No.H.11021/2/2010-Parl
Government of India
Ministry of Personnel, P.G. & Pensions
(Department of Personnel and Training)
***

New Delhi-1, dated 28th October, 2010

OFFICE MEMORANDUM

Subject:- (1) Procedure for handling questions during the 221st Session of Rajya Sabha;
(2) Contact details regarding Rajya Sabha Questions;
(3) Statement by Minister in the Rajya Sabha – supply of copies in English and Hindi.
(4) Laying of papers on the Table of Rajya Sabha
***

The undersigned is directed to refer to the O.M. No. RS..2/2/221/2010-Q dated 18.10.2010, O.M. No. RS.2/5/221/2010-Q dated 18.10.2010, O.M. No. RS.5/2010-T dated 21.10.2010 and O.M.No.RS.4/2010-T dated 21/10/2010 received from the Rajya Sabha Secretariat on the above mentioned subject and to forward herewith a copy each of the above mentioned Office Memoranda for information and strict compliance.

(Rajiv Jain)
Under Secretary to the Govt. of India
Tel.No.23094579

To

All Officers /Sections in the Ministry of Personnel, P.G. & Pensions.

Copy to NIC with the request that the O.M. together with its enclosures may be uploaded on the website as well as intramop portal of this Ministry.

भारतीय संसद
PARLIAMENT OF INDIA
राज्य सभा सचिवालय
RAJYA SABHA SECRETARIAT

तेलेग्राम : "परिषद"
फैक्स :
दूरभाष :
वेबसाईट : http://rajyasabhahindi.nic.in
ई-मेल :
संसद भवन/संसदीय सौध,
नई दिल्ली-110001

Telegram : "PARISHAD"
Fax : 23012576, 23794327
Telephone : 23034233
Website : http://rajyasabha.nic.in
E-mail :
Parliament House/Annexe,
New Delhi-110001.

No.RS./2/ 2/221/2010-Q

18th October, 2010

OFFICE MEMORANDUM

SUBJECT: Procedure for handling questions during the 221st Session of Rajya Sabha

The undersigned is directed to state that the Two Hundred and Twenty First Session of the Rajya Sabha is scheduled to commence from the 9th November, 2010. In this context, attention of the Ministries/Departments of Government of India is invited to different aspects of handling of questions at their end during the said Session, as enumerated hereunder:

(I) Response to provisionally admitted Starred/Unstarred Questions.

1. It has been the experience of the Secretariat for the past some time that some of the Ministries/Departments do not prefer to respond to the provisionally admitted Starred/Unstarred notices of Questions and they react only when they come to know that the Question has been finally listed. In this context, it is clarified that such delayed response to PAQs serves no purpose as the Secretariat can do little once the lists of Questions have been sent to the press for printing. The Secretariat sends PAQs to the Ministries/Departments with a dual objective, first to enable them to initiate action for preparing the reply and, secondly, to enable them to furnish to this Secretariat inputs at least in cases where the Ministry/Department feels that the Question does not merit admission in its name. It is, therefore, desirable that Ministries/Departments should respond to the PAQs promptly so as to enable the Secretariat to take into consideration all the relevant inputs while finalizing the list of Questions.

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Dy. No. 1145/Parl./2010 (91729)
22/10

2. There have, in the past, been complaints from some Ministries/Departments of receipt of PAQs at the last moment leaving little time with them to react. In this context, the Ministries/Departments are informed that this Secretariat is sending PAQs electronically (through e-mail) to the concerned Ministries/Departments in addition to the prevalent system of sending hard copies of the same. It is hoped that this system would provide more time to the Ministries/Departments for responding to the PAQs in desirable cases.

3. Ministries/Departments of the Government of India are, accordingly, required to furnish their response on Provisionally Admitted Questions, wherever required, on priority without waiting to see whether they get listed or not, because in the later case, the Secretariat would be unable to take any corrective action once the lists have been finalized and sent for printing.

(II) Collection of papers relating to Questions by the Ministries/Departments.

4. Copies of the provisionally admitted starred/unstarred questions are made available to the Ministries/Departments of Government of India primarily to enable them to initiate timely action for preparing the reply or alternatively to respond on admissibility or otherwise of the question, including their jurisdiction on the subject matter.

5. These Provisionally Admitted Questions (PAQs) and other communications relating to questions shall be kept in the Distribution Branch of the Secretariat. All Ministries/Departments of the Government of India are required to make arrangement to collect the same from the Distribution Branch itself, from now onwards for the ensuing Session of the Rajya Sabha, in order to avoid any eventuality of late/non-receipt thereof.

6. The Secretariat would be sending as usual the Provisionally Admitted Questions (PAQs) to all those Ministries/Departments that are equipped for the purpose, electronically also, in addition to the above practice.

7. *The Secretariat has in this context taken a further initiative, viz, that it has been forwarding from the 217th Session the lists of questions (both Starred and Unstarred) through e-mail also to all the Ministries/Departments of Government of India along with their hard copies in order to cut on the time taken in circulation of the hard copies.*

Contd.....3/-

(III) Supply of answers to questions.

8. The Ministries/Departments of Government of India are required to ensure that the Secretariat is supplied, **290 legible copies of answers to Starred and Short Notice Questions (in separate sets of 115 for Distribution Branch and 175 for Questions Branch) and 175 legible copies of answers to Unstarred Questions (in separate sets of 115 for Distribution Branch and 60 for Question Branch) in English and Hindi for being laid on the Table of the House during the aforesaid Session of the Rajya Sabha. The English and Hindi versions of the answers may be furnished on the obverse and reverse side of the paper or be stitched together**. They are also required to ensure that all answers are received in the Secretariat by 8.00 p.m. the previous day from the day of the answers.

9. It has been observed that sometimes copies of answers supplied by some of the Ministries/Departments are neither clear nor legible.

In view of this it is requested that:

a) Answers may be prepared using electronic typewriters, dot-matrix printers (LQ/NLQ MODE) inkjet or laser printer only.

b) Copies may be prepared preferably by photocopying rather than cyclostyling or resography.

c) Underlining should be strictly avoided; where necessary italics fonts may be used instead of underlining.

d) As far as possible Times New Roman font and font size 12 may be used.

e) In the English version of the answer, the portfolio or the name of the Minister should not further be shown in brackets in Hindi.

f) When the answer contains tables, grid lines may be shown to clearly identify the rows and columns.

g) Tables should be prepared separately in Hindi & English. The practice of producing the English as well as Hindi text on the same table by multiple photocopying has often been seen to produce faint and even unreadable copies.

h) The words – 'RAJYA SABHA' 'STARRED (or UNSTARRED) QUESTION' 'ANSWER', 'STATEMENT' and the MAIN SUBJECT should be in capitals, bold and without gaps in-between successive letters in each word. Name(s) of the questioners and name and designation of the Minister etc. may be in capital, but not bold.

i) The end of the answer/statement should be clearly indicated by a line of stars, thus '*****'

Contd.....4/-

10. With regard to the Hindi text, realizing the practical difficulties, the above may be followed to the extent possible. A model format of answer is attached **(Annexure-I)**.

11. It has further been observed that the Ministries/Departments often do not answer each part of the question separately and clearly. In this connection, their attention is drawn to the following directions of Hon'ble Chairman, Rajya Sabha issued during the course of examination of a case of breach of privilege arising out of the answer to a Parliament Question:-

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

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

12. It is further requested that –

a) the answers may positively be sent to this Secretariat on the working day preceding the date on which the questions are due for answer; and

b) in case copies of the answers to be supplied are desired to be replaced or some corrections are to be carried out in those copies, necessary intimation in writing to that effect and revised copies of answers should be sent so as to reach the Question Branch, Rajya Sabha Secretariat (Room No.229 and 235), Parliament House Annexe, (Telephone Nos.23034229, 23034266, 23034235, 23034233 and 23034236) *not later than 6.00 a.m. on the day on which the questions are due for answer.*

13. It has been noticed that Ministry Officials often come to the Secretariat for carrying out corrections in the sets of answers on the day these are to be given in the House, without any authority letter. It has, therefore, been decided that before allowing the concerned officials to do so, they will have to produce an authority letter to that effect Signed at least by the concerned Under Secretary. If correction is of substantial nature, fresh copies of the answers will have to be supplied in replacement of earlier ones.

Contd.....5/-

14. It has also been noticed that some of the Ministries/Departments do not send answers to questions on the day preceding the date on which questions are due for answer. This results in delay in preparing sets of answers to questions by the Secretariat. ALL THE MINISTRIES/DEPARTMENTS ARE THEREFORE REQUESTED TO ENSURE THAT THE SCHEDULE AS DETAILED ABOVE IS STRICTLY FOLLOWED.

15. The above instructions apply to the paper-copies of the answers meant for distribution in the House etc. and are separate and distinct from correspondence with Ministries for sending the answers by E-mail after the answer has been given on the floor of the House or laid on the Table, as the case may be.

16. Some instances have come to the notice where it has been found that the answer to Starred Questions are not in consonance with the well established practice, whereby lengthy replies are prepared in the form of a statement which is laid on the Table of the House by the Hon'ble Minister when the turn of the Starred Question arrives during the Question Hour.

In this context kind attention is invited to the Directions of Hon'ble Chairman dated the 10th May, 1985 and 16th May, 1985 with reference to answer to questions which are reproduced below:

i. ***"That is right. I have noted. The Minister will hereafter place the lengthy answer as statement on the Table of the House. Your Department must take notice."***

ii. ***"It is rule in this House as well as in every Parliament that if the answers are long, it should be placed as a statement on the Table of the House so that the members can read the same before they come. Please follow this rule very carefully hereafter. I know it is not your mistake, but your department's. They should have placed this as a statement on the Table of the House. Please see to it that this is observed in future."***

Similar instructions also find place in the Manual of Parliamentary Procedure in the Government of India.

Ministries are requested kindly to ensure that answers to Starred Questions in Rajya Sabha are in consonance with the above directions of Hon'ble Chairman, Rajya Sabha.

Contd.....6/-

(IV) E-mailing of Parliament Questions and indication of name of Department.

17. A note giving the details of the procedure to be followed in making available answers to Questions by e-mail, to the Rajya Sabha questions is enclosed. **(Annexure-II)**

18. Further, the Ministries are required to add the name of the Department concerned below the name of the Ministry in the text of the printed answers in order to facilitate the Department-wise categorization of answers received/not received by e-mail at the level of the Ministry as well as the Secretariat. A model format of answer is also enclosed for ready reference **(Annexure-I).**

19. All the Ministries/Departments are also requested to take necessary action in coordination with NIC so that e-mail of answers to questions in Rajya Sabha are received in the Secretariat promptly and in the prescribed format during the forthcoming Session. It has been observed that some times the formatting in respect of tables, etc., appearing in replies or in annexure is not in the proper form. With the result, at times, it is not possible to make out anything from the information given therein. Accordingly, all the Ministries/Departments should make special efforts to send the annexures/tables to answers by duly adhering to the procedure to be followed in sending the answers to Parliament Questions through e-mail. **(Annexure-III).**

20. It has been observed that the Secretariat sometimes does not get the entire data due to some technical fault/snag through e-mail. While these are being attended to, it would be appreciated if, in addition to usual e-mailing of answers to Questions, the same are also supplied to this Secretariat in floppies/CDs.

Vandana Garg

(VANDANA GARG)
ADDITIONAL SECRETARY
Tel.: 23034212, 23793412
Fax. No. 23018708
E-mail : vandana@sansad.nic.in

To

All the Secretaries, Ministries/Departments of Government of India, New Delhi.

Copy to:

1. **Parliament Sections of all the Ministries/Departments of Government of India, New Delhi.**

2. **Nodal Officer (for E-mailing answers to questions) of all Ministries/Department o Government of India.**

ANNEXURE -I

GOVERNMENT OF INDIA
(NAME OF MINISTRY)
(NAME OF DEPARTMENT)
RAJYA SABHA
STARRED QUESTION NO
TO BE ANSWERED ON

TATKAL MONEY ORDER YOJANA .

40. SHRIMATI KUM KUM RAI

Will the Minister of COMMUNICATION AND INFORMATION TECHNOLOGY be pleased to state:-

(a) whether Government have started/considering to start Tatkal Money Order Yojana through the Department of Post;

(b) If so, the details thereof; and

(c) If not, the reasons therefor?

ANSWER

THE MINISTER OF COMMUNICATIONS AND INFORMATION TECHNOLOGY

(SHRI DAYANIDHI MARAN)

(a) Yes, Sir.

(b) The Department of Posts has introduced in January, 2006, the Instant Money Order (IMO) as a pilot in 24 post office locations. The IMO is a web based domestic money transfer service between IMO post offices.

(c) In view of (a) above, the question does not arise.

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(i) The words- "RAJYA SABHA" 'STARRED' (or) 'UNSTARRED QUESTION' 'ANSWER' 'STATEMENT' and the main subject is in capitals bold and without gaps in between successive letters. Name(s) of the questioners and name and designation of the Minister etc. may be in capitals, but not bold.
(ii) When the answer contains tables grid lines are shown to clearly identify the rows and columns.
(iii) The end of the answer/statement is clearly indicated by a line of stars thus *****

Annexure-II

RAJYA SABHA QUESTIONS & ANSWERS

PROCEDURE

- ***OBJECTIVE :***

  - The Objective of putting Questions and Answers on Internet is to enable Ministries to readily access Questions answered by them earlier. It also enables Ministries to have easy access to Questions on related subjects answered by other Ministries. Moreover it enables Rajya Sabha Secretariat to determine the issue of admissibility of a notice on the basis of a similar Question having answered earlier.

  - The Software with the search facility enables anyone to access to the Internet to locate Questions and Answers in a variety of ways i.e. Ministry-wise, Member-wise, date-wise and, using search facility, key-word wise on any word that may be typed in.

- ***PROCEDURE:***

  - Ministries are generally composing their Answers on their computers. The procedure to be followed involves transfer of the electronic data (by E-mail) of the approved Answer from the Ministry to the Internet Web-site of the Rajya Sabha Secretariat. The material is put into the database by Rajya Sabha Secretariat with the help of NIC.
  - Questions and Answers may be typed in any word-processing software available on computer including Lyrix, Uniplex, MS-Word etc. However only English text should be typed in. As per circular issued by Ministry of Parliamentary Affairs, English version of Answers to Rajya Sabha Questions should not contain any Hindi text.
  - After the Answer is finally approved, the Question and its answer is to be converted into an ASCII text file. Assistance of the NIC staff in the Ministry may be taken, if necessary.
  - Tabular statement in the Answer may need to be realigned after conversion into an ASCII text file. As such, after conversion, the text file should be viewed and columns properly arranged in the Ministry. If MS-Word is used in preparing the Question and its answer, and insert table option is used for preparing the tables in the answer, then before converting to text file, the table area is to be selected , convert tables to text is to be selected in the table option, tab option to be selected for separating text and then the file is to be saved as a text file.

- ***FILE NAMING CONVENTION:***

  - The Ministries should take care to send the Question and Answer of each of the questions as separate text file. The following file naming convention should be adopted for saving and sending the text files. For all Rajya Sabha Starred questions the file name will begin with **rs** followed by the question number and the file extension as **.txt** . For all Rajya Sabha Unstarred questions the file name will begin with **ru** followed by the question number and the file extension as **.txt** . Thus a text file for Rajya Sabha starred question number 121 will have the file name as **rs121.txt** . Similarly a text file for the Rajya Sabha unstarred question number 628 will have the file name as **ru628.txt** . For LokSabha questions **rs/ru** will be replaced by **ls/lu** .In order to ensure systematic naming of the Question and Answer text files, the NIC officers in the Ministry should be consulted and file names given accordingly to avoid confusion.

TRANSFER OF QUESTIONS AND ANSWERS:

- NIC has provided LAN connectivity to all Ministries. Questions and approved Answers should be transferred to the Parliament Division in the Ministry by LAN (or floppy if LAN connectivity is not available) for centralizing the material.
- The NIC official and the Parliament Division of the Ministry after checking that all the Answers for the day have been received will transmit the text of the Questions and Answers by E-mail (as an attachment) to the Rajya Sabha Secretariat (E-mail address rsqns@sansad.nic.in) as soon as Question Hour of the day is over. For this purpose each Ministry will be given a separate E-mail account and Password from which the material should be sent so that Questions and Answers are not mixed up with other material. The Password will also ensure that E-mail of Questions and Answers sent are authorized by the Parliament Division of the Ministry. The Ministry's NIC officials have been informed of the operational details.

- In case for some reason it is not possible to send E-mail, the Rajya Sabha Secretariat may be informed through the NIC officials in the Ministry and the text may be sent by floppy along with a set of Question and Answers (hard copy) to Question Branch Rajya Sabha Secretariat, and a covering letter.
- If for some reason a particular Question and Answer could not be put on to the computer, a separately typewritten/inkjet/laser printed original copy (not cyclostyled or photocopy) may be sent in a separate cover to the Question Branch Rajya Sabha Secretariat with a covering letter, since in such cases special arrangements will be made in the Parliament Secretariat

to scan and put the material on to the Internet for the sake of completion of database.

- Since the scanning process is laborious and also occasionally prone to errors, Questions and Answers may be provided by E-mail or floppy to the extent possible. Wherever the Ministry has provided material in typed/printed form, they must make arrangements to view the version as soon as it appears on the Internet and point out the errors, if any, immediately.

- ***PREVENTION OF ERRORS:***
  - It is the responsibility of the Ministry to ensure that the electronic copy being sent to Rajya Sabha Secretariat is the final version and tallies with the typed version already sent.

  - To ensure that the answer being sent for inclusion into the Web-site is same as that actually given on the Floor of the House, it may be ensured by the Ministry that Questions and Answers are sent only after 12.00 noon of the day on which the Questions are answered and where the Answer given on the Floor is at variance with the circulated text (especially in respect of Starred Questions answered orally), that the answers are corrected before being sent.
  - Where it is intended to correct an Answer to a Question after it has been answered or laid on the Table, such corrections should ***not*** be routinely inserted into the electronic version of the answer text, since the process for correcting answers is entirely separate. In such cases, after the statement correcting an Answer to a Question is made/laid on the Table by the Minister, the Rajya Sabha Secretariat will separately place a footnote below the original Answer as it appears on the Internet showing the corrected Answer and the date of correction.
  - While every effort will be made to ensure that the answers put on to the Internet represent the answers given on the Floor, clerical errors are always possible especially if the text is scanned either by the Ministry or in the Parliament Secretariat. To detect such errors, all Ministries are advised to regularly review the Answers appearing on the Internet-site and to point out errors in comparison to the actual Answers given on the Floor. This exercise may in any case be undertaken regularly at the end of each session period.
  - In order to retain the chain of accountability, whenever an E-mail of an answer to a Question is sent by the Ministry to Rajya Sabha Secretariat, a copy will be sent back to the sender (*bcc copy*) which will be retained in a separate file on the Ministry's computer and should not be deleted in the Ministry. The Parliament Division will verify that the text of the Answers appearing on the Internet are the same as the text sent by the Ministry.

- ***PROVISION FOR DISCLAIMER:***
  - The legally authoritative text of the Answer is the one contained in the official record of the House. The Rajya Sabha proceedings, under Rule 260 of the Rules of Procedure and Conduct of Business in the Council of States are published in the form of an Official Report. A disclaimer is already in place at the Internet site to the effect that it is the Official Report of the Parliamentary Debates of the Rajya Sabha which is the authoritative text of the proceedings and that this may be consulted for the authentic text of the Questions and Answers and for Answers to supplementaries to Starred Questions answered orally.

- *COORDINATION WITH RAJYA SABHA SECRETARIAT:*
  - Ministries are welcome to sort out problems in operationalisation of the system with Smt. Vandana Garg, Additional Secretary. Suggestions for improvement are also welcome.

- *COORDINATION WITH NIC:*
  - The Software for the system is managed by Shri N.S Arneja, (NIC) (arneja@sansad.nic.in) Parliament House and under the overall supervision of Dr. B.K. Gairola, (bkg@hub.nic.in) . Director-General (NIC) CGO Complex. Ministries may take-up technical issues either directly with them or with the counterpart NIC official in the Ministry itself.

PROCEDURE TO BE FOLLOWED IN SENDING ANNEXURES/TABLES.

NIC have advised that the software developed for accepting the questions through e-mail is required to be of "text" type only. However, in Windows, if the user is using **MS Word** to prepare the questions and answers they should use the table option for entering tabular data (instead of multi column). The answers may be sent in the text format as usual, whereas, **all the tables or annexures must be converted to HTML format and saved in a folder with a link to the questions before sending it to this Secretariat.** This will help in preventing the disfiguration of tables/data when the same is put on the Internet.

भारतीय संसद
PARLIAMENT OF INDIA
राज्य सभा सचिवालय
RAJYA SABHA SECRETARIAT

टेलीग्राम : "परिषद"
फैक्स :
दूरभाष :
वेबसाईट : http://rajyasabhahindi.nic.in
ई-मेल :

Telegram : "PARISHAD"
Fax : 23012376, 23794327
Telephone : 23034233
Website : http://rajyasabha.nic.in
E-mail :

संसद भवन/संसद सौध
नई दिल्ली-110001

No.RS.72/3/221/2010-Q

Dated the 18th October, 2010
Parliament House/Annexe
New Delhi-110001.

OFFICE MEMORANDUM

The undersigned is directed to state that the Two Hundred and Twenty First Session of Rajya Sabha is scheduled to commence from the 9th November, 2010. The Ministries/Departments of the Government of India are, accordingly, informed that they may contact the following officers in the Rajya Sabha Secretariat in regard to the Questions pertaining to them:

		Telephone No(s)		Fax No.
		Office	Residence	
	Overall Incharge			
1.	Shrimati Vandana Garg, Additional Secretary Email:vandana@sansad.nic.in	23034212 23793412	26117338	23018708
	Group-I (Monday)			
2.	Shri R.B.Gupta, Director Email: behari@sansad.nic.in	23034056	25831527	23013158
3.	Shri Ajaya Kumar Mallick Joint Director Email:rsqns@sansad.nic.in	23035361	26143005	23794327 23012376
4.	Shri Rajendra Prasad Assistant Director Email:rsqns@sansad.nic.in	23034235	-	-do-
	Group-II (Tuesday)			
5.	Shri N.S. Walia, Director Email: nswalia@sansad.nic.in	23034187	27566373	-do-
6.	Shri Roshan Lal Deputy Director Email:rsqns@sansad.nic.in	23034229	26156407	-do-
7.	Shri Basudeb Chakraborty, Executive Officer Email: rsqns@sansad.nic.in	23034229	-	-do-

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Group-III (Wednesday)

8.	Shri Rohtas, Director Email:rohtas@sansad.nic.in	23034252	24613229	23794327 23012376
9.	Shri Rajiva Srivastava, Joint Director Email:rsqns@sansad.nic.in	23035444	27617035	-do-
10.	Shri V.K. Bhandari, Assistant Director Email: rsqns@sansad.nic.in	23034236	-	-do-

Group-IV (Thursday)

11	Shri K.P. Singh, Director Email: kpsingh@sansad.nic.in	23034201	24613214	-do-
12.	Shri R.S. Rawat, Deputy Director Email: rsqns@sansad.nic.in	23034233	26154862	-do-
13.	Shri Thangzalun Khuptong Assistant Director Email: rsqns@sansad.nic.in	23034233	-	-do-

Group-V (Friday)

14.	Shri M.K.Khan, Director Email: mkhan@sansad.nic.in	23034047	29945393	-do-
15.	Shri Rakesh Prasad, Joint Director Email:rsqns@sansad.nic.in	23035425	24613240	-do-
16.	Shri Vinoy Kumar Pathak, Assistant Director Email:rsqns@sansad.nic.in	23034266	27612237 27613515	-do-

Ministries/Departments of Government of India are also requested to furnish the telephone numbers of their officers dealing with Parliamentary work to this Secretariat at the earliest.

R.S. Rawat 18.10.10

(R.S. RAWAT)
DEPUTY DIRECTOR
Tel. 23034233
Fax. 23012376
E-mail: rsqns@sansad.nic.in

To

All Ministries and Departments of Government of India (Cabinet Secretariat, Prime Minister's Office (two spare copies to each Ministry/Department).

PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT

Telegram : "PARISHAD"
Fax : (91 11) 23014948/23015585/23013917 PHA
(91 11) 23792940/23011207/23793575 PH
Telephone :
Website : http://parliamentofindia.nic.in
E-mail :
Parliament House/Annexe,
New Delhi-110001.

No.RS.5/2010-T October 21, 2010

OFFICE MEMORANDUM

Subject: Statement by Minister in the Rajya Sabha – supply of copies in English and Hindi.

The undersigned is directed to state that as per the established practice in the Rajya Sabha, Members seek clarifications when a Minister makes a Statement in the House on a matter of urgent public importance. Members are, therefore, supplied with copies of the Statement at the time the Minister makes the Statement.

2. The Two-hundred and Twenty-first Session of the Rajya Sabha is scheduled to commence from Tuesday, the 9th November, 2010. All Ministries/Departments of the Government of India, etc. are accordingly requested to ensure that besides the copy of the authenticated Statement along with the Notice, **300 copies of the English version and 150 copies of the Hindi version of the Statement proposed to be made, are supplied to this Secretariat (Table Office, Room No.33, Parliament House)** well in advance of the time when the Minister is to make the Statement.

3. ***All Ministries/Departments are also requested that in the case of Statements regarding Status of implementation of recommendations contained in the Reports of Department-related Parliamentary Standing Committees in pursuance of the direction of the Chairman, Rajya Sabha dated 24th September, 2004 in accordance with the provisions of Rule 266 of the Rules of Procedure and Conduct of Business in the Council of States which are laid on the Table of the House, besides the authenticated copy (in English and Hindi) along with the Notice,*** only ***50 copies in English and 30 copies in Hindi may be supplied to this Secretariat (Table Office, Room No.33, Parliament House) well in advance of the time when the Minister is to make the Statement.***

4. All Ministries/Departments of the Government of India may also please send along with the forwarding letter, the electronic text of the Statement (in English and Hindi) in a CD.

22/10/X.

Dy.No.1148/Parl./2010(91746)
22/10/10

(K. SUDHAKARAN)
JOINT DIRECTOR
TEL: 23035445

To

All Ministries/Departments of the Government of India,
Prime Minister's Office,
Cabinet Secretariat.

PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT

Telegram: "PARISHAD"
Fax: (91 11) 23011207 PH
E-mail : rstable@sansad.nic.in
Telephone: 23034697 / 23034581/
23035445
PARLIAMENT HOUSE
New Delhi-110001.

No.RS.4/2010-T

October 21, 2010

OFFICE MEMORANDUM

Subject: **Laying of papers on the Table of Rajya Sabha-Guidelines regarding.**

The undersigned is directed to state that it has been observed that Ministries quite often do not adhere to the prescribed time limit of *'three clear days'* for forwarding the papers to this Secretariat for laying on the Table of the Rajya Sabha during Session, resulting in avoidable delay in preparation of daily List of Business and, consequently, late circulation of copies thereof to Members and the Ministries. Therefore, to ensure smooth laying of papers, the following procedure need to be adhered to: -

(i) The relevant papers should reach Table Office/Committee Section (Subordinate Legislation), as the case may be along with the prescribed proforma (copy enclosed) ***at least three clear working days before the day on which laying thereof is sought by the Ministry/Department concerned.*** For example, for items required to be laid on Tuesday, the 9th November, 2010, papers should be delivered in the Secretariat latest by 6:00 p.m. on Tuesday, the 2nd November, 2010. ***Thus, the last date for receiving papers for laying for the 221st Session will be Tuesday, the 7th December, 2010.***

(ii) Where the number of Reports/Papers/Notifications, etc. pertaining to any Ministry to be laid on the Table during a Session is large, the Ministry may plan out its schedule in advance by staggering paper laying evenly over the whole

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Session instead of waiting for the last few days of the Session.

(iii) *The laying provision is very important as it authorises Members of Parliament to move a motion for modification/annulment of the Notifications, etc. Ministries should, therefore, indicate the correct laying provision in the prescribed proforma. In case, the proforma is not correctly filled, the Reports/Papers/Notifications, etc. will not be processed and will be returned to the concerned Ministry.*

(iv) If, for any particular day, any Ministry has items for laying under different Acts of Parliament or under different laying provisions of the same Act, the items under each laying provision or Act of Parliament (as the case may be) along with the Reports/Papers/Notifications, etc. should be sent under a separate covering note. In the case of Notifications, if the number of items, under any particular laying provision or Act, is large, say more than five, the Ministry should, besides the usual proforma, also send a statement giving details in both English and Hindi in the following format:

S.NO.	GSR NO.	DATE	NOTIFICATION NO.	BRIEF SUBJECT

(v) The Reports/Papers/Notifications should be properly authenticated by the Minister concerned and the *authentication should be done on the Report/Paper/Notification itself and not on loose slips or on glossy paper where it is likely to get detached/erased.*

(vi) Whenever there is a delay in laying of any Report/Paper/Notification, etc. on the Table of the House, it should be accompanied by a statement (in English and Hindi), duly authenticated by the Minister concerned, giving reasons for the delay in laying that paper.

(vii) Where Hindi version of the Report/Paper/Notification is not being simultaneously laid, a Statement (in English and Hindi) giving reasons duly authenticated by the Minister may be provided.

2. All Ministries are accordingly requested to adhere to the above instructions strictly and forward **Reports/Papers** to the Table Office, Room No.33, Parliament House and **Notifications** to the Committee Section (Subordinate Legislation), Room No. 529, Parliament House Annexe, of this Secretariat for laying.

3. The Ministries are also requested to bring the contents of this Office Memorandum to the notice of all concerned to ensure that the Reports/Papers/Notifications, etc. required to be laid on the Table of Rajya Sabha are henceforth forwarded to this Secretariat with the prescribed proforma correctly filled in and **at least three clear working days before the date** on which they are proposed to be laid. A chart indicating last date for receiving papers in the Secretariat for each day of sitting of Rajya Sabha is also enclosed. **The Ministries are requested to adhere to the date schedule strictly and no papers will be entertained if received after last date.**

4. In case the above requirements are not met, the papers will not be included in the List of Business for the day and will be returned to the Ministry/Department.

(K. SUDHAKARAN)
JOINT DIRECTOR
TEL : 23035445

To

(i) All Ministries/Departments of the Government of India/ Prime Minister's Office, Cabinet Secretariat and Planning Commission
(ii) Parliament Section of all the Ministries/Departments of the Government of India.

RAJYA SABHA SECRETARIAT

Chart showing last date for receiving papers for laying and days of sittings of Rajya Sabha during 221st Session

Date of sitting of Rajya Sabha	Last date for receiving papers in Rajya Sabha Secretariat (Table Office/Committee Section (Subordinate Legislation))
09.11.2010	02.11.2010
10.11.2010	03.11.2010
11.11.2010	04.11.2010
12.11.2010	08.11.2010
15.11.2010	09.11.2010
16.11.2010	10.11.2010
18.11.2010	11.11.2010
19.11.2010	12.11.2010
22.11.2010	15.11.2010
23.11.2010	16.11.2010
24.11.2010	18.11.2010
25.11.2010	19.11.2010
26.11.2010	22.11.2010
29.11.2010	23.11.2010
30.11.2010	24.11.2010
01.12.2010	25.11.2010
02.12.2010	26.11.2010
03.12.2010	29.11.2010
06.12.2010	30.11.2010
07.12.2010	01.12.2010
08.12.2010	02.12.2010
09.12.2010	03.12.2010
10.12.2010	06.12.2010
13.12.2010	07.12.2010

PROFORMA TO BE ATTACHED TO THE O.M. FORWARDING PAPERS TO BE LAID ON THE TABLE OF RAJYA SABHA

1. Brief purport of the matter the paper/Notification covers:
2. Statutory or other requirement under which the paper is to be laid on the Table: (and not the Statutory Provision under which it has been issued/made).
   (i) in the case of Central Govt. Notification, name of the Act and section which provides for laying should be clearly stated:
   (ii) in the case of State Govt. Notification, the laying provision in the State Act should be reproduced:
3. Whether published in the Gazette, if so,
   (i) G.S.R./S.O./S.R.O. number of Notification published in the Gazette:
   (ii) Date, Part and Section of the Gazette:
4. Whether subject to modification by the House? :
5. Period specified in the principal Act by which it is required to be laid:
6. Whether paper/Notification is being laid within the stipulated time, if not, whether any delay statement has been enclosed?:
7. Whether it has been previously laid on the Table of the Rajya Sabha and, if so, on what date?:
8. Whether English and Hindi versions are being laid together? If not, the date on which the English version was laid?:
9. Date on which the paper is proposed to be laid on the Table: