajya Sabha by the Secretary-General (Analogy drawn from the Rule 129 of the Rules of Procedure and Conduct of Business in Lok Sabha). Thereafter, the Minister concerned gives a notice that—

- (1) the ----- Bill as passed by the Houses of Parliament and returned by the President under the proviso to article 111 of the Constitution be taken into consideration; and
- (2) also to move that the Bill as passed by the Houses of Parliament may be passed again.

As soon as notice from the Minister is received, it is submitted for approval, as in the case of any other Bill.

Thereafter, on the day on which the motion for reconsideration of the Bill is set down, the Chairman makes an announcement before motion of the concerned Minister apprising the House of the Message communicated by the President returning the Bill for reconsideration by the Houses.

Further Proceedings on the Bill goes on as in case of any other Bill. After the Bill is passed again, a Message to that effect is sent to the Lok Sabha for its concurrence (*Annexure-36*)

**CHAPTER - 11**  
**NUMBERING OF BILLS**

**11.1 Numbering of Bills at various stages:** The various stages of a Bill when it is required to be printed are mentioned below. At each of these stages, the Bill will be printed with its original number allotted in the Central Bill Register (of the Lok Sabha or Rajya Sabha as the case may be) along with the distinctive letters 'A', 'B', 'C', etc. as indicated against each stage.

S.N.	Stage of Bill	No. of the Bill
(1)	Introduction in Rajya Sabha	XV
(2)	Bill introduced in Rajya Sabha reported by Select Committee	XV-A
(3)	Bill introduced in Rajya Sabha reported by Joint Committee	XV-B
(4)	Bill passed by Rajya Sabha and transmitted to the Lok Sabha	XV-C
(5)	Bill passed by Lok Sabha and reported by Select Committee of Rajya Sabha	15-CA (Bill introduced in Lok Sabha)
(6)	Bill introduced in Rajya Sabha, passed by Lok Sabha and returned to Rajya Sabha	XV-D
(7)	Bill passed by Lok Sabha and rejected by the Rajya Sabha	15-DA (Bill introduced in Lok Sabha)
(8)	Bill introduced in Rajya Sabha and passed at Joint sitting of both Houses	XV-E
(9)	Bill introduced in Rajya Sabha and passed by the Houses of Parliament	XV-F
(10)	Bill passed by both the Houses of Parliament and returned by the President	44-FF (Bill introduced in Lok Sabha)

The year and number of the Bill identifies the Bill in the Bill Register (Bills introduced in Rajya Sabha have Roman numerals while these introduced in Lok Sabha have arabic numerals). The suffix A, B, C, etc. identifies the version or stage upto which the draft was processed.

## CHAPTER - 12

### ORDINANCE REPLACING BILLS

**12.1 Ordinance replacing Bills:** As soon as an Ordinance is promulgated, whether on a Bill pending in Rajya Sabha or otherwise, two copies of the Ordinance are sent to this Section by the Ministry of Law and Justice for information. Before the commencement of each Session, 300 copies of the English and 125 copies of the Hindi versions of the each of the Ordinances promulgated during the inter-Session are received from the concerned Ministry for circulation to the Members of the Rajya Sabha. A copy each of these Ordinances is laid on the Table of the House at the commencement of each Session by the Minister of Parliamentary Affairs and remaining copies are circulated through Distribution Section by Bill Office to the Members.

**12.2 Ordinance replacing Bill introduced in the Rajya Sabha:** When a Bill replacing an Ordinance, with or without modification is received, it is examined in the same manner as other Bills except that before the introduction of such a Bill, a statement explaining the circumstances which had necessitated immediate legislation through Ordinance is required to be laid to the Table of the House before introduction (Rule 66 (1)).

To facilitate the laying of this statement, the concerned Ministry is requested to send an authenticated copy of the English and Hindi versions along with 300 copies of the English and 125 copies of the Hindi version. A draft item (*Annexure-37*) is got approved and sent to the Table Office for inclusion in the List of Business.

Once the statement has been laid, 275 copies of the English and 75 copies of the Hindi version are sent to the Distribution Section for circulation to Members of the Rajya Sabha.

The other procedure of reference, consideration and passing of such Bills is the same as that of an Ordinary Bill.

**12.3 Ordinance on a Bill pending in the Rajya Sabha:** When an Ordinance is promulgated on a Bill pending in the Rajya Sabha, a Statement explaining the circumstances which had necessitated immediate legislation by Ordinance is required to be laid on the Table at the commencement of the Session (Rule 66(2)). For this also, an item for inclusion in the List of Business is sent to the Table Office after receiving authenticated copies of the statement from the concerned Ministry. Once the statement is laid, 275 copies of English and 75 copies of Hindi version are sent to the Distribution Section for circulation to Members of the Rajya Sabha.

**12.4 Ordinance replacing Bill introduced in the Lok Sabha and Ordinance on a Bill pending in Lok Sabha:** If an Ordinance replacing Bill is introduced in the Lok Sabha or an Ordinance is promulgated on a Bill pending in the Lok Sabha no statement is laid on the Table of the House. Only the usual number of copies of the statement explaining the circumstances which had necessitated immediate legislation by Ordinance are obtained from the concerned Ministry and are circulated to the Members.

## CHAPTER - 13

### RECOMMENDATION OF THE PRESIDENT REGARDING BILLS, AMENDMENTS, ETC.

**13.1 Articles of Constitution under which recommendation of the President is required:** The recommendation of the President is required in the following cases under various articles of the Constitution referred to against each of them:—

Type of Bill	Stage	Article
Money Bills	Consideration	117(3)
Financial Bills	-do-	117(3)
Bills containing provision relating to article 3 of the constitution.	Introduction	3

Type of Amendments	Article
Amendments making provision for matters specified in Sub-Clauses (a) to (f) of Clause (1) of article 110.	117(1)
Amendments for imposing taxes etc. in which States are interested.	274(1)

Each Bill is examined on receipt of its proof from the Ministry of Law and Justice whether it attracts the provisions of any article of the Constitution which provides for the recommendation of the President for the introduction and/or consideration of the Bill, and if so whether it has been received.

**13.2 Communication of recommendation of the President:** Rules 63 and 234 of the Rules of Procedure provide that the orders of the President, granting or withholding the recommendation for introduction or consideration of a Bill, shall be communicated to the Secretary-General by the Minister concerned in writing. Accordingly, it is to be ensured that the recommendation has been communicated under the signature of a Minister and the communication has been addressed to the Secretary-General.

**13.3 Action in case of non-receipt of recommendation:** If in any particular case, recommendation is required but has not been received from the Ministry concerned, the Ministry is contacted immediately on telephone by the Legislative Officer to expedite the despatch of the recommendation.

If it appears that the Ministry concerned has not taken any action to obtain the required recommendation, the matter is at once brought to the notice of the Secretary-General on file and, if directed, a U.O. note is sent to the Ministry concerned to take steps to furnish the requisite recommendation of the President immediately.

**13.4 Printing and Publication of recommendation in respect of Bills originating in the Rajya Sabha:** If the recommendation for the introduction of a particular Bill is received in time before its printing, the contents of the letter conveying such recommendation is reproduced in the Bill after the Statement of Objects and Reasons. In such a case, the recommendations are not published in the Parliamentary Bulletin Part-II. If the recommendation is received later, the content of the letter conveying the recommendation is reproduced in the Parliamentary Bulletin Part-II for information of Members. In the case of a Private Members' Bill, besides reproducing the contents of the letter in the Bill or Parliamentary Bulletin Part-II, a letter is also sent to Member-in-charge informing him of the receipt of such recommendation under the signature of the Under Secretary. In case there is no time either to reproduce it in the Bill or to publish it in Parliamentary Bulletin Part-II, copy of the recommendation is sent in the chamber for information of the Presiding Officer.

**13.5 Inclusion in the List of Business of Bills requiring recommendation:** Bill Office ensures that:

- (a) In case a Bill requires the recommendation of the President for introduction of a Bill, the Bill is not included in the List of Business till such recommendation has actually been received; and
- (b) In case the recommendation is required for consideration of a Bill, the Bill is not included in the List of Business for consideration and passing until the recommendation has, in fact, been received.

**13.6 Recommendation in respect of Bills passed by one House and transmitted to the other House:** A separate recommendation of the President under article 117(3) is required for consideration of a Bill by each House. When such a Bill having been considered and passed by the Lok Sabha is transmitted to the Rajya Sabha, a separate recommendation of the President under article 117(3) is necessary before it is taken up for consideration by the Rajya Sabha.

As soon as the President's recommendation under article 117(3) for consideration of the Bill by the Rajya Sabha for a Bill passed by the Lok Sabha has been conveyed to this Secretariat, Members are informed through a paragraph in the Bulletin Part-II after the Bill has been laid on the Table of the Rajya Sabha.

In exceptional cases where the recommendation is received too late to publish in Bulletin Part-II, the copy is sent to the chamber for information of the Presiding Officer.

The recommendation of the President is not printed in the Bills, as passed by the Rajya Sabha, for transmission to the Lok Sabha. The recommendation is also struck off from the message copy of the Bill before its transmission to the Lok Sabha.

**13.7 Recommendation in respect of Amendments to Bills:** Notice of amendment received to a Bill is examined whether the amendment requires the recommendation of the President under the Constitution and if it is required, the Member giving notice is informed. He in turn applies to the Secretariat for obtaining the necessary recommendation required for moving of the amendment. A copy of the letter from the Member along with a copy of the amendment is forwarded to the administrative Ministry concerned for communicating the orders of the President.

It is ensured that the orders of the President are received in the Secretariat before the concerned Bill is taken up in the House.

In case the Ministry concerned intimates under the signature of an Officer of the Ministry that the President has accorded or withheld the recommendation, the attention of the Ministry is invited to rules 63 and 234 and they are asked, accordingly, to communicate the orders of the President under the signature of the Minister. The recommendation of the President is published in the Parliamentary Bulletin Part-II for information of the Members.

If the recommendation is received on the day the concerned clauses of the Bill are to be taken up in the House, the letter conveying the recommendation of the President is kept at the Table and a copy thereof is supplied to the Member concerned.

In case the President withholds the recommendation to the moving of an amendment, a copy of the communication received from the Minister concerned is given to the Member concerned. A copy of such communication is also sent to the Table Office for giving necessary indication to the effect in the Memorandum for Officers of the Rajya Sabha.



## CHAPTER - 14

### WITHDRAWAL OF BILLS

**14.1 Withdrawal of Bills:** A Bill may be withdrawn at any stage by the Member-in-charge of that Bill. The Member-in-charge of the Bill may give a notice for such withdrawal under rule 118 of the Rules of Procedure and Conduct of Business in the Rajya Sabha.

**14.2 Withdrawal of Bill Introduced and Pending in Rajya Sabha:** The Member-in-charge of the Bill (in cases other than a Private Member's Bill) has to give notice under Rule 118 of his intention to move for leave to withdraw a Bill. He is also required to furnish an authenticated statement both in English and Hindi, giving reasons for such withdrawal. The concerned Ministry has to supply 300 copies of the English and 125 copies of the Hindi version of that Statement. However, as soon as the Statement is received, 275 copies of the English and 75 copies of the Hindi version of the Statement are sent to the Distribution Section for circulation to the Members. Thereafter an item (*Annexure-38*) for withdrawal is got approved and sent to the Table Office for inclusion in the List of Business. After the Motion for withdrawal has been adopted by the House, the Lok Sabha is informed through a U.O. note, the Bill is removed from the Register of Bills pending in the Rajya Sabha and the file on that Bill is closed.

**14.3 Withdrawal of Bill passed by Lok Sabha and Pending in the Rajya Sabha:** If a Bill as passed by the Lok Sabha pending in the Rajya Sabha is to be withdrawn, the Member-in-charge of the Bill gives notice for moving a Motion recommending to Lok Sabha to agree to leave being granted to withdraw the Bill. Before enlisting the Motion a Statement is received from the Member stating the reason for such withdrawal. The usual number of copies *i.e.*, 275 in English and 75 in Hindi of the statement which are received from the Ministry are circulated a day before the Motion for withdrawal is enlisted in the List of Business.

The draft para containing a Motion (*Annexure-38A*) which recommends to the Lok Sabha that the Lok Sabha do agree to leave being granted by the Rajya Sabha to withdraw the Bill is got approved and sent to the Table office for enlisting in the List of Business. After the motion is adopted, a message containing the Motion adopted by the House is sent to the Lok Sabha for concurrence. When the concurrence of the Lok Sabha is received and reported in the House, the concerned Member in charge is required to give another notice for withdrawal of the Bill which is enlisted in the List of Business through the Table Office. After the Motion for withdrawal has been adopted by the House, the Lok Sabha is informed by a message and the Bill is removed from the Register of Bills pending in the Rajya Sabha and the file on that Bill is closed for permanent retention.

**14.4 Bill passed by the Rajya Sabha and pending in the Lok Sabha:** When a Bill passed in the Rajya Sabha and pending before the Lok Sabha is sought to be withdrawn in the Lok Sabha, a Motion is moved in the Lok Sabha by the Member-in-charge for recommending to the Rajya Sabha that the Rajya Sabha do agree to leave being granted by it to withdraw the Bill. The Motion upon its adoption is conveyed through a message to the Rajya Sabha. The message is reported to the House by the Secretary-General. After the message has been so reported, the Member in-charge gives a notice for concurrence of the Rajya Sabha on the Motion adopted in the Lok Sabha. This Motion, on adoption by the Rajya Sabha, is conveyed to the Lok Sabha through a message (*Annexure-39*) after which the Bill is formally withdrawn in the Lok Sabha and the fact is communicated to this Secretariat through a message.

**14.5 Bill introduced and pending in Lok Sabha:** When a Bill introduced in the Lok Sabha is withdrawn, an intimation is received from the Lok Sabha Secretariat through a U.O. note which is submitted on file to the Secretary-General for information.

**14.6 Withdrawal of Bill returned by President:** A Bill passed by the Houses of Parliament and sent for the assent of President and returned by him for reconsideration of the Houses may be withdrawn from the House in which it is pending. For this, concerned Minister gives a notice of his intention for withdrawal of the Bill. The procedure to be followed remains the same as in case of withdrawal of a Bill passed by Lok Sabha and pending in Rajya Sabha.

**14.7 Procedure after withdrawal:** After the Bill has been withdrawn in the Lok Sabha, the file on that Bill is closed.

The procedure regarding withdrawal of a Private Member's Bill is similar to that of a Government Bill. However, in such a case no statement giving reasons for such withdrawal is required.

## CHAPTER - 15

### REMOVAL OF BILLS

#### 15.1 Removal of Government Bills from the Register of Bills pending in the Rajya Sabha:

- (a) *Rejection of a Motion:* When any Motion on a Bill originating in the Rajya Sabha is rejected by it, the Bill is removed from the 'Register of Bills Pending in the Rajya Sabha' (Rule 120(1)).
- (b) *Withdrawal of a Bill:* When a Bill pending in the Rajya Sabha is withdrawn under rule 118, the Bill is removed from the 'Register of Bills Pending in the Rajya Sabha' (Rule 120(2)).
- (c) *Adoption of Statutory Resolution Seeking Disapproval of Ordinance:* When a motion seeking disapproval of an Ordinance is adopted in the Rajya Sabha, the Bill replacing that Ordinance with or without modifications is removed from the 'Register of Bills Pending in the Rajya Sabha.'
- (d) *Dissolution of Lok Sabha:* A Bill, as passed by the Lok Sabha and pending in the Rajya Sabha lapses on the dissolution of the Lok Sabha under article 107(5) of the Constitution. The Bill is then removed from the 'Register of Bills Pending in the Rajya Sabha.'

#### 15.2 Removal of Private Members' Bills from the Register of Bills pending in the Rajya Sabha:

- (a) *Rejection of a Motion:* When any Motion on a Bill originating in the Rajya Sabha is rejected by it, the Bill is removed from the 'Register of Bills pending in the Rajya Sabha' (Rule 120(1)).
- (b) *Withdrawal of a Bill:* When a Bill pending in the Rajya Sabha is withdrawn under rule 118, the Bill is removed from the 'Register of Bills pending in the Rajya Sabha' (Rule 120(2)).
- (c) *Cessation of the Membership of the Member-in-charge of a Bill:* When a member-in-charge of a Bill, pending in the Rajya Sabha ceases to be a Member of the Rajya Sabha, the Bill is removed from the 'Register of Bills pending in the Rajya Sabha'. (Rule 120(3))
- (d) *Induction of the Member-in-charge of a Bill in the Council of Ministers:* When the Member-in-charge of a Bill, pending in the Rajya Sabha becomes a Minister, the Bill is removed from the 'Register of Bills pending in the Rajya Sabha' in pursuance of direction contained in Parliamentary Bulletin Part II Para No. 35373 dated the 23rd November, 1995.

## CHAPTER - 16

### COMPUTERISED BILL REGISTERS

**16.1 Maintenance of computerised Bill Registers:** There are two types of Registers maintained in the Section for entering the details of Bills. They are:

- (i) Central Bill Registers; and
- (ii) Detailed Bill Registers.

The process has been computerised and web-enabled Bills software is in operation and entry is made into the data base by both Lok Sabha and Rajya Sabha's Bill Office, with regard to changes in Bill status when the Bill was in their respective possession. The electronic text of the Bill in its various versions is obtained from the Government of India Press by the Bill Office of the respective Houses, and linked to the data to enable the text also to be seen on Internet. For this purpose, initial data entry is made into the Bills software, giving the type of Bill, name of Ministry/ Member-in-charge, short title, etc. by the Bill Office of the House in which the Bill is introduced. All changes in status are entered (by selection) along with dates. In case of reference to Joint/Select Committee names of Members are selected out of the database. The Central Bill Registers and Detailed Bill Registers are printed out at the end of each session and bound.

**16.2 Central Bill Registers:** There are two Central Bill Registers maintained for entering the preliminary details of a Bill immediately after its receipt in the Section, one for Government and the other for Private Members' Bills. After the diarisation of a Government Bill, its short title, long title, name of the Minister/Member-in-charge, concerned Ministry, file number, etc. are entered and a number in Roman numerals is allotted to the Bill year-wise starting from one. In case of the entry of a Private Member's Bill, the details mentioned above are entered after the Bill has been approved on the file since the Bill may be subject to some changes during examination. The Bill numbers are allotted to the Government and the Private Member's Bill in continuation and to ensure that there is no duplication or gap, the last allotted number is verified from both Registers.

**16.3 Detailed Bill Registers:** A Detailed Bill Register is maintained separately for Government and Private members' Bill, incorporating all the details of a Bill from its introduction till its final disposal by the House including the assent of the President. It contains details about dates of introduction, reference of Committees, if any, names of Members in case of constitution of a Select and/or Joint Committee and date of laying/presentation of report, dates of debate and passing by both the Houses, dates of assent, date of publication in the Gazette of India, Act numbers, etc. All the data is entered into the computer so that the upto date Bill Register entries in respect of all Bills are available in the computer data base for query purposes. The format of the Register is as follows:

## DETAILED BILL REGISTER

Serial No.	Short Title	House in Which Introduced and Member-in-Charge	Ministry concerned	File No.	Bill No.
Stage & Through which the Bill Passed	Date	Joint or Select Committee			Bill Ratified By
		Names of Members	When Appointed or Added	Dates of Meeting	
1	2	3	4	5	6
(i)	Leave given to introduce				
(ii)	Introduced				
(iii)	Published in <i>Gazette of India</i>				
(iv)	Sent to Executive Ministry				
(v)	Circulated for opinion and publication				
(vi)	Referred to Joint or Select Committee				
<b>Message</b>					
(vii)	Report of Joint or Select Committee presented				
(viii)	Report of Joint or Select Committee with Bill as amended and published in <i>Gazette of India</i> .				
		Dates of Debate Relating to the Bill			
(ix)	Bill as reported by Joint or Select Committee considered.	Rajya Sabha		Lok Sabha	
		Remarks			
(x)	Bill passed by originating House.				
<b>Message</b>					
(xi)	Bill laid on the Table in Second House.....				
(xii)	Amendments made by second House considered by originating House.....				
<b>Message</b>					
(xiii)	Bill passed/returned by Second House.....				
<b>Message</b>					
(xiv)	Bill considered and passed at Joint Sitting ....				
(xv)	Bill assented to				
(xvi)	Act published in <i>Gazette of India</i> as No.....of 20.....				

**16.4 Office Records:** All Parliamentary Bulletins Part-I and II, Bills introduced in the Rajya Sabha (English version), Acts of Parliament (Ministry of Law and Justice Publication) and assented copies of Bills are bound and kept for reference.

The Section prepares a List of Bills (Both Government and Private Members') pending in the Rajya Sabha at the end of every Session of the Rajya Sabha and a List of Bills passed during the Session and assented to by the President and the same is published using the computer database information, in the Parliamentary Bulletin Part-II for information of Members *within one week of the end of the session.*

**16.5 Weekly Bulletin of Progress of Bills:** During each Session, a Bulletin is issued at the end of every week detailing the progress of Bills during the week, in the following format:

S.No.	Title of Bill	Member/Minister in-charge	Progress

While recording the progress, the date of change of status must be mentioned, *e.g.*, date of presentation of the report on the Bill or date of its tabling in the House, etc. The details are based on the data entered in the computer database.

## CHAPTER - 17

### BILLS ON WEBSITE

**17.1 Posting of Bills on the Website:** Bills software is updated continuously by uploading information (both Government and Private Members') at different stages of a Bill. For example, as and when a Bill is introduced in Rajya Sabha, the details regarding name of the Bill, Bill No., its administrative Ministry, date of introduction, name of the Minister in-charge, file No. and finally its status, etc. are entered in the software. Similar information is entered when a Bill is passed by the Rajya Sabha or by both Houses of Parliament (when Rajya Sabha is second House in possession of the Bill).

**17.2 Uploading text of Bills:** Text of Bills are uploaded at three stages *i.e.*, as introduced version, as passed by Rajya Sabha and as passed by Houses of Parliament immediately on receiving the e-text from the Government of India Press on e-mail address of the Bill Office. The information regarding text of Bill originating in the Rajya Sabha and passed by it may be accessed through home page of the Rajya Sabha website by clicking 'Bills Details' under the heading "Legislation".

## CHAPTER - 18

### PRECEDENTS REGISTER, RECEIPT UNDER RTI ACT, ETC.

**18.1 Precedents Register:** New developments in practice and procedure are invariably recorded subject wise in the Precedent Register for future reference and record.

**18.2 Receipts under R.T.I. Act:** Applications received from the general public which are concerned with the Bill Office are forwarded to the Section by the CPIO. Requisite information is furnished within the stipulated time to the applicant through the CPIO under signature of Joint Director/Director as per the records available in the section.

#### **18.3 Prescriptive Indications (DO's and DON'TS):**

1. *Printing of Bills before Introduction:* Before sending a Bill for printing, a check whether—
  - (a) the Bill contains the Arrangement of Clauses, Statement of Objects and Reasons, Financial Memorandum, Memorandum Regarding Delegated Legislation, Docket page etc., if required;
  - (b) the Bill No. has been allotted; and
  - (c) the provision relating to incurring of expenditure has been marked for bold printing.
2. *Circulation of Bill:* Before circulating a Bill, check whether the errata to the Bill, if any, is being circulated with the Bill.
3. *Publication in the Gazette:* Before sending a Bill for publication in the Gazette, check whether—
  - (a) the short title of the Bill is deleted; and
  - (b) line numbering, docket page and annexure are marked for deletion.
4. *Preparation of Amendment:* Before circulation of the amendment, check whether—
  - (a) the Hindi version of the Amendment has been got prepared; and
  - (b) the Amendment requires the recommendation of the President for their moving or not and, if required, the same has been received.
5. *Printing of the Bills, after passing:* Before sending a Bill as passed by the Rajya Sabha for printing, the following points may be checked:—
  - (a) whether the suffix 'C' to Bill No. has been added separated by a hyphen;
  - (b) whether the Statement of Objects and Reasons and all other memorandum except the docket page have been marked for deletion; and
  - (c) whether all the amendments made by the Rajya Sabha have been incorporated.
6. *Transmission of Message to the Lok Sabha:* Before sending a message to the Lok Sabha, ensure that—
  - (a) the Message contains the file No. on the top middle of the page above the inscription "Rajya Sabha";
  - (b) the Embossing of the Rajya Sabha seal is there on the top right margin of the message;
  - (c) the Message is signed by the Secretary-General and he/she has also signed the endorsement on the Bill;
  - (d) every modification suggested are authenticated by affixing the "Rajya Sabha" stamp; and
  - (e) if a copy of the Bill is attached with the message, it is attached to the message by a red ribbon.
7. *Reference of the Bills:* After a Bill has been referred to any Committee of the Rajya Sabha, check whether the letter has been sent to the Chairman of the Committee.

8. *Balloting of the Private Members' Bills:* Before balloting of the Private Members' Bills, check whether the names of all Members excluding the name of the Member whose Bill is already under consideration of the House, whose Bills are pending have been inserted in a List prepared before ballot.

9. *Listing of a Private Members' Bill for Introduction:* Before listing a Private Members' Bill for introduction, check whether—

- (a) the Motion for introduction of fourth Bill by a Member is not appearing in the Lists of Business during a Session; and
- (b) both English and Hindi version of the Bills are got printed and circulated to the Members along with the errata, if any.

10. *Listing of a Private Members' Bill for Consideration:* Before listing a Private Members Bill for consideration, check whether the recommendation of the President, if required has been received.

11. *Printing of Assent Copies:* Before sending the assent copies of a Bill for Printing, check whether—

- (a) the stage of the Bill has been shown with the Bill Number;
- (b) the line numbering in the body of the Bill is marked for deletion; and
- (c) the endorsement has been added at the end of the Bill.

12. *Printing of Bills, as Passed by the Houses of Parliament:* Before sending a Bill for printing as passed by the Houses of Parliament, check whether—

- (a) the rectangular box containing the information therein has been shown on the cover page; and
- (b) the endorsement has been marked for deletion.



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**PART - B**  
**Legislative Section**

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## CHAPTER - 19

### ORDERS OF SUMMONING AND PROROGATION OF RAJYA SABHA

**19.1 Sessions:** The Rajya Sabha, generally, holds three Sessions in a calendar year, viz., the Budget session, the Monsoon session and the Winter session.

**19.2 Intimation from Ministry of Parliamentary Affairs:** According to article 85 of the Constitution of India, a session of the Rajya Sabha commences on the date and time mentioned in the Summoning Order of the President and ends with the day on which the President prorogues the House. A communication is received by the Rajya Sabha Secretariat from the Ministry of Parliamentary Affairs indicating the date from which the Government has decided to call a session of the Rajya Sabha as well as its duration.

**19.3 Note for President:** On the basis of this communication, a note (*Annexure-40*) signed by the Secretary-General is sent to the Secretary to the President along with a Summoning Order (*Annexure-41*) for the approval and signature of the President. A copy of the letter received from the Ministry of Parliamentary Affairs is also enclosed with the note. Simultaneously, a copy of the communication received from the Ministry of Parliamentary Affairs is sent to the Chairman for his information through a note (*Annexure-42*) signed by the Secretary General.

**19.4 Receipt of summoning orders:** On receipt of the Summoning Order from the President's Secretariat, duly signed by the President, a notification containing the Order and a Press Comunique are prepared and put up for approval and signature of the Secretary-General. The notification (*Annexure-43*) along with its Hindi version is sent to the Manager, Government of India Press through Printing/Distribution Section for publication in the Gazette of India, Extraordinary Part-I Section-I on the same day. Copies of the notification are also sent to the President's Secretariat, vice-President's Secretariat, Office of the Chairman, Rajya Sabha, Prime Minister Office, Office of the Deputy Chairman, Cabinet Secretariat, Supreme Court, Lok Sabha Secretariat, all Ministries/Departments of the Government of India and all Officers/Sections of the Rajya Sabha Secretariat under the signature of the Deputy/Joint Director (*Annexure-44*). The press communique (*Annexure-45*) is immediately issued through the Distribution Section.

**19.5 SMS to Members:** As soon as the Summoning Order, duly signed by the President is received, the Members are also informed through SMS about the date of commencement of the Session, dates of initial ballots for Questions, Private Members' Bills and Resolution.

## CHAPTER - 20

### ISSUE OF SUMMONS TO MEMBERS

**20.1 Summons to Members:** Summons are issued by Secretary-General as provided in Rule 3 of the Rules of Procedure and Conduct of Business in the Council (Rajya Sabha), to each Member by name printed both in Hindi and English, side by side as soon as possible after the President's summoning order is received from the President's Secretariat (*Annexure-46*).

**20.2 (i) Format of Summons:** The main text of summons is preprinted (in red ink) in the Government Press as soon as the date is finalised, the individual addressing by name at the top of the opening sentence is done, both in English and Hindi on Computer, also in red ink. For this purpose, Legislative Section keeps ready the updated list of names of the Members of Rajya Sabha in English and Hindi in a computer, so that the addressing can be done on the preprinted Summons immediately.

(ii) The summons is sent along with the provisional calendar of sittings as described in Chapter 21.

## CHAPTER - 21

### PROVISIONAL CALENDAR OF SITTINGS AND PARLIAMENTARY

#### BULLETIN PART-II

**21.1 Preparing of Provisional Calendar of Sittings:** On the basis of the dates communicated by the Ministry of Parliamentary Affairs for the session period, the Legislative Section prepares a Provisional Calendar of Sittings, listing the day and date of sittings, nature of business to be transacted whether Government Business, Private Members' Bills or Private Members' Resolutions and groups of Ministries/Departments for asking questions (on the basis of information supplied by the Questions Branch).

**21.2 Sitting of the House:** No sitting is ordinarily fixed for Saturdays and closed holidays. Similarly, no sitting of the House is fixed on the seven Parliamentary holidays, namely Guru Ravi Das' Birthday, Mahashivratri, Ram Navami, Vaisakhi, Birth Anniversary of Dr. B.R. Ambedkar, May Day and Raksha Bandhan. The Parliamentary holidays are indicated in the calendar as "No sitting-Vaisakhi", and closed holidays are indicated as "Holiday-Holi."

**21.3 Allotment of Private Members' Business:** As per rule 24 of the Rules of Procedure and Conduct of Business in Rajya Sabha, all Fridays falling during the Session are allotted for transaction of Private Members Business in addition to Government Business. However, in case no sitting of the House is fixed on a Friday due to its being a closed holiday, Private Members Business is put down on the preceding Thursday.

**21.4 Preparation of Parliamentary Bulletin Part-II regarding commencement of the Session:** A Parliamentary Bulletin Part-II is also prepared regarding commencement of the session of the Rajya Sabha containing various paras indicating the following items:

- (i) date of commencement of session;
- (ii) time of sittings;
- (iii) allotment of days for transaction of business;
- (iv) Private Members' Business days;
- (v) procedure for draw of lot for Private Members' Bills and Resolutions;
- (vi) procedure for giving notices for Questions, Resolutions, Amendments, Motions, etc.;
- (vii) procedures for raising of matters of urgent public importance which is categorized as "Matters raised with permission", Special Mention, Calling Attention, Short Duration Discussion, etc.; and
- (viii) in the case of budget session, the bulletin contains paras regarding date of President's Address, Time of Sitting of Rajya Sabha on the day of President's Address and Time of Sitting of Rajya Sabha on the day of presentation of Union Budget in Lok Sabha.

Besides, the Questions Branch separately gives items relating to procedures for the asking of questions, which is also included in the same Bulletin.

**21.5 Printing of provisional calendar of sittings:** The drafts of Summons, Provisional Calendar of Sittings and Bulletin Part-II are put up for approval of the Secretary-General. After approval, camera ready copies (CRC) of the Summons and Provisional Calendar of Sittings are sent to Printing Section for getting printed copies of the same.

**21.6 Information to Distribution and Printing Sections:** The Distribution and Printing Sections are intimated in advance about the date of issue of Summons and connected papers for making necessary arrangements required for the purpose. The Translation Section is also intimated so that Hindi translation work proceeds side by side.

**21.7 Sending of summons, etc. :**

- (i) Two sets each of the Summons, along with Provisional Calendar of sittings, Parliamentary Bulletin Part-II and Questions Chart to be sent to each Member's local and permanent addresses, are sent to the Distribution Section for immediate despatch.
- (ii) Two copies each of the Summons, Provisional Calendar of sittings, Bulletin Part-II and Question Chart are sent to the Chairman for his information through a note signed by Secretary-General.
- (iii) A copy of the Provisional Calendar of sittings of the House is sent each to the Ministry of Parliamentary Affairs, Doordarshan and AIR. When a Session is called at short notice as provided in Rule 3(2) of the Rules of Procedure and Conduct of Business in Rajya Sabha, Members are informed about the commencement of the Session and other relevant information by telegram at their local and permanent addresses and through SMS on their official mobile numbers.

## CHAPTER - 22

### TENTATIVE LIST OF GOVERNMENT AND THE LEGISLATIVE BUSINESS

#### **22.1 Receipt of communication from the Ministry and preparation of para for Parliamentary Bulletin Part-II:**

A Communication is usually received in the Section from the Ministry of Parliamentary Affairs two or three days before the commencement of every Session giving the tentative list of Government Legislative and other Business expected to be taken up during that session. On receiving the communication, it is first diarised and then a draft para for notifying the contents of the communication is prepared for inclusion in the Parliamentary Bulletin Part-II. The draft para is sent to the Bill Office for verifying the status of various Bills pending in Rajya Sabha as stated in the communication and thereafter, it is submitted for the Secretary-General's approval.

**22.2 E-mailing and translation of Parliamentary Bulletin Part-II:** After approval the text is e-mailed and a hard copy is sent to the Translation Section for preparing Hindi version of the text. The Table Office is also provided both soft and hard copies of the English version of the text for notifications in Part-II Bulletin. The Bulletin is also linked to the Rajya Sabha Website.

## CHAPTER - 23

### CANCELLATION OF SITTINGS/EXTENSION/ADJOURNMENTS AND PROROGATION

**23.1 Issuance of Parliamentary Bulletin Part-II for cancellation and extension of sittings:** If during the session, the Business Advisory Committee decides to cancel sitting(s) of the House for some reason, or extend the sittings beyond the schedule notified to the Members in the Provisional Calendar of Sittings, a Bulletin Part-II in this regard is prepared and issued for the information of the Members after an announcement to that effect is made in the House.

**23.2 Information to offices/departments:** The President's Secretariat, Vice-President's Secretariat, Office of the Chairman, Rajya Sabha, Prime Minister's Office, Office of the Deputy Chairman, Rajya Sabha, Cabinet Secretariat, Lok Sabha Secretariat, Ministries/Departments of the Government and the Sections/Officers of Rajya Sabha are also informed through Office Memorandum both in English and Hindi.

**23.3 Information relating to *sine die* adjournment:** When the Rajya Sabha is adjourned *sine die* by the Presiding Officer, Legislative Section prepares a para for inclusion in the Parliamentary Bulletin Part-II of that day for the information of Members.

**23.4 Notification of prorogation:** A session of the Rajya Sabha is terminated only by prorogation of the House. As soon as the Government conveys its decision to prorogue the House, a note (*Annexure-47*) signed by the Secretary-General is sent to the President's Secretariat together with a Prorogation Order (*Annexure-48*) for approval and signature of the President. On receiving the Prorogation Order from the President's Secretariat, duly signed by the President, a notification both in Hindi and English together with a Press Communique and a Bulletin Part-II are prepared and put up for signature of the Secretary-General.

**23.5 Information relating to prorogation:** The Members are informed about the prorogation of the Session through a paragraph in the Bulletin Part-II, the general public and media through a Press Communique, Ministries/Departments of Government of India, Sections of the Secretariat and others through a Notification (*Annexure-49 & 49A*) which is also published in the Gazette of India (Extraordinary).

## CHAPTER - 24

### PRESIDENT'S ADDRESS AND MOTION OF THANKS

**24.1 Special Address by the President:** Article 87 of the Constitution deals with the special address by the President and provides that the President shall address both Houses of Parliament assembled together at the commencement of the first Session after each general elections to the Lok Sabha and at the commencement of the first Session of each calendar year. All the arrangements pertaining to the ceremonies connected with the President's Address which takes place in Central Hall are made by the Lok Sabha Secretariat in coordination with the President's Secretariat, and the Lobby Section and Parliament Security Service of the Rajya Sabha Secretariat maintain close liaison with the Lok Sabha Secretariat for the facility of Rajya Sabha Members.

#### 24.2 Motion of Thanks:

- (i) After a copy of the President's Address is laid on the Table of the Rajya Sabha by the Secretary-General, the President's Address is discussed in the House, on the dates intimated by the Ministry of Parliamentary Affairs, on a motion of Thanks moved by a Member and seconded by another Member of the Ruling Party/ Alliance.
- (ii) Notice, given in writing, for the Motion of Thanks is received from the Members through the Ministry of Parliamentary Affairs and after approval of the Secretary-General, included in the List of Business as per provisions of Rule 14 of the Rules of Procedure.
- (iii) The Motion to be admitted and included in the Part-II Bulletin is put up for approval of Joint Director/ Director. Thereafter, these paras and items are sent to the Table Office.

#### 24.3 Amendments to the Motion of Thanks:

- (i) Notices, given in writing, of Amendments criticising the policy of the Government enunciated in the President's Address or highlighting the issues which do not find a mention in the Address, are received from the Members under Rule 16.
- (ii) Amendments may be moved to the Motion of Thanks in such form as may be considered appropriate by the Chairman. However, the general form of the amendment is as under:

*"That at the end of the Motion, the following be added, namely:*

*"but regret that Address does not mention/fails to mention/does not take note of.....", etc.*

**24.4 Translation and circulation of Amendments:** (i) Notices of amendments received in Hindi are first got translated into English and then processed for approval in the form of a List, after proper formatting, Identical amendments by different Members in the same List are clubbed.

- (ii) The text of amendments is examined to check whether it (a) is obscure or unclear (b) contains reference against persons in high authority or (c) raises a matter on which the Council has already expressed its opinion during the Session.
- (iii) The approved amendments serially numbered, are sent to the Translation Section for preparing the Hindi version and, thereafter, all amendments both in Hindi and English are sent to the Printing Section for printing.
- (iv) The printed copies of the amendments are circulated to the Members through the Distribution Section at their local addresses. Multiple Lists containing the amendments of the Members by names, serially numbered, are got printed and circulated.



- (v) Key to notices of amendments, Member-wise, in order of their receipt in the Secretariat is prepared. The key is read out by the Chair at the time of moving these amendments after the Motion of Thanks has been moved in the House.

**24.5 Procedure after adoption of Motion:** After the Motion has been discussed and adopted by the House, the Legislative Section drafts a letter to be sent by Hon'ble Chairman to Hon'ble President conveying the adoption of Motion by the House. The letter (*Annexure-50*) after approval and signature of the Hon'ble Chairman is sent to the President by Special messenger. The message of the President conveying his satisfaction on the expression of Thanks by Members of Rajya Sabha when received is read out in the House, if it is in Session or otherwise published in Bulletin Part-II, if the House is not in session.

## CHAPTER - 25

### MATTERS RAISED WITH PERMISSION

**25.1 Matters raised with permission:** Better known as "Zero Hour submissions", are not provided in the Rules, but have become an established practice through which many issues of public importance and urgency are raised by Members immediately after Question Hour.

The procedure in this regard has been modified from time to time on the basis of recommendations of the Business Advisory Committee, Committee on Rules and the meeting of the Leaders of Political parties in the Rajya Sabha.

**25.2 Procedure of giving notice:** As per the procedure currently in vogue, a Member who desires to make a submission is required to give a **notice in writing to the Chairman latest by 10.00 A.M. on that day which should contain a synopsis of the matter** that he or she wishes to raise. Detailed procedure in this regard is published in Parliamentary Bulletin Part-II before the commencement of every Session.

**25.3 Preparation of statement:** The Legislative Section prepares a statement in respect of notices received and places the same before the Chairman for his decision. In the daily morning meeting of leaders of various political parties and groups, which takes place at 10.30 A.M. in Chairman's Chamber, the Chairman admits such matters and the concerned Members are informed of the same.

**25.4 Follow up action:** There is no prescribed follow up action by the Secretariat on the Matters raised with permission. It is also not obligatory on the part of the Ministry to send a reply to the Member. Sometimes, the concerned Minister, on his own discretion, sensing the importance and gravity of the issue raised by the Member, may put across the views and position of the Government on the matter so raised.

## CHAPTER - 26

### SPECIAL MENTION

**26.1 Special Mention:** Special Mentions on matters of public importance are covered under rule 180 (A) to (E) in the Rules of Procedure and Conduct of Business in Rajya Sabha. Special Mentions, if allowed, are made with the permission of the Chairman, generally after Question Hour and laying of papers and Committee Reports.

**26.2 Information regarding Special Mention:** All Members at the commencement of each Session are informed through Parliamentary Bulletin Part-II about the procedure to be followed in regard to raising of Special Mentions.

**26.3 Procedure:** The following is the procedure for Special Mentions:

- (i) A Member who desires to make a Special Mention is required to give a notice in writing by 5.00 PM at Notice Office, in the prescribed form (*Annexure-51*) at least one day preceding the day on which he desires to mention the matter. A Member may not give more than two notices for one sitting. Date and time of receipt of notices received are entered in the Notice Office and, thereafter, notices are passed on to the Legislative Section.
- (ii) The text of the notice is examined from the point of view of admissibility under Rule 180B. In case the notice is deemed inadmissible, the Member is informed. While text of notices may be approved for admission at Secretary/Joint Secretary level, notices proposed to be disallowed are put up for orders of Secretary-General.
- (iii) A statement of approved texts of Special Mention along with copies of notices are arranged according to date and point of time is prepared and placed before the Chairman for his consideration. Ordinarily, upto seven notices of Special Mentions may be admitted for a day. The Chairman's decision regarding granting of permission is communicated to the Member concerned in the House during Question Hour by supplying them a copy of the Notice with the note affixed on the top of the notice, "*HC has permitted*". As per Rule, a Member may make only one Special Mention in a week.
- (iv) A list of Members together with the admitted subjects of Special Mentions is prepared and supplied to the leader of the House, Leader of the Opposition, Minister of Parliamentary Affairs, Secretary-General, Reporters Section, Interpretation Section, Synopsis Section, Press and the concerned Officers.
- (v) Two copies of the admitted texts permitted for the day are placed in folders for reference by the Chairman and Secretary-General.
- (vi) The notices which are not selected for a particular sitting are carried over to the next day. However, the notices which have not been permitted by the Chairman during a week are deemed to have lapsed at the end of the week unless renewed by the Member. No intimation of notice which has been lapsed is given to a Member.
- (vii) In case an admitted Special mention is not made, it is listed as 'admitted but not made' in the list that is sent to Hon'ble Chairman.
- (viii) In case during the course of the day Hon'ble Chairman has given verbal directions for admission of a Special Mention for a particular day, it is included in the list under the heading 'already admitted'.
- (ix) In respect of all Special Mentions in the list, in case of similar matter is likely to be discussed as a Question or Calling Attention, a brief mention is made in a separate column.

**26.4 Follow up action on Special Mention:** The relevant extracts of the Special Mention from the uncorrected version of the proceedings of the House are forwarded (*Annexure-52*) to the Ministry concerned with the subject matter of the text as soon as possible under the signature of the Legislative Officer for sending a reply to the Member concerned on the matter raised by him within 30 days. A copy of the same is also forwarded to Ministry of parliamentary Affairs, as it is the

nodal Ministry to ensure timely furnishing of reply to the Members. This Ministry monitors the process of reply to Special Mention made.

**26.5 Using Special Mentions Software:** To monitor the replies of Ministries to Special Mentions made by Members, the details of the Special Mention made in the House are placed in the database by Legislative Section. The electronic text of the verbatim debate of the day is linked to the Special Mention data using extraction software developed for the purpose. Updating of information regarding response of the Ministry is done by the Ministry of Parliamentary Affairs. Text of the Special Mention is downloadable from the software.

**CHAPTER - 27**  
**CALLING ATTENTION**

Under Rule 180 of the Rules of Procedure and Conduct of Business in the Rajya Sabha a Member may, with the prior permission of the Chairman, call the attention of a Minister to any matter of urgent public importance.

**27.1 Notice:** The Member is required to give a notice (in triplicate) in writing in the prescribed form (*Annexure-53*) available in the Notice Office, addressed to the Secretary-General.

**27.2 Preparation of Statement:** The Notice Office forwards a copy of the notice, after diarising the date and time of receipt, to Legislative Section and sends the other two copies to the Ministry of Parliamentary Affairs and the Ministry concerned. On receipt of the notices from the Notice Office, a brief statement listing the Notices received, indicating the name of the Members, dates of receipt of notice and subject in brief, is prepared every day and is sent at the residence of the Chairman, Deputy Chairman and Secretary-General through the Distribution Section.

**27.3 Comments/facts from the Ministry:** Comments/facts if received from a Ministry on a particular notice, is put up on file to decide admissibility.

**27.4 Validity of notice:** The validity of a notice is for that week only in which it has been received. However, a Member can keep on renewing it until it has been selected by the Chairman, by giving in writing of his such intention.

**27.5 Admission of notice:** The Chairman may permit a Member to call the attention of the Minister on a particular date. The Chairman admits a Calling Attention notice in the meeting of Business Advisory Committee. After a Calling Attention is admitted under Rule 180(4), the notice along with a draft of the item is put up for approval of the text by the Secretary General after which it is transmitted to the Table Office for inclusion in the List of Business of that date. Members who have given the notices on the subject and the Ministries concerned are informed through a letter. The Ministry concerned are also informed through an O.M. (*Annexure-54*) under the signature of Deputy/Joint Director.

**27.6 Procedure:**

- (i) 300 copies in English and 150 copies in Hindi of the statement to be made by the Minister are to be sent by the concerned Ministry to the Table Office before 10.00 a.m. on the day the Calling Attention is to be taken up and circulated immediately after the Calling Attention is taken up in the House.
- (ii) The matter is normally taken up immediately after laying of papers, as provided in rule 180(5) or at a time decided by the Hon'ble Chairman.

## CHAPTER - 28

### SHORT DURATION DISCUSSION

**28.1 Notice:** A Member who wishes to raise a discussion on a matter of urgent public importance, under Rule 176 of the Rules of Procedure in the Rajya Sabha, is required to give a notice addressed to Secretary-General in the prescribed form (*Annexure-55*) available in the Notice Office.

**28.2 Requirements of a valid notice:** The notice is required to be accompanied by an explanatory note and documents, if any, in support stating reasons for raising discussion on the matter in question and has also to be supported by signature of at least two Members.

**28.3 Preparation of Statement:** The Notice Office, after diarising the date and time forwards the notice to the legislative Section. A brief statement indicating the name of the Member, date of receipt of the notice and subject in brief is prepared every day and is sent at the residences of Chairman, Deputy Chairman and Secretary General through Distribution Section.

**28.4 Validity:** Unlike Calling Attention Notice, all Short Duration Discussion notices are kept alive for the whole Session.

**28.5 Admission and fixing of date:** In case a notice is admitted, as provided in Rule 177, the date is fixed in consultation with the Leader of the House. Members in whose names the notice is admitted and the Ministry concerned are informed immediately. Members are also informed about the admission and the date of Short Duration Discussion through a Parliamentary Bulletin Part-II, Rajya Sabha. The admitted text is sent to the Table Office for inclusion in the List of Business for the relevant day. The concerned Ministry is also informed through an O.M. (*Annexure-56*) under the signature of Deputy/Joint Director.

## CHAPTER - 29

### RESOLUTIONS

**29.1 Definition:** A Resolution may be in the form of a declaration of opinion by the House or in such other form as the Chairman may consider appropriate. The Resolution can be moved by a Member or a Minister on a matter of general public importance. Resolutions may be categorised as under:

- (i) Private Members' Resolutions;
- (ii) Government Resolutions; and
- (iii) Statutory Resolution.

#### **29.2 Private Members' Resolutions:**

- (i) These are Resolutions which are moved by a Member, other than a Minister. Generally, a Friday is earmarked for Private Members' Resolutions as per the provision of Rule 24 of the Rules of Procedure and Conduct of Business in Rajya Sabha.
- (ii) **Notice and Draw of Lot:** A Member is required to give a notice of his intention to move a Resolution in the prescribed form (*Annexure-57*) available in the Notice Office at least two days before the date of draw of lot. The dates of the draw of lot for the days allotted for Private Members' Resolutions are notified in the Parliamentary Bulletin Part-II at the commencement of the session.
- (iii) **Selection of Members:** Draw of lot of the names of all the Members who have given the notices is held in the Secretary-General's room manually, and the names of the first five Members selected in serial order are eligible to give notice of one Resolution each within ten days of draw of lot.
- (iv) **Admittance and Listing:** The Members securing the first five positions are informed about the priority obtained in the draw of lot and are requested to send the text of Resolutions which they intend to move. On receipt of the text of the Resolution, it is examined under Rule 157 and the text as admitted is sent to the Ministry of Parliamentary Affairs (who communicate it to the Ministry concerned) and published in the Parliamentary Bulletin Part-II. An item is also sent to the Table Office for inclusion in the List of Business for the day fixed for Private Members' Resolutions.
- (v) **Follow up action:** In every case of a Private Member Resolution adopted by the Rajya Sabha, a copy of the Resolution is sent to the Ministry concerned, along with extract of the Debate.

**29.3 Government Resolutions:** A Minister who intends to move a Resolution for seeking approval of the House on a matter of Government Policy/decision is required to give a notice addressed to the Secretary-General. The text of Resolution is got approved by the Secretary General and the Resolution is included in the List of Business through an item sent to Table Office.

- (i) **Amendments to the Resolution:** Members who to move amendments to a Resolution under Rule 160 of the Rules of Procedure and Conduct of Business are required to give a notice in writing addressed to Secretary-General one day before the day on which the Resolution is to be moved.
- (ii) The notice is examined and put up to the Secretary-General for approval. On obtaining the approval, the list of all such amendments is circulated under Rule 160 to all the Members either through Distribution Section or in the chamber itself. The follow up action in case of Government Resolution is same as that of Private Members' Resolutions.

**29.4 Statutory Resolution:** A Resolution for which notice is given in pursuance to a provision of the Constitution or an Act of Parliament is called a Statutory Resolution. A Statutory Resolution may be given notice of either by a Minister or by a Private Member. The text of the Resolution is got approved by the Secretary General and the Resolution is included in the List of Business through an item sent to the Table Office. The follow up of the Statutory Resolution is same as that of Private Members' Resolutions.

## CHAPTER - 30

### MOTIONS

**30.1 Definition:** A Motion is a proposal made by a Member to the House that the House do something or order something to be done or express the opinion with regard to some matter. Motions, like Resolutions, are of three categories:

- (i) Private Members' Motions or No-day-yet-named-Motions;
- (ii) Government Motions; and
- (iii) Statutory Motions.

**30.2 Private Members' (No-day-yet-named) Motions:** A Member who wants to discuss any matter of general public interest under Rule 167 of the Rules of Procedure and Conduct of Business in Rajya Sabha is required to give notice addressed to the Secretary-General in prescribed form (*Annexure-58*) available at the Notice Office.

- (i) Examination of Notice: The notice is examined for admissibility. If the Motion or a part thereof is not in conformity with the conditions stipulated in Rule 169, the Motion or that part of the Motion is disallowed after obtaining the order of Chairman. The admitted motions are notified in the Parliamentary Bulletin Part-II as 'No-Day-Yet named-Motions'.
- (ii) As a number of such motions are admitted, separate lists of such motions are notified in Parliamentary Bulletin Part-II. The day for discussing the Motion is fixed in consultation with the Leader of the House or in the Business Advisory Committee. In every case of a motion adopted by the House a copy of the motion is sent to the concerned Ministry along with a copy of the debate.

**30.3 Government Motions:** When a Minister moves a Motion, it is termed a Government Motion. Government Motions are usually in the form "that the policy or situation or statement or any other matter be taken into consideration." Generally, the Notice of a Government Motion is given by the concerned Minister.

The examination and admission process is the same as followed in the case of dealing with Government Resolutions. Government Motions are given precedence over Private Members' Motions if the subject matter happens to be the same.

**30.4 Statutory Motions:** A Motion tabled in pursuance of a provision in the Constitution or an Act of Parliament is called a Statutory Motion. Notice of such a Motion may be given either by a Minister or a Private Member. The examination, admission process and follow-up of the Statutory motion is the same as that of other motions.



## CHAPTER - 31

### PRIVILEGES AND COMMITTEE OF PRIVILEGES

**31.1 Committee of Privileges:** Powers, Privileges and Immunities of Parliament and its Members are governed by article 105 of the Constitution. Questions involving breach of privilege of a Member or of a Committee or of the House are raised under Rule 187 with the consent of the Chairman. Under Rule 188, notice by a Member in this regard is to be addressed to the Secretary-General. Rule 192 provides for constitution of a Committee of Privileges which examines such cases and submits reports thereon to the House. It consists of ten members headed by Deputy Chairman.

**31.2 Privilege Notice Register:** Notices received from the Office of the Secretary-General are entered in the Privilege Notice Register, maintained in following manner:

#### PRIVILEGES NOTICE REGISTER

S.No.	Name of Member giving Notice	Complaint in Brief	File No.	Date on which reply of Respondent received	Date of Comment of Member	Order of Chairman with date and whether notice admitted under Rule 187/190 or referred to Privilege Committee under Rule 203	Remarks

**31.3 Examination of Privilege Notices:** Notices of breach of privileges are examined by the Legislative Section. A copy of the notice or summary of the alleged breach is sent to the respondent by name for comments within a given period (generally two weeks). In case of a Minister or other dignitary, the letter issued under the signature of the Secretary-General. Comments, if any, received are forwarded to the Member for his information and response within a stated period, generally two weeks. In case the Member is not satisfied with the comments and expresses his intention of pursuing the matter, the case is submitted on file, citing the law and precedents from the *Privilege Digest* and other sources, for orders of the Chairman under the Rules.

**31.4 Privilege motion against State Government Officials:** If the complaint is against a State Government Official/ Agency, an Office Memorandum is sent to the concerned Union Ministry who takes up the matter with the concerned State Government, obtains a report in the matter and forwards it to the Secretariat.

**31.5 Reference of cases to the Committee of Privileges:** Cases referred to the Committee of Privileges either by the House, under Rule 191, or by the Chairman, under Rule 203, are entered in the Privileges Case Register afresh as follows, with a separate page for each case:—

**Privilege Case No. .... Year**  
**Notice File No. .... Admitted on .....**

Name		Breach of Privilege alleged	Hearing Date	Meeting Purpose	Final Decision and Operative Portion of Report with date of Adoption by Committee	Report No. date of presentation and adoption
Member	Respondent					

**31.6 Publication in Bulletin Part II about reference of the case to the Committee:** A Parliamentary Bulletin Part-II approved by the Secretary-General is issued informing the Members in case the matter has been referred to the Committee of Privileges. The case file is then put up to the Chairman of the Privileges Committee for information with a request to fix a date for a meeting of the Committee of Privilege.

**31.7 Intimation regarding action taken on Notice:** If the Hon'ble Chairman withholds his consent for raising the matter as a case of breach of privilege, intimation in this regard is sent to the concerned Member(s) by the Deputy Director/Joint Director.

**31.8 Action on Report of Committee of Privileges:**

- (i) The Committee of Privileges makes its reports as per requirements of Rule 197, and all necessary assistance is provided for this purpose by Legislative Section. Proceedings of the meetings are kept confidential and are generally prepared and circulated to Members of the Committee. A verbatim record is also required to be maintained but not circulated.
- (ii) After presentation of the Report under Rule 198 and (in case action is recommended) adoption of the report under Rule 201, necessary action is taken and recorded in the Case File which is then closed, with copies of the report sent to all concerned for follow-up and record. Every report presented to the House is made available on the Rajya Sabha Website.

**CHAPTER - 32**  
**COMMITTEE ON RULES**

**32.1 Composition and mandate:** The Committee on Rules comprises sixteen members including the Chairman and Deputy Chairman of the Council. The Rules committee is mandated under Rule 216 to consider matters of procedure and conduct of business in the Council and to recommend any amendments or additions to the corpus of the Rules of Procedure and Conduct of Business in the Council of States as and when required.

**32.2 Receipt of amendments/alteration:** Memoranda containing proposed amendments/alterations to the relevant Rules received from the concerned Sections of the Secretariat are compiled and circulated to the Members of the Committee for consideration in the meeting of the Committee.

**32.3 Preparation of draft report:** After the memorandum has been considered by the Committee, draft report incorporating the considered views and recommendations of the Committee is prepared and circulated to the Members for the consideration and adoption by the Committee.

**32.4 Motion for consideration:** Once the report has been adopted, the same is presented by the Deputy Chairman or in his absence, by any member of the Committee, to the Council. Soon after the report has been presented, a motion is moved by the Deputy Chairman or in his absence by a member of the Committee designated by the Chairman that the report of the Committee be taken into consideration.

After the motion for consideration of the report has been carried, the motion is moved that the Council agrees or disagrees with the recommendations contained in the Report.

**32.5 Date of enforceability and notification:** The amendments to the Rules as approved by the Council becomes effective on such date as the Chairman may appoint. Amendments to the Rules and the date of operationalisation are also notified in the Gazette of India (*Annexure-59*).

## CHAPTER - 33

### ARREST/DETENTION, ETC., AND RELEASE OF MEMBERS

**33.1 Intimation regarding arrest, detention, release, etc. of Members:** As per rule 222A and 222B of the Rules of Procedure and Conduct of Business in the Rajya Sabha whenever a Member is arrested or is sentenced to imprisonment or is detained under an executive or judicial order, an intimation thereof is required to be given to the Chairman, Rajya Sabha by the concerned authority, giving the date, place and time of arrest, section of the law, the circumstances in brief and date and time of release, if ordered, and designation of authority ordering arrest and release.

**33.2 Procedure for intimation:** If the intimation about the arrest, detention, etc. of a Member is received when the House is sitting, it is read out to the House by the Chair. If the intimation of the release of a Member is also received before the House has been informed of the original arrest, the fact of arrest/release of the Member is not read out in the House but published in the Parliamentary Bulletin. Similarly, intimation received regarding the arrest, detention etc. and release of Members after the sitting of the House or during inter-session period is notified in the Parliamentary Bulletin Part-II.

**33.3 Notification of intimation:** For notifying the intimation in the Parliamentary Bulletin Part-II, a draft para reproducing the contents of the intimation is prepared and put up to the Secretary-General for approval. After his approval, the para along with its Hindi version is sent to the Table Office for inclusion in the Parliamentary Bulletin Part-II. While preparing the Bulletin, contents of the intimation received from the concerned authority which is not directly related with the arrest and release and Members of Rajya Sabha or reference of a Member of the other House or a State Legislature is omitted by putting 'xxx xxx xxx'.

**33.4 Translation of intimation:** If the original communication is received in Hindi it is first got translated into English before preparing a para for inclusion in the Part-II Bulletin. This fact is mentioned in the Bulletin by giving a footnote stating, "*Original Communication was received in Hindi.*"

## CHAPTER - 34

### LAYING OF BUDGETS, REPORTS OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA AND OTHER DOCUMENTS

**34.1 (i) Laying of copies of budgets, etc.:** Copies of the General Budget, Fiscal Policy Statements, the Railway Budget, Outcome Budgets of various Ministries and Departments are laid on the Table of the House during every Budget Session by Legislative Section.

- (ii) Requests are received from the Ministry of Finance and Ministry of Railways and other Ministries/Departments and processed for entering the items (*Annexure-60, 60A, 60B*) in the List of Business of the relevant day.

**34.2 Receipt of authenticated copies:** Authenticated copies (by the Minister) of the Supplementary Demands for Grants (General), Supplementary Demands for Grants (Railways) and Reports of the Comptroller General of India are received from the concerned Ministry with a request to include appropriate items in the List of Business of the desired date. Authenticated copies received are forwarded to the Table Office for their record along with the approved items for inclusion in the List of Business.

## CHAPTER - 35

### CIRCULATION OF BUDGET (GENERAL) AND SUPPLEMENTARY DEMAND FOR GRANTS

**35.1 Circulation of copies of Budget:** Copies of the set of budget papers are made available to Members only by Legislative Section after the same have been laid on the Table at the appointed time.

**35.2 Arrangement of Booths for circulation:** In case of General Budget, in order to facilitate quick and smooth distribution, four booths, each booth having a certain series of Division Number, displayed on it, are settled in the Outer Lobby on the date of laying of the Budget. Members who could not obtain their copies from the booths are given the same from the Publications Counter subsequently. Members are informed in advance through the Parliamentary Bulletin Part-II about the booth number from which they can get their copies of the set of budget papers.

## CHAPTER - 36

### **PRECEDENTS REGISTER, RECEIPTS UNDER RIGHT TO INFORMATION ACT, ETC.**

**36.1 Precedents Register:** New developments in practice and procedure are invariably recorded subject wise in the Precedent Register for future reference and record.

**36.2 Receipts under R.T.I. Act:** Applications received from the general public which are concerned with the Legislative Section are forwarded to the section by the CPIO. Requisite information is furnished within the stipulated time to the applicant through the CPIO under signature of Joint Director/Director as per the records available in the section.

## CHAPTER - 37

### PUBLICATIONS COUNTER

**37.1 Distribution of publications and other papers:** The Publications Counter is maintained by staff members from the Legislative Section. Through this Counter, Budget papers (General and Railway), Outcome Budgets, Annual Reports, C.A.G Reports, Annual reports etc., received from various Ministries, Reports of the Parliamentary Committees, publications of the Secretariat and other papers are distributed to the Members on demand.

**37.2 Distribution of Diaries and Calendars:** Diaries/Calendars received from some Ministries/Public Sector Undertakings are also supplied to the Members through this counter.

**37.3 Review of documents after each session:** At the end of each session, documents and papers left are reviewed and those not required, are removed and disposed of so that during the next Session other documents received from Ministries/ Departments could be stacked and arranged properly for distribution to Members.



## CHAPTER - 38

### COMPUTERISATION

**38.1 Placing of Committee reports and other Sessional Information on the Rajya Sabha Website:** Reports of Committee of Privileges and Committee on Rules, whenever presented to the House, are placed on the Rajya Sabha Website as soon as possible. Notification regarding Summoning/Prorogation, Provisional Calendar of Sittings and Tentative list of Government Legislative and Other Business to be taken up during a Session is promptly placed on the Website. Three application softwares are in use, namely, Committee Software, Special Mention Software and SMS texting Software.

**38.2 Placing of details of Committee meetings and Special Mentions:** Details of Committee meetings (Date, venue, agenda) are entered in the Committee Software as soon as the notice of the Committee meeting is got approved. Entries of special mentions made by the Members are put in the special mention software which indicates name of the Member, session no., date, text of the matter raised by the Member and the name of the Ministry which has to deal with the subject matter and furnish reply. Both these web-enabled softwares have been developed and designed by the National Informatics Centre, Parliament House.

**38.3 Sending of SMS to the Members:** SMS texting software has been put in use for giving basic information relating to the commencement of the Session to the Members on the official mobile numbers, as soon as the Summons Order convening the Session of Rajya Sabha is received back from the President's Secretariat. For this purpose, a copy of the latest list containing the mobile numbers of Members of Rajya Sabha is obtained from the M.A. Section well in advance before the intimation of the Commencement of the Session is received from the Ministry of Parliamentary Affairs.

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## **ANNEXURES**

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BILL OFFICE  
GOVERNMENT BILL FOR INTRODUCTION

Bill No. \_\_\_\_\_ of \_\_\_\_\_

Short title

Minister-in-charge

Ministry concerned

Purpose of the Bill

Sl. No.	Points Examined	Remarks
1	2	3
1.	<i>Whether the subject matter of the Bill is within the legislative competence of Parliament?</i>	
2.	<i>Whether the Bill has been published before introduction (rule 61)?</i>	
3.	(i) <i>Whether the Bill contains more than 25 clauses?</i> (ii) <i>If so, whether it is accompanied by "Arrangement of Clauses"?</i>	
4.	(i) <i>Whether it is an amending Bill?</i> (ii) <i>If so, whether the sections of the Parent Act sought to be amended have been reproduced as an annexure to the Bill?</i>	
5.	(i) <i>Whether the Bill requires President's recommendation for introduction under any of the following articles of the Constitution:</i> <i>(i) Proviso to article 3</i> <i>(ii) Article 274 (1)</i> (ii) <i>If so, whether it has been received?</i>	
6.	(i) <i>Whether the Bill, if enacted and brought into operation, would involve expenditure from the Consolidated Fund of India?</i> (ii) <i>If so, whether the recommendation of the President under Article 117 (3) of the Constitution has been received?</i>	
7.	(i) <i>Whether the Bill requires a Financial memorandum?</i> (ii) <i>If so, whether it has been appended to the Bill [Rule 64(1)]?</i> (iii) <i>Whether relevant clauses have been shown in thick type or italics [Rule 64(2)]?</i>	
8.	(i) <i>Whether the Bill involves delegation of legislative power?</i> (ii) <i>If so, whether the Memorandum regarding Delegated Legislation has been appended to the Bill [Rule 65]?</i>	

1	2	3
9.	(i)	<i>Whether the Bill seeks to replace an Ordinance with modifications or without modifications?</i>
	(ii)	<i>If so, whether the statement explaining the circumstances which had necessitated immediate legislation by Ordinance is being/has been laid on the Table of the House Rule 66(1)</i>
10.	(i)	<i>Whether an Ordinance, embodying wholly or partly or with modifications the provisions of a Bill pending before the Rajya Sabha, has been promulgated?</i>
	(ii)	<i>If so, whether necessary statement explaining the circumstances which had necessitated legislation by Ordinance has been laid on the Table following the promulgation of the ordinance [Rule 66(2)]?</i>
11.	(i)	<i>Whether the Bill requires a prior resolution to be passed by the Rajya Sabha under any of the following articles of the Constitution:</i>
		<i>(i) article 249</i>
		<i>(ii) article 312</i>
	(ii)	<i>If so, whether it has been done?</i>
12.	(i)	<i>Whether the Bill requires a prior resolution to be passed by State Legislatures under articles 169 or 252 of the Constitution?</i>
	(ii)	<i>If so, whether these have been passed and an indication to that effect has been given in the Statement of Objects and Reasons?</i>
13.	(i)	<i>Whether the Bill relates to a subject under any of the Entries Nos. 7,23,24,27,52,53,54,56,62,63,64 or 67 in the Union List?</i>
	(ii)	<i>If so, the clause of the Bill, which contains the declaration, required by the entry?</i>
14.	(i)	<i>If It is a Constitution amending Bill, whether ratification by State Legislature is required?</i>
	(ii)	<i>If so, whether it has been referred to the Ministry of Law, Justice and Company Affairs for opinion?</i>
15.		<i>Whether the proof of the Hindi versions of the Bill has been received?</i>
16.		<i>Whether the Notice of motion for leave to introduce the Bill has been received?</i>

**Annexure - 2**  
(*vide* para 2.4)

MOST IMMEDIATE

RAJYA SABHA SECRETARIAT

(BILL OFFICE)

Subject: The \_\_\_\_\_

\_\_\_\_\_  
"To be/As introduced in Rajya Sabha"

Copies of the above Bill have been got printed. A copy of the Bill is sent herewith to Ministry of Law for scrutiny by the Legislative Counsel concerned. After scrutiny, it may be returned to the undersigned at the earliest possible.

LEGISLATIVE OFFICER / ASSISTANT DIRECTOR

The Ministry of Law (Printing Section)

New Delhi.

R.S.S.I.D. No. RS 1/ / -B. Dated \_\_\_\_\_

**Annexure - 3**  
(*vide* para 2.4)

MOST IMMEDIATE

RAJYA SABHA SECRETARIAT  
(BILL OFFICE)

Subject: The \_\_\_\_\_

\_\_\_\_\_

"To be/As introduced in Rajya Sabha"

Copies of the Hindi version of the above Bill have been got printed. A copy of the Bill is sent herewith to Ministry of Law for scrutiny by the Legislative Counsel concerned. After scrutiny, it may be returned to the undersigned at the earliest possible.

LEGISLATIVE OFFICER/ASSISTANT DIRECTOR

The Ministry of Law, Official Languages Wing (Bill Section)  
723, A-Wing, Shastri Bhawan, New Delhi.

R.S.S.I.D. No. RS 1/ / -B. Dated.....

**Annexure - 4**  
(*vide* para 2.7)

No. RS. \_\_\_\_\_

Dated the \_\_\_\_\_

From

Deputy/Joint Director

To

The General Manager,  
Government of India Press,  
Minto Road,  
New Delhi.

Sir,

I am to request you that the Constitution (Scheduled Tribes) Order (Amendment) Bill, 2008 which has been introduced in the Rajya Sabha on the 17th March, 2008, may kindly be published in an Extraordinary issue of the Gazette of India, Part-II, Section 2 of today's date, *i.e.*, (date to be mentioned) under Rule 68 of the Rules of Procedure and Conduct of Business in the Rajya Sabha.

A copy of the Bill, as introduced in the Rajya Sabha, is enclosed.

Two copies of the Gazette publishing the Bill may kindly be supplied to this Secretariat.

Yours faithfully,

DEPUTY DIRECTOR/JOINT DIRECTOR



**Annexure - 5**

[vide para 3.1 (a)]

RAJYA SABHA  
*Parliamentary Bulletin*  
PART-II

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No.

Dated

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Reference of the Foreign Trade (Development and Regulation) Amendment Bill, 2009, **as introduced in Rajya Sabha and pending therein, to the Department-related Parliamentary Standing Committee on Commerce.**

Members are informed that the Chairman, Rajya Sabha has referred the Foreign Trade (Development and Regulation) Amendment Bill, 2009, as introduced in Rajya Sabha and pending therein, to the Department-related Parliamentary Standing Committee on Commerce, for examination and report within three months.

*Secretary-General.*

**Annexure - 6**  
[vide para 3.1 (b)]

From

(Name)  
Secretary-General,  
Rajya Sabha.

To

The Secretary-General,  
Lok Sabha,  
New Delhi.

**Subject: The Chemical Weapons Convention (Amendment) Bill, 2010**

Sir,

The Chemical Weapons Convention (Amendment) Bill, 2010 was introduced in the Rajya Sabha on 16th April, 2010.

2. In terms of rule 270 of the Rules of Procedure and Conduct of Business in the Rajya Sabha, Hon'ble Chairman has desired that the above Bill may be referred to the Department-related Parliamentary Standing Committee on Chemicals and Fertilizers for examination and report within two months.

3. The above-said Committee is under the jurisdiction of the Lok Sabha.

4. I would, therefore, request you to place this matter before the Hon'ble Speaker for approval.

5. Orders of the Hon'ble Speaker in this regard may be kindly communicated to this Secretariat.

Yours faithfully,  
( )  
*Secretary-General.*

**Annexure - 7**  
[vide para 3.1 (b)]

RAJYA SABHA  
*Parliamentary Bulletin*  
PART-II

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No.

Dated

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**Reference of the Cost and Works Accountants (Amendment) Bill, 2010, the Chartered Accountants  
(Amendment) Bill, 2010 and the Company Secretaries (Amendment) Bill, 2010  
as introduced in the Rajya Sabha and pending therein, to the  
Department-related Parliamentary  
Standing Committee on Finance**

Members are informed that the Speaker, Lok Sabha, in consultation with the Chairman, Rajya Sabha, has referred the above Bills, as introduced in the Rajya Sabha and pending therein, to the Department-related Parliamentary Standing Committee on Finance, for examination and report within two months.

( )  
*Secretary-General.*

**Annexure - 8**  
[vide para 3.1 (c)(i)]

No. RS.1/14/2010-B.

Dated the 5th April, 2010.

From

(Name)  
Secretary-General,  
Rajya Sabha.

To

The Secretary-General,  
Lok Sabha,  
New Delhi.

**Subject: The Code of Criminal Procedure (Amendment) Bill, 2010-As introduced in the Lok Sabha**

Sir,

This is with reference to the Lok Sabha Secretariat letter No. 1/9(3)/2010/L-I dated 26th March, 2010 regarding reference of the above Bill to the Department-related Parliamentary Standing Committee on Home Affairs.

2. Hon'ble Chairman has referred the said Bill to the above-said Committee in terms of Rule 270 of the Rules of Procedure and Conduct of Business in the Rajya Sabha, for examination and report within three months.

Yours faithfully,  
( )  
*Secretary-General.*

RAJYA SABHA  
*Parliamentary Bulletin*  
PART-II

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No.

Dated

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**Reference of the National Institutes of Technology (Amendment) Bill, 2010  
as introduced in the Lok Sabha and pending therein, to the  
Department-related Parliamentary  
Standing Committee on Human Resource Development**

Members are informed that the Chairman, Rajya Sabha, in consultation with the Speaker, Lok Sabha, has referred the above Bill, as introduced in the Lok Sabha and pending therein, to the Department-related Parliamentary Standing Committee on Human Resource Development, for examination and report within two months.

*Secretary-General.*

**DRAFT ITEM FOR INCLUSION IN THE LIST OF BUSINESS**

**MOTION FOR REFERENCE OF THE BILL TO A SELECT COMMITTEE**

SHRI M. VEERAPPA MOILY, Minister of Law and Justice to move the following motion:—

*The Commercial  
Division of High  
Courts Bill, 2009.*

"That the Bill, to provide for the constitution of a Commercial Division in the High Courts for adjudicating commercial disputes and for matters connected therewith or incidental thereto, as passed by Lok Sabha, be referred to a Select Committee of the Rajya Sabha consisting of the following Members:—

1. Shri Shantaram Laxman Naik
2. Smt. Jayanthi Natarajan
3. Prof. P. J. Kurien
4. Shri Santosh Bagrodia
5. Shri M. Rama Jois
6. Shri Balwant P. Apte
7. Dr. V. Maitreyan
8. Shri P. R. Rajen
9. Shri Virendra Bhatia
10. Shri Satish Chandra Misra
11. Shri Tiruchi Siva
12. Shri D. Raja

with instructions to report to the Rajya Sabha by six weeks."

New Delhi;

*Secretary-General.*

Date :

**RAJYA SABHA**  
**NOTICE OF AMENDMENT**  
**THE PREVENTION OF TORTURE BILL, 2010**  
**(As passed by Lok Sabha)**

**[To be moved at a sitting of the Rajya Sabha]**

**MOTION FOR REFERENCE OF THE BILL TO SELECT COMMITTEE**

**BY SHRIMATI BRINDA KARAT:**

That the Bill, to provide punishment for torture inflicted by public servants or any person inflicting torture with the consent or acquiescence of any public servant, and for matters connected therewith or incidental thereto, as passed by Lok Sabha, be referred to a Select Committee of the Rajya Sabha consisting of the following Members:—

1. Dr. Bhalchandra Mungekar
2. Dr. V. Maitreyan
3. Shri Brajesh Pathak
4. Dr. Barun Mukherji
5. Shri D. Raja
6. Shri Mohan Singh
7. Shri N. K. Singh
8. Shri M. V. Mysura Reddy
9. Shri Prakash Javadekar
10. Shrimati Brinda Karat

with instructions to report by the last day of the first week of the next Session.

New Delhi;

Date :

*Secretary-General.*

**LEGISLATIVE BUSINESS**

**MOTION FOR REFERENCE OF THE BILL TO A JOINT COMMITTEE**

SHRI.....to move the following Motion:—

"That the Bill further to amend the Representation of the People Act, 1950 and the Representation of the People Act, 1951, be referred to a Joint Committee of the Houses consisting of 45 Members; 15 Members from this House (names to be given at the time of moving the motion) and 30 Members from the Lok Sabha;

*The Representation  
of the People  
(Amendment) Bill,  
1990.*

that in order to constitute a meeting of the Joint Committee the quorum shall be one-third of the total number of Members of the Joint Committee;

that in other respects, the Rules of Procedure of this House relating to Select Committee shall apply with such variations and modifications as the Chairman may make:

that the Committee shall make a report to this House by the last day of the first week of the 157th Session;

that this House recommends to the Lok Sabha that the Lok Sabha do join in the said Committee and communicate to this House the names of Members to be appointed by the Lok Sabha to the Joint Committee".

New Delhi;

*Secretary-General.*

Date :



**Annexure - 12**  
(vide para 3.3)

No. 1/20/87-B  
RAJYA SABHA  
MESSAGE

New Delhi;  
April 28, 1988  
Vaisakha 8, 1910 (Saka)

From

(Name)  
Secretary-General,  
Rajya Sabha

To

The Secretary-General,  
Lok Sabha,  
New Delhi.

**Subject : The Shipping Agents (Licensing) Bill, 1987.**

Sir,

I am directed to inform the Lok Sabha that the Rajya Sabha, at its sitting held on the 27th April, 1988 has passed the enclosed motion referring the Shipping Agents (Licensing) Bill, 1987 to a Joint Committee of the Houses and to request that the concurrence of the Lok Sabha in the said motion and the names of the Members of the Lok Sabha to be appointed to the said Joint Committee may be communicated to this House.

Yours faithfully,

*Secretary-General.*

**GOVERNMENT LEGISLATIVE BUSINESS**

MOTION FOR REFERENCE OF BILL TO JOINT COMMITTEE

SHRI.....to move the following motion:—

"That this House concurs in the recommendation of the Lok Sabha to join in the Joint Committee of the Houses on the Bill further to amend the Constitution of India and resolves that the following Members of the Rajya Sabha (*names to be given at the time of making the motion*) be nominated to serve on the said Joint Committee."

*The Constitution  
(Seventy-second  
Amendment) Bill,  
1991.*

New Delhi;

*Secretary-General.*

Date :

No. 1/59/91-B  
RAJYA SABHA  
MESSAGE

New Delhi;  
December 23, 1991  
Pausa 2, 1913 (Saka)

From

(Name)  
Secretary-General,  
Rajya Sabha.

To

The Secretary-General,  
Lok Sabha, New Delhi.

**Subject: The Constitution (Seventy-second Amendment) Bill, 1991.**

Sir,

I am directed to inform the Lok Sabha that the Rajya Sabha, at its sitting held on Saturday, the 21st December, 1991, passed the enclosed motion concurring in the recommendation of the Lok Sabha that the Rajya Sabha do join in the Joint Committee of the Houses on the Bill further to amend the Constitution of India. The names of the Members nominated by the Rajya Sabha to serve on the said Committee are set out in the Motion.

Yours faithfully,

*Secretary-General*

RAJYA SABHA  
MESSAGE  
MOTION

"That this House concurs in the recommendation of the Lok Sabha that the Rajya Sabha do join in the Joint Committee of the Houses on the Bill further to amend the Constitution of India, and resolves that the following Members of the Rajya Sabha be nominated to serve on the said Joint Committee:—

1. Shri H. Hanumanthappa
2. Shrimati Kailashpati
3. Shri Chhotubhai Patel
4. Shri Rafique Alam
5. Shri S. Madhavan
6. Shri Shankar Dayal Singh
7. Shri Prabhakar Rao Kalvala
8. Shri Dipen Ghosh
9. Shri Kameshwar Paswan
10. Shri Subramanian Swamy

The above motion was passed by the Rajya Sabha at its sitting held on Saturday, the 21st December, 1991.

New Delhi;  
December 23, 1991

*Secretary-General.*

**Annexure - 15**  
(*vide* para 4.1)

No. RS.1/25/2008-B

RAJYA SABHA

MESSAGE

New Delhi;  
April, 30, 2010  
Vaisakha 10, 1932 (Saka)

From

(Name)  
Secretary-General,  
Rajya Sabha.

To

The Secretary-General,  
Lok Sabha,  
New Delhi.

**Subject: The Plantations Labour (Amendment) Bill, 2010.**

Sir,

In accordance with the provisions of rule 111 of the Rules of Procedure and Conduct of Business in the Rajya Sabha, I am directed to enclose a copy of the Plantations Labour (Amendment) Bill, 2010 which has been passed by the Rajya Sabha at its sitting held on the 30th April, 2010.

Yours faithfully,

*Secretary-General.*

**Annexure - 16**  
(vide para 4.1)

MOST IMMEDIATE

RAJYA SABHA SECRETARIAT  
(BILL OFFICE)

**Subject: The Tamil Nadu Legislative Council Bill, 2010.**

*"As passed by the Rajya Sabha"*

A copy of the above Bill has been prepared for the Press. This may be scrutinised by the Official Draftsman of the Bill and the same may be returned to the undersigned by name at the earliest possible.

LEGISLATIVE OFFICER/ASSISTANT DIRECTOR

Tel. No. 23034723

The Ministry of Law (Printing Section)

R.No. 437-A Shastri Bhawan

R.S.S.I.D.NO. RS.1/37/2010-B Dated the 5th May, 2010.

**Annexure - 17**  
(vide para 4.1)

*MOST IMMEDIATE*

RAJYA SABHA SECRETARIAT  
(BILL OFFICE)

**Subject: The Tamil Nadu Legislative Council Bill, 2010.**

*"As passed by the Rajya Sabha"*

Copies of the Hindi version of the above Bill have been got printed. A copy of the Bill is sent herewith to Ministry of Law for scrutiny by the Legislative Counsel concerned. After scrutiny it may be returned to the undersigned at the earliest possible.

LEGISLATIVE OFFICER/ASSISTANT DIRECTOR

Tel. No. 23034723

Ministry of Law, (Official Languages Wing),

Bill Section, 723 A-Wing Shastri Bhawan, New Delhi.

R.S.S.I.D.No. RS.1/37/2010-B Dated the 6th May, 2010.

**Annexure - 18**  
(vide para 4.3)

No. RS. 1/35/2009-B.

RAJYA SABHA

MESSAGE

New Delhi;  
May 06, 2010

Vaisakha 16, 1932 (Saka)

From

(Name)  
Secretary-General,  
Rajya Sabha.

To

The Secretary-General,  
Lok Sabha,  
New Delhi.

**Subject: The Employees' State Insurance (Amendment) Bill, 2010.**

Sir,

In accordance with the provisions of rule 127 of the Rules of Procedure and Conduct of Business in the Rajya Sabha, I am directed to inform the Lok Sabha that the Rajya Sabha at its sitting held on the 6th May, 2010 agreed without any amendment to the Employees' State Insurance (Amendment) Bill, 2010 which was passed by the Lok Sabha at its sitting held on the 3rd May, 2010.

Yours faithfully,

*Secretary-General.*

**Annexure - 19**  
(*vida* para 4.3)

No. RS. 1/57/2008-B.

RAJYA SABHA  
MESSAGE

New Delhi;  
February 20, 2009  
Phalgun 1, 1930 (Saka)

From

(Name)  
Secretary-General,  
Rajya Sabha.

To

The Secretary-General,  
Lok Sabha,  
New Delhi.

**Subject: The Prevention of Corruption (Amendment) Bill, 2009.**

Sir,

I am directed to inform the Lok Sabha that the Prevention of Corruption (Amendment) Bill, 2008, which was passed by the Lok Sabha at its sitting held on the 23rd December, 2008, has been passed by the Rajya Sabha at its sitting held on the 20th February, 2009 with the following amendments:—

*ENACTING FORMULA*

1. That at page 1, line 1, *for* the word "Fifty-ninth", the word "Sixtieth" be *substituted*.

CLAUSE 1

2. That at page 1, line 2, *for* the figure "2008", the figure "2009" be *substituted*.

I am, therefor, to return herewith the said Bill in accordance with the provisions of rule 128 of the Rules of Procedure and Conduct of Business in the Rajya Sabha with the request that the concurrence of the Lok Sabha to the said amendments be communicated to this House.

Yours faithfully,

*Secretary-General.*



RAJYA SABHA  
THE SEAMEN'S PROVIDENT FUND (AMENDMENT) BILL, 1996  
AMENDMENTS MADE BY THE LOK SABHA

ENACTING FORMULA

1. That at page 1, line 1, *for* "Forty-seventh" *substitute* "Forty-eight."

CLAUSE 1

2. That at page 1, line 4, *for* "1996" *substitute* "1997."

New Delhi;

May 13, 1997.

*Secretary-General.*

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The Bill was passed by the Rajya Sabha at its sitting held on the 3rd December, 1996 and transmitted to the Lok Sabha for its concurrence.

The Lok Sabha at its sitting held on the 21st February, 1997 passed the Bill with amendments.

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**Annexure - 21**  
(vide para 4.4)

No. RS.1/70/2005-B.  
RAJYA SABHA  
MESSAGE

New Delhi;  
February 25, 2009  
Phalgun 6, 1930 (Saka)

From

(Name)  
Secretary-General,  
Rajya Sabha.

To

The Secretary-General,  
Lok Sabha,  
New Delhi.

**Subject: The Prevention and Control of Infectious and Contagious Diseases in Animals Bill, 2009.**

Sir,

In accordance with the provisions of rule 115 of the Rules of Procedure and Conduct of Business in the Rajya Sabha, I am directed to inform the Lok Sabha that the Rajya Sabha, at its sitting held on the 25th February, 2009, agreed to the following amendments made by the Lok Sabha at its sitting held on the 20th February, 2009, in the Prevention and Control of Infectious and Contagious Diseases in Animals Bill, 2008:-

ENACTING FORMULA

1. Page 2, line 5, for "Fifty-ninth", substitute "Sixtieth"

CLAUSE 1

2. Page 2, line 9, for "2008", substitute "2009".

Yours faithfully,

*Secretary-General.*

**Annexure - 22**  
(vide para 4.5)

RS. No.1/3/78-B.  
RAJYA SABHA  
MESSAGE

New Delhi;  
May 9, 1978  
Vaisakha 19, 1900 (Saka)

From

(Name)  
Secretary-General,  
Rajya Sabha.

To

The Secretary-General,  
Lok Sabha,  
New Delhi.

**Sub.: The Finance Bill, 1978.**

Sir,

In accordance with the provisions of sub-rule (6) of rule 186 of the Rules of Procedure and Conduct of Business in the Rajya Sabha, I am directed to return herewith the Finance Bill, 1978, which was passed by the Lok Sabha at its sitting held on the 29th April, 1978, and transmitted to the Rajya Sabha for its recommendation on the same day and to state that the Rajya Sabha at its sitting held on the 9th May, 1978, recommended that the following amendment be made in the said Bill:—

*Clause 36*

That at page 31, lines 1 to 6 be deleted.

Yours faithfully,

*Secretary-General.*

**Annexure - 23**  
(*vide* para 4.5)

RS. No.1/9/2010-B.  
RAJYA SABHA  
MESSAGE

New Delhi;  
March 16, 2010  
*Phalguna 25, 1931 (Saka)*

From

(Name)  
Secretary-General,  
Rajya Sabha.

To

The Secretary-General,  
Lok Sabha,  
New Delhi.

**Sub.: The Appropriation Bill, 2010.**

Sir,

In accordance with the provisions of sub-rule (6) of rule 186 of the Rules of Procedure and Conduct of Business in the Rajya Sabha, I am directed to return herewith the Appropriation Bill, 2010 which was passed by the Lok Sabha at its sitting held on the 12th March, 2010 and transmitted to the Rajya Sabha for its recommendations and to state that this House has no recommendations to make to the Lok Sabha in regard to the said Bill.

Yours faithfully,

*Secretary-General.*

**Annexure - 24**  
(*vide* para 5.1)

*MOST IMMEDIATE*

RAJYA SABHA SECRETARIAT  
(BILL OFFICE)

**Subject: The Clinical Establishments (Registration and Regulation) Bill, 2010.**

The assent copy of the above Bill, as passed by the Houses of Parliament, has been prepared for the Press. This may, in accordance with the usual practice, be scrutinized by the Legislative Counsel. After scrutiny, this may kindly be returned to the undersigned by name at the earliest.

LEGISLATIVE OFFICER/ASSISTANT DIRECTOR

Tel. No. 23034723

The Ministry of Law (Printing Section), New Delhi.  
R.S.S. I.D. No. 1/22/2010-B Dated the 5th May, 2010

**Annexure - 25**  
(*vide* para 5.1)

*MOST IMMEDIATE*

RAJYA SABHA SECRETARIAT  
(BILL OFFICE)

**Subject: The Employees' State Insurance (Amendment) Bill, 2010.**

Assent copies of the above Bill have been printed. The Legislative Counsel, Ministry of Law may see for scrutiny. It is requested that the Bill may be returned immediately after scrutiny to the undersigned by name.

LEGISLATIVE OFFICER/ASSISTANT DIRECTOR

Tel.No. 23034723

Ministry of Law, (Printing Section),  
Room No. 437, A Wing, Shastri Bhawan, New Delhi.  
R.S.S. U.O. No. R.S. No.1/35/2009-B, Dated the 14th May, 2010.

**Annexure - 26**  
(*vide* para 5.2)

**MOST IMMEDIATE**

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE,  
NEW DELHI.  
Dated the 25th May, 2010.

No. RS 1/29/2009-B.

MEMORANDUM

In pursuance of article 111 of the Constitution of India, the assent copy of the National Green Tribunal Bill, 2010 as passed by the Houses of Parliament, is submitted to the President.

(Name)

*Secretary-General.*

To

THE SECRETARY TO THE PRESIDENT  
(*Through the Secretary, Ministry of Law*)

BILL OFFICE  
PRIVATE MEMBER'S BILL FOR INTRODUCTION

BILL NO.-----of 2010

Sl. No.	Points Examined	Remarks
1	2	3
1		4
1.	<i>Notice given by</i>	
2.	<i>Title of the Bill</i>	
3.	(i) <i>Date of receipt of the Notice</i>	
	(ii) <i>Whether Notice is in time?</i>	
	(iii) <i>Due date for introduction of the Bill.</i>	
4.	<i>Whether notice is accompanied by a copy of the Bill and S.O.R. duly signed by the Member? [(Rule 62(1))]</i>	
5.	<i>Purpose of the Bill</i>	
6.	<i>Whether the subject matter of the Bill is within the Legislative competence of the Parliament?</i>	
7.	(i) <i>Whether the Bill contains more than 25 clauses?</i>	
	(ii) <i>if so, whether 'Arrangement of Clauses' has been appended/prepared ?</i>	
8.	<i>If it is an amending Bill, whether the sections of the Parent Act sought to be amended have been reproduced as an annexure to the Bill ?</i>	
9.	(i) <i>Whether the Bill requires President's recommendation for introduction under any of the following articles of the Constitution:</i>	
	<i>(a) Proviso to article 3</i>	
	<i>(b) Article 274(1)</i>	
	(ii) <i>If so, whether action has been initiated to obtain the requisite recommendation?</i>	
10.	(i) <i>Whether the Bill, if enacted and brought into operation, would involve expenditure from the Consolidated Fund of India?</i>	
	(ii) <i>If so, whether action has been initiated to obtain the requisite recommendation under article 117(3).</i>	
11.	<i>Whether it attracts provisions of articles 110 or 117(1) of the Constitution?</i>	
12.	(i) <i>Whether the Bill requires a Financial Memorandum?</i>	



---

1	2	3	4
	(ii)	<i>If so, whether it has been appended to the Bill [Rule 64(1)]?</i>	
13.	(i)	<i>Whether the Bill involves delegation of legislative powers?</i>	
	(ii)	<i>If so, whether the Memorandum Regarding Delegated Legislation has been appended to the Bill [Rule 65]?</i>	
14.	(i)	<i>Whether the Bill requires a prior resolution to be passed by the Legislative Assembly of the State by a special majority under article 169 of the Constitution?</i>	
	(ii)	<i>If so, whether this has been done and copy thereof received?</i>	
15.	(i)	<i>Whether the Bill requires a prior resolution to be passed by the Rajya Sabha under any of the following articles of the Constitution:</i> <i>(a) Article 249</i> <i>(b) Article 312</i>	
	(ii)	<i>If so, whether this has been done?</i>	
16.	(i)	<i>Whether the Bill requires prior resolution to be passed by State Legislatures under article 252 of the Constitution?</i>	
	(ii)	<i>If so, whether this has been done?</i>	
17.	(i)	<i>Whether the Bill relates to a subject under any of the entry Nos. 7, 23, 24, 27, 52, 53, 54, 56, 62, 63, 64 or 67 of the Union List?</i>	
	(ii)	<i>If so, does the Bill contain necessary declaratory clause?</i>	
18.	(i)	<i>Whether a similar Private Member's Bill was introduced in the Rajya Sabha in the past?</i>	
	(ii)	<i>If so, whether it was discussed by the Rajya Sabha (give dates)?</i>	
19.	(i)	<i>Whether substantial changes have been made in the Draft Bill, which require Member's approval?</i>	
	(ii)	<i>If so, whether the same has been obtained formally or informally?</i>	

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**Annexure - 28**  
(*vide* para 6.1)

RAJYA SABHA SECRETARIAT  
(BILL OFFICE)

No. RS. 2/ / -B

Dated the .....

OFFICE MEMORANDUM

**Subject: Private Members' Bill for introduction in the Rajya Sabha.**

The undersigned is directed to forward herewith for information a copy of the ..... together with Statement of Objects and Reasons given notice of by Shri .....

The notice has been admitted and the Bill set down for introduction during the ..... Session of the Rajya Sabha.

LEGISLATIVE OFFICER/ASSISTANT DIRECTOR

Tel. No. 23034723

To

Office of the Attorney General of India,  
Chamber No. 26,  
Supreme Court Building.

**Annexure - 29**  
(vide para 6.1)

RAJYA SABHA SECRETARIAT  
(BILL OFFICE)

No. RS. 2/ / -B

Dated the .....

OFFICE MEMORANDUM

**Subject: Private Members' Bill for introduction in the Rajya Sabha.**

The undersigned is directed to forward herewith for information a copy of the .....  
..... together with Statement of Objects and Reasons given notice of by  
Shri .....

The notice has been admitted and the Bill set down for introduction during the..... Session of the Rajya Sabha.

LEGISLATIVE OFFICER/ASSISTANT DIRECTOR

Tel. No. 23034723

To

The Ministry of .....  
(Parliament Section)  
New Delhi.

RAJYA SABHA  
Parliamentary Bulletin  
PART II

---

No.

Dated

---

**Directions regarding Private Members' Bills**

The following directions by the Chairman, Rajya Sabha published *vide* Parliamentary Bulletin Part II No. 36268 dated the 2nd May, 1997 are reproduced for the information of the Members:—

(1) Limit on Notices for introduction of Private Members' Bills.

A Member can give a maximum of three notices for introduction of Private Members' Bills during a Session.

(2) Draw of lot for Private Members' Bills.

There shall be one draw of lot for all the days allotted for Private Members' Bills in a Session in which ten names shall be drawn and priority obtained therein shall be valid for the entire Session.

(3) Listing of Private Members' Bills.

Out of ten names drawn in the draw of lot for a Session, Bills of only five members (excluding part-discussed Bill, if any) in order of their priority shall be included at a time in the List of Business for consideration on each day allotted for Private Member's Bills.

(4) Time Limit for discussion on a Private Members' Bill.

The maximum time limit for the discussion on a private Members Bill shall be two hours.

*Secretary-General.*

**Annexure - 31**  
(Vide para 6.2)

PARLIAMENT OF INDIA  
RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE  
NEW DELHI

No. RS/.....

Dated the.....

From

(Name)  
JOINT DIRECTOR

To

.....

**Subject: Notice of Motion for consideration of Private Members' Bill to be moved at a sitting of the Rajya Sabha during the Two Hundred and .....Session.**

Sir/Madam,

I am directed to inform you that according to the new procedure for determining priority of Private Members' Bills, your name has secured the .....place in the draw of lots held on the ....., for Private Members' Bills to be included in the List of Business for Friday, the ..... Since more than one Bill is pending in the Rajya Sabha in your name, I am to request you to kindly indicate which one of them may, subjects to admissibility under the rules, be entered in your name in the List of Business for Friday, the ....., in the order of the draw of lots. The notice may kindly be sent so as to reach this Secretariat by.....

Yours faithfully,

JOINT DIRECTOR

**Annexure - 32**  
(*vide* para 8.2)

No. RS. 1/43/94-B

RAJYA SABHA

MESSAGE

New Delhi;  
August 24, 1994  
Bhadra 1, 1916(Saka)

From

(Name)  
Secretary-General,  
Rajya Sabha

To

The Secretary-General,  
Lok Sabha, New Delhi

**Subject: The Constitution (Eighty-fifth Amendment) Bill, 1994.**

Sir,

In accordance with the provisions of rule 111 of the Rules of Procedure and Conduct of Business in the Rajya Sabha, I am directed to enclose a copy of the Constitution (Eighty-Fifth Amendment) Bill, 1994, which has been passed by the Rajya Sabha in accordance with the provisions of article 368 of the Constitution of India, at its sitting held on the 24th August, 1994.

Yours faithfully,

*Secretary-General.*

PARLIAMENT OF INDIA  
RAJYA SABHA SECRETARIAT

NO. RS. 1/59/91-B

January 18, 1993

From

(Name)  
Secretary-General  
Rajya Sabha

To

The Secretary.....Legislative Assembly Council

**Subject: The Constitution (Seventy-second Amendment) Bill, 1991 and the Constitution (Seventy-third Amendment) Bill, 1991 ratification of.**

Sir,

I am directed to state that the Constitution (Seventy-second Amendment) Bill, 1991 and the Constitution (Seventy-third Amendment) Bill, 1991 were passed by the House of the People on the 22nd December, 1992 and by the Council of States on the 23rd December, 1992. A copy each of the Bills, as passed by the Houses of Parliament is sent herewith.

2. Clauses 2 and 4 of the Constitution (72nd Amendment) Bill, 1991 seek to insert new part IX and Eleventh Schedule in the Constitution for constitution of Panchayats and devolution of powers and responsibilities upon Panchayats. Similarly, clause 2 and 4 of the Constitution (73rd Amendment) Bill, 1991 seek to insert new part IXA and Twelfth Schedule in the Constitution for constitution of Municipalities and devolution of powers and responsibilities upon Municipalities. Further, article 243 M(4)(b) of Part IX and article 243ZC(3) of Part IXA, *inter-alia* contain a provision that Parliament may by law, extend the provisions of the two Bills to the Scheduled Areas and the tribal areas covered by article 244 and that no such law shall be deemed to be an amendment of the Constitution for the purposes of article 368. Therefore in terms of clause (c) and (e) of the proviso to clause (2) of article 368 of the Constitution, these amendments are required to be ratified by the Legislatures of not less than one-half of the States by resolutions to that effect passed by those Legislatures before the Bills are presented to the President for his assent.

3. I am, accordingly to request that resolutions ratifying the amendments may be placed before the State Legislative Assembly/State Legislative Council as early as practicable and the decision thereof may be communicated to this Secretariat.

4. It is suggested that separate resolution in respect of each of the said Bills may be in the following from:—

(i) "That this House ratifies the amendments to the Constitution of India falling within the purview of clause (c) and (e) of the proviso to clause (2) of article 368 thereof proposed to be made by the Constitution (Seventy-second Amendment) Bill, 1991, as passed by the Houses of Parliament."

(ii) "That this House ratifies the amendments to the Constitution of India falling within the purview of clause (c) and (e) of the proviso to clause (2) of article 368 thereof proposed to be made by the Constitution (Seventy-third Amendment) Bill, 1991, as passed by the House of Parliament."

5. The Parliamentary proceedings on the Bills are being printed and as soon as they are available, the required number of copies thereof alongwith copies of the Bills, as introduced in the House of the people and as passed by the Houses of Parliament, will be forwarded to you for use of Members of the States Legislature.

6. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

(Name)

---

1. When assented to, the Constitution (Seventy-second Amendment) Bill, 1991 will be enacted as the Constitution (Seventy-third Amendment) Act, 1992 in view of the Short title in clause 1 of the Bill.

2. When assented to, the Constitution (Seventy-third Amendment) Bill, 1991 will be enacted as the Constitution (Seventy-fourth Amendment) Act, 1992 in view of the Short title in clause 1 of the Bill.

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**Annexure - 34**  
(vide para 9.1)

*Most Immediate*

**PARLIAMENT OF INDIA  
RAJYA SABHA SECRETARIAT**

PARLIAMENT HOUSE,  
NEW DELHI  
April 20, 1993

No. RS 1/59/91-B

**MEMORANDUM**

In pursuance of article 368 of the Constitution of India, the assent copy of the Constitution (Seventy-third Amendment) Bill, 1992, is presented to the President. This Bill has been passed by the Houses of Parliament and has also been ratified by the Legislatures of not less than one-half of the States in accordance with the provisions of the proviso to clause (2) of article 368 of the Constitution. The following State Legislatures have passed resolutions ratifying the amendment:—

1. Kerala
2. Punjab
3. Tripura
4. Haryana
5. Andhra Pradesh
6. Goa
7. Arunachal Pradesh
8. Assam
9. Mizoram
10. Karnataka
11. Sikkim
12. Orissa
13. Maharashtra
14. Manipur
15. Nagaland

A copy each of the letters received from these Legislatures is placed below.

(Name)

*Secretary-General.*

To

The Secretary to the President,  
(Through the Secretary, Ministry of Law)



**RAJYASABHA  
Parliamentary Bulletin  
Part-II**

---

No.

Dated.....

**Message of the President of India in respect of the Parliament (Prevention of  
Disqualification in Amendment Bill, 2006**

Members are informed that the Chairman, Rajya Sabha has received a message dated the 30th May, 2006 from the President of India in respect of the Parliament (Prevention of Disqualification) Amendment Bill, 2006, which is reproduced below:

"I received on 25 May, 2006, the Parliament (Prevention of Disqualification) Amendment Bill, 2006, duly passed by both Houses of Parliament for my assent under Article 111 of the Constitution of India.

2. While having the highest regard for the sagacity and mature wisdom of my fellow Parliamentarians and with due deference to the Parliament, I would like the Parliament to re-consider the proposed Bill:

- (a) in the context of the settled interpretation of the expression 'Office of Profit' in article 102 of the Constitution; and
- (b) the underlying Constitutional principles therein.

3. While re-considering, among other things, the following may be specifically addressed:

- (i) evolution of generic and comprehensive criteria which are just, fair and reasonable and can be applied across all States and Union Territories in a clear and transparent manner;
- (ii) the implication of including for exemption the names of offices the holding of which is alleged to disqualify a member and in relation to which petitions for disqualifications are already under process by the competent authority; and
- (iii) soundness and propriety of law in making the applicability of the amendment retrospectively.

4. As provided under Article 111 of the Constitution, I, therefore, hereby return the Bill to the Houses for reconsideration with this message."

*Secretary-General.*

**Annexure - 36**  
(*vide* para 10.1)

No. RS.1/23/2006-B

New Delhi;  
July 27, 2006,  
Sravana 5, 1928 (Saka)

From

(Name)  
Secretary-General,  
Rajya Sabha.

To

The Secretary-General,  
Lok Sabha,  
New Delhi.

**Subject: The Parliament (Prevention of Disqualification) Amendment Bill, 2006.**

Sir,

I am directed to inform the Lok Sabha that the Rajya Sabha at its sitting held on the 27th July, 2006 considered and passed again the Parliament (Prevention of Disqualification) Amendment Bill, 2006 as passed by the Houses of Parliament and returned by the President under the proviso to article 111 of the Constitution of India. A copy of the Bill as passed again by the Rajya Sabha is enclosed.

Yours faithfully,

*Secretary-General.*

**Annexure - 37**  
(*vide* para 12.2)

**STATEMENT REGARDING ORDINANCE**

SHRI T.G. VENKATRAMAN to lay on the Table a Statement (in English and Hindi) explaining the circumstances which had necessitated immediate legislation by the Merchant Shipping (Amendment) Ordinance, 1997.

**Annexure - 38**  
(*vide* para 11.2)

**BILL TO BE WITHDRAWN**

SHRI P. CHIDAMBARAM to move for leave to withdraw the Companies Bill, 1993.

\*The Companies Bill, 1993

ALSO to withdraw the Bill.

---

\*The Bill was introduced in the Rajya Sabha on the 14th May, 1993.

**Annexure - 38A**  
(*vide* para 14.3)

**DRAFT ITEM FOR INCLUSION IN THE LIST OF BUSINESS**

Bill to be withdrawn

SHRI PRAMOD MAHAJAN to move for leave to withdraw the Indian Post Office (Amendment) Bill, 1986 further to amend the Indian Post Office Act, 1898 which was passed by the Houses of Parliament and returned by the President for reconsideration under the proviso to article 111 of the Constitution of India.

*The Indian Post Office (Amendment) Bill, 1986.*

ALSO to withdraw the Bill.

New Delhi;

*Secretary-General*

Date :

**Annexure - 39**  
(*vide* para 14.4)

No. CS.7(42)/54-L  
RAJYA SABHA

MESSAGE

New Delhi  
May 29, 1956

From

( )  
Secretary-General, Rajya Sabha

To

The Secretary-General,  
Lok Sabha, New Delhi.

**Subject:-The Manipur State Hill Peoples (Administration) Regulation (Amendment) Bill, 1954.**

Sir,

I am directed to inform the Lok Sabha that the Rajya Sabha, at its sitting held on the 29th May, 1956, has passed the following motion.

**MOTION**

"That this House concurs in the recommendation of the Lok Sabha that the Rajya Sabha do agree to leave being granted by the Lok Sabha withdraw the Bill to amend the Manipur State Hill Peoples (Administration) Regulation, 1947, for the purpose of making provision for elect village authorities and for matters connected therewith, which was passed by the Rajya Sabha on the 21st September, 1954 and laid on the Table the Lok Sabha on the 23rd September, 1954."

Yours faithfully,

*Secretary-General.*

**Annexure - 40**

(*vide* para 19.3)

**RAJYA SABHA**

**NOTE FOR THE PRESIDENT**

No. RS.1/2/2010-L Government having decided that the next Session of the Rajya Sabha may commence on Monday, the 26th July, 2010 (copy of the letter is attached) an order for summoning of the Rajya Sabha to meet on that date is submitted for approval and signature of the President.

(Name)

*Secretary-General.*

Secretary to the President

**Annexure - 41**  
(*vide* para 19.3)

**ORDER**

In exercise of the powers conferred upon me by clause (1) of article 85 of the Constitution, I hereby summon the Rajya Sabha to meet at New Delhi on Thursday, the 2nd July, 2009 at 11.00 A.M.

June ....., 2009

PRESIDENT

**Annexure - 42**  
(*vide* para 19.3)

RAJYASABHASECRETARIAT

No. RS.1/2/2010-L Two copies of the Summons along with copies of Provisional Calendar of Sittings, Rajya Sabha Parliamentary Bulletin Part-II dated the 8th July, 2010 and Question Chart (both in English and Hindi) in respect of the ensuing 220th Session of the Rajya Sabha are placed below for Hon'ble Chairman's information.

(Name)

*Secretary-General.*

HON'BLE CHAIRMAN

**Annexure - 43**  
(vide para 19.4)

**PARLIAMENT OF INDIA**  
**RAJYA SABHA SECRETARIAT**

PARLIAMENT HOUSE,  
NEW DELHI.

Dated The 8th July, 2010  
17 Asadha, 1932 (Saka)

**No. RS. 1/2/2010-L**

**NOTIFICATION**

No. RS 1/2/2010-L— The following Order by the President dated the 7th July, 2010, is published for general information:—

“In exercise of the powers conferred upon me by clause (1) of article 85 of the Constitution, I hereby summon the Rajya Sabha to meet at New Delhi on Monday, the 26th July, 2010 at 11.00 A.M”.

July 7, 2010

PRATIBHA DEVISINGH PATIL,  
PRESIDENT

\_\_\_\_\_

(NAME)

*Secretary-General.*

\_\_\_\_\_

To,

The Manager, Government of India Press, Mayapuri, Ring Road, New Delhi, for publication in Gazette of India Extraordinary, Part-I, Section-I, dated the 8th July, 2010. Two copies of the Gazette containing the Notification may kindly be supplied to this Secretariat (by name to Shri Surendra Tripathi, Joint Director).



**Annexure - 44**  
(*vide* para 19.4)

**PARLIAMENT OF INDIA**  
**RAJYA SABHA SECRETARIAT**

PARLIAMENT HOUSE,  
NEW DELHI.

Dated The 8th July, 2010

17 Asadha, 1932 (Saka)

**No. RS. 1/2/2010-L**

**NOTIFICATION**

No. RS 1/2/2010-L— The following Order by the President dated the 7th July, 2010, is published for general information:—

"In exercise of the powers conferred upon me by clause (1) of article 85 of the Constitution, I hereby summon the Rajya Sabha to meet at New Delhi on Monday, the 26th July, 2010 at 11.00 A.M.

July 7, 2010

PRATIBHA DEVISINGH PATIL  
PRESIDENT"

(NAME)

*Secretary-General.*

No. RS. 1/2/2010-L

Dated the 8th July, 2010

Copy forwarded for information to:—

President's Secretariat;  
Vice-President's Secretariat;  
Office of the Chairman, Rajya Sabha;  
Prime Minister's Office;  
Office of the Deputy Chairman, Rajya Sabha;  
Cabinet Secretariat;  
Lok Sabha Secretariat;  
Supreme Court;

All Ministries/Departments of Government of India; and All Officers/Sections of the Rajya Sabha Secretariat.

(NAME)  
DIRECTOR

**Annexure - 45**

(*vide* para 19.4)

Dated the 8th July, 2010

PRESS COMMUNIQUE

The President has summoned the Rajya Sabha to meet on Monday, the 26th July, 2010, at New Delhi. Subject to exigencies of business, the Session is scheduled to conclude on Friday, the 27th August, 2010.

(NAME)

*Secretary-General.*

To

1. The Principal Information Officer,  
Press Information Bureau, New Delhi.
2. The News Editor In-charge, News Room,  
All India Radio, New Delhi.
3. The Director, Doordarshan Kendra,  
Doordarshan Bhavan, Copernicus Marg,  
New Delhi.
4. The News Editor, P.T.I.,  
PTI Building,  
4, Parliament Street, New Delhi.
5. The News Editor, U.N.I.,  
Rafi Marg, New Delhi.

आमंत्रण

SUMMONS

संसद भवन,

नई दिल्ली....., 20....

....., 1931 (शक)

मुझे आपको यह सूचित करने का निदेश हुआ है कि राष्ट्रपति ने संविधान के अनुच्छेद 85 के खंड (1) के द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए राज्य सभा को ..... को मध्याह्न पूर्व 11.00 बजे नई दिल्ली में समवेत होने के लिए आमंत्रित किया है।

आपसे अनुरोध है कि आप तदनुसार राज्य सभा के सत्र में उपस्थित हों।

(नाम)

महासचिव।

PARLIAMENT HOUSE,

New Delhi, ....., 20....

8 Kartika, 1931 (Saka)

I am directed to inform you that in exercise of the powers conferred by clause (1) of article 85 of the Constitution, the President has been pleased to summon the Rajya Sabha to meet at 11.00 A.M. on ..... the .....th ....., 20.... at New Delhi.

You are requested to attend the Session of the Rajya Sabha accordingly.

(NAME)

Secretary-General.

**Annexure - 47**  
(Vide para-23.4)

**Rajya Sabha**

**NOTE FOR THE PRESIDENT**

No. RS. 1/2/2010-L

The Rajya Sabha adjourned *sine die* on Tuesday, the 31st August, 2010. The Government have decided that the Rajya Sabha which commenced its Two Hundred and Twentieth Session on the 26th July, 2010, be prorogued (copy of the letter is attached). An order for Prorogation of the Rajya Sabha is submitted for approval and signature of the President.

(Name)  
*Secretary-General.*  
01.09.2010

Secretary to the President

**Annuxure - 48**  
(*Vide* para-23.4)

**ORDER**

In exercise of the powers conferred upon me by sub-clause (a) of clause (2) of article 85 of the Constitution, I hereby prorogue the Rajya Sabha.

Month, Date, Year

PRESIDENT.

**Annexure - 49**  
(Vide para 23.5)

**PARLIAMENT OF INDIA**  
**RAJYA SABHA SECRETARIAT**

PARLIAMENT HOUSE,  
NEW DELHI

NO. RS.1/2/2010-L

Dated the 6th September, 2010  
15 Bhadrapada, 1932 (*Saka*)

**NOTIFICATION**

No. RS.1/2/2010-L—The following Order by the President dated the 3rd September, 2010 is published for general information:—

"In exercise of the powers conferred upon me by sub-clause (a) of clause (2) of article 85 of the Constitution, I hereby prorogue the Rajya Sabha.

September 03, 2010

PRATIBHA DEVISINGH PATIL  
PRESIDENT"

-----  
Name

Secretary-General.  
-----

NO. RS.1/2/2010-L

Dated the 6th September, 2010

Copy forwarded for information to:—

President's Secretariat;  
Vice-President's Secretariat;  
Office of the Chairman, Rajya Sabha;  
Prime Minister's Office;  
Office of the Deputy Chairman, Rajya Sabha;  
Cabinet Secretariat;  
Lok Sabha Secretariat;  
Supreme Court;

All Ministries/Departments of Government of India; and All Officers/Sections of the Rajya Sabha Secretariat.

(Name)  
Joint Director

**Annexure - 49 - A**  
(Vide para 23.5)

**PARLIAMENT OF INDIA**  
**RAJYA SABHA SECRETARIAT**

Parliament House,  
New Delhi

NO. RS.1/2/2010-L

Dated the 6th September, 2010  
15 Bhadrapada, 1932 (*Saka*)

**NOTIFICATION**

No. RS.1/2/2010-L—The following Order by the President dated the 3rd September, 2010 is published for general information:—

"In exercise of the powers conferred upon me by sub-clause (a) of clause (2) of article 85 of the Constitution, I hereby prorogue the Rajya Sabha.

September 03, 2010

PRATIBHA DEVISINGH PATIL,  
PRESIDENT"

-----

(Name)

*Secretary-General.*

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To

The Manager, Government of India Press, Mayapuri, Ring Road, New Delhi, for publication in Gazette of India Extraordinary, Part I—Section-I, dated the 6th September, 2010. Two copies of the Gazette containing the Notification may kindly be supplied to this Secretariat (By name to Shri Surendra Tripathi Joint Director).

**Annexure - 50**  
(Vide para 24.5)

**D.O. No. RS.2/1/2010-L**

Dated the 8th March, 2010

I have great pleasure in conveying to you the Motion of Thanks which the Rajya Sabha adopted at its sitting held on the 5th March, 2010 on the Address delivered by you to both Houses of Parliament assembled together on the 22nd February, 2010.

*"That the Members of the Rajya Sabha assembled in this Session are deeply grateful to the President for the Address which she has been pleased to deliver to both Houses of Parliament assembled together on February 22, 2010."*

Yours sincerely,

(Name)

Shri / Smt.  
President of India,  
Rashtrapati Bhavan,  
New Delhi.



RAJYA SABHA/राज्य सभा

NOTICE UNDER RULE 180(A) FOR MENTIONING A MATTER OF URGENT PUBLIC  
IMPORTANCE IN THE HOUSE (SPECIAL MENTION)

नियम 180(क) के अधीन सभा में अविलम्बनीय लोक महत्व  
के विषय (विशेष उल्लेख) का उल्लेख करने की सूचना

From/प्रेषक

Date/दिनांक-----

....., M.P./संसद सदस्य

To/सेवा में,

The Secretary General/महासचिव,  
Rajya Sabha, New Delhi/राज्य सभा, नई दिल्ली

Sir/Madam, महोदय/महोदया,

I request the Chairman to permit me to mention the following matter of Urgent Public Importance in the House  
on.....

(date)

मैं सभापति से अनुरोध करता/करती हूँ कि मुझे सभा में ..... को निम्नलिखित  
(दिनांक)

अविलम्बनीय लोक महत्व के विषय का उल्लेख करने की अनुमति दी जाये:-

Subject/विषय:— .....

**(TEXT OF THE MATTER TO BE MENTIONED)**

(उल्लेख किये जाने वाले विषय का पाठ)




**Annexure - 52**  
(Vide para 26.4)

MOST IMMEDIATE  
SPECIAL MENTION

**RAJYA SABHA SECRETARIAT**  
(Legislative Section)

**Subject: Mentioning of matters of Urgent Public Importance.**

A copy of the extract of the Special Mention raised by **Shri/Smt..... M.P., on the 31st August, 2010** in the Rajya Sabha, is placed below with the request that the same may kindly be placed before the Minister of Urban Development.

2. The reply to the special Mention may kindly be sent direct to the Member concerned (*and not through this Secretariat*) by the Hon'ble Minister, under intimation to this Secretariat, within a stipulated period of one month.

3. Database on Special Mentions with search facility is available in the website <http://rajyasabha.nic.in> under the caption 'Special Mention'. Interested Ministries/Departments can view the details of all the Mentions raised in the Rajya Sabha concerning them for their information. Text of the Special Mention can also be downloaded from the website.

**ASSISTANT DIRECTOR**  
Tel. 23034727

To

The Ministry of Urban Development,  
Government of India,  
New Delhi.

---

U.O. No. RS.4/2/2010-L. dated the 7th September, 2010.

Copy to the Ministry of Parliamentary Affairs (*with relevant extracts*), New Delhi.

**Annexure - 53**  
(Vide para 27.1)

(Form RSL : 1)

**RAJYA SABHA**

**CALLING ATTENTION NOTICE**

Date.....

From :

....., M.P.

To

The Secretary-General,  
Rajya Sabha,  
New Delhi.

Sir,

Under rule 180 of the Rules of Procedure and Conduct of Business in the Rajya Sabha, I hereby give notice of my intention to call the attention of the Minister of .....on..... to the following matter of urgent public importance and to request that the Minister may make a statement thereon.

Yours faithfully,

*Member, Rajya Sabha*  
*Division No. ....*

Copy to :

- (1) The Minister of .....
- (2) The Minister of Parliamentary Affairs.

(प्ररूप सं० आर एस एल-1)

राज्य सभा

ध्यान दिलाने के लिये सूचना

दिनांक .....

प्रेषक:

....., संसद सदस्य।

सेवा में,

महासचिव,  
राज्य सभा,  
नई दिल्ली।

महोदय,

राज्य सभा के प्रक्रिया तथा कार्य संचालन विषयक नियमों के नियम 180 के अधीन इसके द्वारा मैं ..... को अविलम्बनीय लोक महत्व के निम्नलिखित विषय पर ..... मंत्री का ध्यान दिलाने के अपने इरादे की सूचना देता हूँ और निवेदन करता हूँ कि मंत्री महोदय उस पर एक वक्तव्य दें।

भवदीय,

सदस्य, राज्य सभा

विभाजन संख्या .....

प्रति निम्नलिखित के लिये,

(1) ....., मंत्री।

(2) संसदीय कार्य मंत्री।

**Annexure - 54**

(Vide para 27.5)

No. RS.3/6/2006-L

Dated the 27th November, 2006

**OFFICE MEMORANDUM**

**Subject : Calling Attention on the demand for the formation of a separate State of Telengana and the steps taken by the Government in this regard.**

The undersigned is directed to inform the Ministry of Home Affairs that the Calling Attention Notice on the subject mentioned above has been admitted and the same will be called in the Rajya Sabha on Wednesday, the 29th November. Accordingly, an item in the name of Shrimati Sushma Swaraj, M.P. and other Members is being included in the List of Business for that day.

(Name)

Joint Director

To

The Ministry of Home Affairs,  
Government of India,  
New Delhi.

Copy for information to:—

- (i) P.S to the Minister of Home Affairs
- (ii) P.S to the Minister of Parliamentary Affairs.

(Name)

Joint Director

**Annexure - 55**  
(vide para 28.1)  
(Form RSL: 2)

**RAJYA SABHA**

**NOTICE OF SHORT DURATION DISCUSSION**

Date.....

From

....., M.P.

To

The Secretary General,  
Rajya Sabha,  
New Delhi.

Sir,

Under rule 176 of the Rules of Procedure and Conduct of Business in the Rajya Sabha, I hereby give notice of my intention to raise a discussion for short duration of the following matter of urgent public importance:—

An explanatory note stating the reasons for raising the discussion is appended overleaf.

Yours faithfully,

*Member, Rajya Sabha.*  
*Division No. ....*

Supported by:—

(1).....

*Signature*

*Division No. ....*

(2).....

*Signature*

*Division No. ....*

**[P.T.O.]**

**EXPLANATORY NOTE**



**Annexure - 56**

(*vide* para 28.5)

NO.RS. 10/4/2010-L

Dated the 2nd August, 2010

**OFFICE MEMORANDUM**

**Subject: Short Duration Discussion on the Maharashtra-Karnataka border dispute.**

The undersigned is directed to inform that it has been decided to take up a Short Duration Discussion on the **Maharashtra-Karnataka border dispute** on Wednesday, the 11th August, 2010. Accordingly, an item in this regard in the name of Dr. Manohar Joshi, M.P. and other Members is being included in the List of Business for that day.

( Name )

JOINT DIRECTOR

To

The Ministry of Home Affairs,  
Government of India,  
New Delhi.

Copy to:

- (1) P.S. to Minister of Home Affairs.
- (2) P.S. to Minister of Parliamentary Affairs.

( Name )

JOINT DIRECTOR

**Annexure-57**  
[vide para 29.2(II)]  
(Form RSL-5)

**RAJYA SABHA**

---

**BALLOT OF PRIVATE MEMBERS' RESOLUTIONS**

Date.....

From:

.....M.P.

To

The Secretary-General,  
Rajya Sabha,  
New Delhi.

Sir,

I propose to move a resolution during the ensuing/current session of the Rajya Sabha. My name may, therefore, be included in the ballot(s) of Private Members' Resolutions to be held during the ensuing/current session of the Rajya Sabha.

Yours faithfully,

*Member, Rajya Sabha*  
Division No.....

(प्ररूप सं० आर एस एल-5)

## राज्य सभा

गैर-सरकारी सदस्यों के संकल्पों का बैलट

दिनांक.....

प्रेषक:

....., संसद सदस्य।

सेवा में,

महासचिव,  
राज्य सभा,  
नई दिल्ली।

महोदय,

मैं राज्य सभा के आगामी/वर्तमान सत्र के दौरान संकल्प उपस्थित करने का विचार रखता हूँ। अतः मेरा नाम राज्य सभा के आगामी/वर्तमान सत्र के दौरान गैर-सरकारी सदस्यों के संकल्पों के लिए होने वाले बैलट(िं) में शामिल कर लिया जाये।

भवदीय,

सदस्य, राज्य सभा  
विभाजन संख्या.....

(प्ररूप सं० आर एस एल-6)

राज्य सभा

प्रस्ताव की सूचना

प्रेषक:

....., संसद सदस्य।

सेवा में,

महासचिव,  
राज्य सभा,  
नई दिल्ली।

महोदय,

राज्य सभा के प्रक्रिया तथा कार्य संचालन विषयक नियमों के नियम 168 के अधीन मैं एतद्द्वारा राज्य सभा के वर्तमान/आगामी सत्र में सामान्य लोक हित के मुद्दे पर निम्नलिखित प्रस्ताव उपस्थित करने के अपने इरादे की सूचना देता/देती हूँ:—

भवदीय,

सदस्य, राज्य सभा

विभाजन सं० .....

**Annexure - 58**  
(*vide* para 30.2)  
(Form RSL-6)

**RAJYA SABHA**

**NOTICE OF MOTION**

Date.....

FROM:

....., M.P.

To

The Secretary General,  
Rajya Sabha,  
New Delhi.

Sir/Madam,

Under Rule 168 of the Rules of Procedure and Conduct of Business in the Rajya Sabha, I hereby give notice of my intention to move the following motion on an issue of general public interest during the current/ensuing session of the Rajya Sabha:—

Yours faithfully,

Member, Rajya Sabha  
Division No. ....

**Annexure - 59**  
(vide para 32.5)

**PARLIAMENT OF INDIA**  
**RAJYA SABHA SECRETARIAT**

Parliament House,  
New Delhi

To be published in the  
Gazette of India  
Extraordinary Part-I  
Section-I

Dated The 3rd February, 2010  
14 Magha, 1931 (Saka)

**NOTIFICATION**

**No. RS 7/5/2009-L**- In exercise of the powers conferred by sub-rule (4) of Rule 220 of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha), the Chairman, Rajya Sabha, has appointed the 22nd day of February, 2010 as the date on which amendments to the Rules published under Notification No. Rs 7/5/2009-L dated the 3rd February, 2010, in the Gazette of India Extraordinary of the 3rd February, 2010 shall come into force.

(Name)

*Secretary*

To

The Manager, Government of India Press, Mayapuri, Ring Road, New Delhi, for publication in the Gazette of India Extraordinary, Part-I, Section-I, dated the 3rd February, 2010. 50 copies of the Gazette containing the notification may kindly be supplied to this Secretariat by name to Shri ....., Joint Director.

**RAJYA SABHA**

---

**LIST OF BUSINESS**

Monday, July 6, 2009  
1.30 P.M.

---

**THE BUDGET (GENERAL), 2009-10**

SHRI PRANAB MUKHERJEE to lay on the Table a statement (in English and Hindi) of the estimated receipts and expenditure of the Government for the year 2009-10.

---

**FISCAL POLICY STATEMENTS, 2009-10**

SHRI PRANAB MUKHERJEE to lay on the Table a copy each (in English and Hindi) of the following papers, under sub-section (1) of section 3 of the Fiscal Responsibility and Budget Management Act, 2003:—

- (i) the macro-economic framework statement;
- (ii) the medium-term fiscal policy statement; and
- (iii) the fiscal policy strategy statement.

NEW DELHI;  
July, 2009

(Name)  
*Secretary-General.*

**Annexure - 60A**  
(*vide* para 34.1)

**RAJYA SABHA**

---

**LIST OF BUSINESS**

Wednesday, February 24, 2010

---

**#THE BUDGET (RAILWAYS), 2010-11**

MISS MAMATA BANERJEE to lay on the Table a statement (in English and Hindi) of the estimated receipts and expenditure of the Government of India for the year 2010-11 in respect of Railways.

NEW DELHI;  
February, 2010

(Name)  
*Secretary-General.*

---

#At 2.00 p.m.



**Annexure - 60B**  
(*vide* para 34.1)

**RAJYA SABHA**

---

**LIST OF BUSINESS**

Friday, March 05, 2010

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**\*SUPPLEMENTARY DEMANDS FOR GRANTS (GENERAL),  
2009-10**

SHRI PRANAB MUKHERJEE to lay on the Table a statement (in English and Hindi) showing the Second Batch of the Supplementary Demands for Grants (General) for the year 2009-10.

NEW DELHI;  
March, 2010

(Name)  
*Secretary-General.*

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\*At 12.30 p.m.

GMGIPMRND-4526RS—15.11.10