

ANNEX I-A

No.F. 34/6/49-Public
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

New Delhi, the 16th May, 1949

NOTIFICATION

The Governor General is pleased to announce the creation with immediate effect of a Department of Parliamentary Affairs under the Minister of State for Parliamentary Affairs. This Department will take over from the Ministry of Law the work in connection with the functions of the Government Chief Whip and other Parliamentary Affairs.

Sd: H.V.R. IENGER
SECRETARY TO THE GOVERNMENT OF INDIA

ANNEX I-B

ALLOCATION OF FUNCTIONS TO THE MINISTRY OF PARLIAMENTARY AFFAIRS

1. Dates of summoning and prorogation of the two Houses of Parliament: Dissolution of Lok Sabha, President's Address to Parliament.
2. Planning and coordination of Legislative and other Official Business in both Houses.
3. Allocation of Government time in Parliament for discussion of Motions given notice of by Members.
4. Liaison with Leaders and Whips of various Parties and Groups represented in Parliament.
5. Lists of Members of Select and Joint Committees on Bills.
6. Appointment of Members of Parliament on Committees and other bodies set up by Government.
7. Functioning of Consultative Committees of Members of Parliament for various Ministries.
8. Implementation of assurances given by Ministers in Parliament.
9. Government's stand on Private Members' Bills and Resolutions.
10. Secretarial assistance to the Cabinet Committee on Parliamentary Affairs.
11. Advice to Ministries on procedural and other parliamentary matters.
12. Coordination of action by Ministries on the recommendations of general application made by parliamentary committees.
13. Officially sponsored visits of Members of Parliament to places of interest.
14. Matters connected with powers, privileges and immunities of Members of Parliament.
15. Parliamentary Secretaries - functions.
16. Organisation of Youth Parliament Competitions in schools/colleges throughout the country.
17. Organisation of All India Whips' Conference.

18. Exchange of Government Sponsored Delegations of Members of Parliament with other countries.
19. Determination of policy and follow-up action in regard to matters raised under Rule 377 of the Rules of Procedure and Conduct of Business in Lok Sabha and by way of Special Mentions in Rajya Sabha.
20. Manual of Parliamentary Procedures in the Government of India.
21. The Salaries and Allowances of Officers of Parliament Act, 1953 (20 of 1953).
22. The Salary, Allowances and Pension of Members of Parliament Act, 1954 (30 of 1954).
23. The Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 (33 of 1977).
24. The Leaders and Chief Whips of Recognised Parties and Groups in Parliament (Facilities) Act, 1998 (5 of 1999).

ANNEX I-C
(As on 2.06.2004)

**COMPOSITION OF CABINET COMMITTEE
ON PARLIAMENTARY AFFAIRS**

Composition

1. Shri Pranab Mukherjee, Minister of Defence—Chairman
2. Shri Sharad Pawar, Minister of Agriculture and Minister of Consumer Affairs, Food and Public Distribution
3. Shri Lalu Prasad, Minister of Railways
4. Shri Shivraj V. Patil, Minister of Home Affairs
5. Shri Ram Vilas Paswan, Minister of Chemicals and Fertilizers and Minister of Steel
6. Shri Ghulam Nabi Azad, Minister of Parliamentary Affairs and Minister of Urban Development
7. Shri T.R. Baalu, Minister of Road Transport and Highways and Minister of Shipping
8. Shri H.R. Bhardwaj, Minister of Law and Justice

Special Invitees

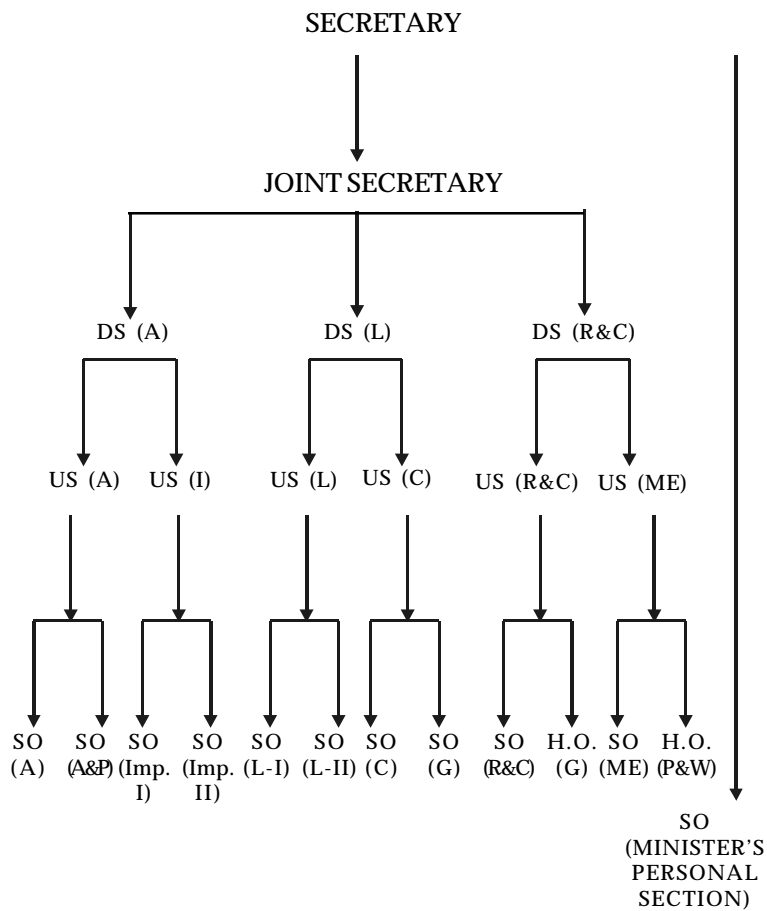
1. Shri Suresh Pachouri, Minister of State in the Ministry of Personnel, Public Grievances and Pension and Minister of State in the Ministry of Parliamentary Affairs.
2. Shri B.K. Handique, Minister of State in the Ministry of Defence and Minister of State in the Ministry of Parliamentary Affairs.
3. Shri Prithviraj Chavan, Minister of State in the Prime Minister's Office.
4. Smt. Suryakanta Patil, Minister of State in the Ministry of Rural Development and Minister of State in the Ministry of Parliamentary Affairs.

Functions

1. To watch the progress of Government business in Parliament and to give such directions as may be necessary from time to time, in order to secure smooth and efficient conduct of such business;
2. To scrutinise and to consider the attitude of the Government on non-official bills and resolutions to be presented to Parliament;
3. To review legislations undertaken by State Legislatures from an all-India point of view; and
4. To consider proposals to summon or prorogue the Houses of Parliament.

ANNEX I-D
(As on 31.12.03)

**ORGANISATIONAL STRUCTURE OF MINISTRY
OF PARLIAMENTARY AFFAIRS
(AS ON 31.12.2002)**



ANNEX I-E

**LIST OF SECTIONS, STAFF STRENGTH AND
WORK ALLOCATION**

SECTION : LEGISLATIVE - I

Staff

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	1
Assistant/Parliament Assistant	3	2
UDC	1	2
LDC	2	2

Work Allocation

1. Dates of summoning and prorogation of the two Houses of Parliament and dissolution of the Lok Sabha.
2. Planning and co-ordination of legislative and other official business in both the Houses.
3. Seeking time allocation from BACs to the Government Business in two Houses and allocation of Government time in Parliament for discussion of Motions given notice of by Members.
4. Nomination of Members for Select and Joint Committees on Bills.
5. Government's stand on Private Members' Bills and Resolutions.
6. Secretarial assistance to the Cabinet Committee on Parliamentary Affairs.
7. Co-ordination regarding obtaining from Ministries/ Departments the material for inclusion in the President's address.

8. Ordinances—their laying and other related correspondence.
9. Simultaneous laying of papers and documents in both Houses of Parliament.
10. General directions for the guidance of Ministries in the preparation of their Annual Reports.
11. Preparation of a Directory showing telephone numbers and addresses of Officers dealing with parliamentary work in various Ministries/Departments.
12. Maintenance of statistics relating to Parliament Questions addressed to the Ministry.
13. Recommendations of a general nature of the Committees on Papers Laid on the Table of the Lok Sabha and the Rajya Sabha.
14. Recommendations of the Rules Committees of the Lok Sabha and the Rajya Sabha.
15. Calling Attention Notices - forwarding notices in respect of the Rajya Sabha only to Ministries.
16. Allotment of rooms to Ministers in Parliament House.
17. Keeping a watch on the day-to-day progress of business transacted by the two Houses of Parliament by deputing Gallery Assistants in Official Galleries of the Houses.
18. Maintenance of a complete and up-to-date statistical record about the discussions and debates on legislative, financial and other miscellaneous matters in each session of both the Houses of Parliament to be utilised at the time of the preparation of the Annual Report of the Ministry.
19. Coordination of work relating to States under President's Rule.
20. Preparation of roster for attendance of Ministers in the Lok Sabha and the Rajya Sabha.
21. Vote of Confidence in the Council of Ministers.
22. The Government of India (Allocation of Business) Rules, 1961.
23. Statement on Government Business by Ministers of Parliamentary Affairs in the Lok Sabha and the Rajya Sabha.
24. Appointment of Speaker *pro tem* and other persons before whom Members can subscribe oath or affirmation.

SECTION : LEGISLATIVE - II**Staff**

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	1
Assistant	3	2
UDC	1	1
LDC	2	1

Work Allocation

1. Determination of policy and follow-up action in regard to matters raised under Rule 377 in the Lok Sabha and by way of Special Mentions in the Rajya Sabha.
2. Review/revision/updating of the Manual of Parliamentary Procedures in the Government of India and advice/correspondence relating to the Manual and instructions therein etc.
3. Organising Orientation Courses in Parliamentary Practice and Procedure for officers of various Ministries/ Departments.
4. Organising Orientation Courses in Parliamentary Procedure and Practice for Officers of State Governments.
5. Advance study of the likely emerging trends in Parliament.
6. Action on the recommendations of general nature in reports of Committees on Petitions of the Lok Sabha and the Rajya Sabha.
7. Sending extracts to Ministries/Departments concerned in regard to matters raised during Zero Hour in the Lok Sabha and the Rajya Sabha.
8. Culling out of press clippings on important topics from the daily newspapers.

SECTION : COMMITTEE

Staff

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	1
Assistant	3	1
UDC	2	3
LDC	2	1

Work Allocation

1. Appointment of Members of Parliament on committees and bodies set up by Government.
2. Functioning of Consultative Committees of Members of Parliament for various Ministries.
3. Constitution and functioning of Informal Consultative Committees for various Railway Zones.
4. Payment of TA/DA to Members of Parliament in connection with the meetings of Consultative Committees.
5. Organising meetings of Consultative Committees and Zonal Railway Informal Consultative Committees. Each Consultative Committee is required to hold six meetings in a year. Informal Consultative Committees meet once in a year.
6. Booking of suitable committee room in Parliament House/Parliament House Annexe for arranging the meetings of the above committees.
7. Issuing of agenda notes in English and Hindi, minutes of the meetings, action taken reports on the minutes and notices regarding meetings to the Members.
8. Arranging for various facilities in the committee rooms such as chairs, air-conditioning, sound system, etc.
9. Maintenance of various nomination registers, various profession-wise lists and bio-data of Members of Parliament.
10. Maintenance of name plates of Members which are placed in front of Members during the committee meetings.

SECTION : IMPLEMENTATION - 1**Staff**

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	1
Assistant	3	2
UDC	1	2
LDC	2	2

Work Allocation

1. Reading of proceedings of the Lok Sabha, and culling out of assurances/undertakings/promises given by the Ministers on the floor of the House.
2. Forwarding relevant extracts of the assurances to the Lok Sabha Secretariat for information and to the Ministries concerned with the subject matters of assurances for implementation within the stipulated time of three months.
3. Processing of requests of the Ministries/Departments regarding grant of extension of time for fulfilment of assurances and moving the Lok Sabha Secretariat for obtaining necessary extension.
4. Processing the casenes regarding deletion of the assurances given on the floor of the Lok Sabha.
5. Processing the Implementation Reports received from the Ministries/Departments in fulfilment of assurances and making necessary arrangements for laying of sets of Implementation Reports on the Table of the House.
6. Intimating fulfilment of assurances to the Members of Parliament concerned.
7. Intimation of laying of assurances to Ministries/Departments concerned.
8. Advising Ministries/Departments on various procedural matters connected with implementation of assurances.
9. Maintenance of copies of sets of Implementation Reports laid on the Table of the House.

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10. Processing the reports of the Committee on Government Assurances of the Lok Sabha and communicating the decisions/observations of the committee to Ministries/ Departments for compliance.

SECTION : IMPLEMENTATION - II**Staff**

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	1
Assistant	3	2
UDC	1	Nil
LDC	2	2

Work Allocation

1. Reading of proceedings of the Rajya Sabha, and culling out of assurances/undertakings/promises given by the Ministers on the floor of the House.
2. Forwarding relevant extracts of the assurances to the Ministries/Departments concerned for implementation within the prescribed time limit of three months and to the Secretariat of the House, for information.
3. References regarding extension of time limit for fulfilment of assurances and requests for deletion of assurances.
4. Processing the Implementation Reports received from the Ministries/Departments in fulfilment of assurances and making necessary arrangement for laying of sets of Implementation Reports on the Table of the House.
5. Intimating fulfilment of assurances to the Members of Parliament concerned.
6. Intimation of laying of assurances to Ministries/Departments concerned.
7. Advising Ministries/Departments on various procedural matters connected with implementation of assurances.
8. Maintenance of copies of sets of Implementation Reports laid on the Table of the House.
9. Processing the reports of the Committee on Government Assurances of the Rajya Sabha and communicating the decisions/observations of the committee to Ministries/Departments for compliance.

SECTION : RESEARCH AND CONFERENCE

Staff

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	1
Assistant	3	2
UDC	1	Nil
LDC	2	2

Work Allocation

1. Writing of Brochures.
2. Advice to Ministries/State Governments on constitutional matters and matters relating to rules/conventions of Parliament.
3. Preparation of notes on various parliamentary and constitutional matters.
4. Maintenance of library and also selection and purchase of books for library.
5. Conducting of Youth Parliament Competitions in schools under the Government of NCT of Delhi and the NDMC.
6. Conducting of National Youth Parliament Competitions in Kendriya Vidyalayas.
7. Conducting of Orientation Courses for organisers of Youth Parliament Competitions in States.
8. Conducting training on Youth Parliament Competitions to officers of State Governments deputed to the Ministry.
9. Training in parliamentary matters to parliamentary fellows of ICPS and representatives of State Governments.
10. Training of foreign nationals under Colombo Plan.
11. Conducting of National Parliamentary Quiz Contest for Delhi Schools and Kendriya Vidyalayas.

SECTION : MEMBERS' EMOLUMENT**Staff**

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	1
Assistant	1	2
LDC	2	2

Work Allocation

- I. Functions relating to "Work Study"
1. To deal with work pertaining to OandM.
 2. All correspondence with the Department of Administrative Reforms and Public Grievances relating to O&M matters.
 3. Issue of instructions and providing guidance to all sections in the Ministry relating to O&M procedures, as outline in the Manual of Office Procedure and also relating to instructions issued by the Department of Administrative Reforms from time to time.
 4. Coordinating work relating to recording, indexing and weeding out of old files done by sections, collection of progress reports from sections and submission of consolidated report to the Secretary, Ministry of Parliamentary Affairs/National Archives of India.
 5. Induction Material of the Ministry.
 6. Annual inspections of sections.
 7. Record Retention Schedule.
 8. Periodical returns relating to O&M activities.
 9. Organisational History of the Ministry.
- II. Functions relating to administration of the Salary, Allowances and Pension of Members of Parliament Act, 1954
1. Administration and interpretation of the Salary, Allowances and Pension of Members of Parliament Act, 1954 and the rules made thereunder.

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2. To examine cases of facilities/amenities to MPs in connection with the above and to seek Law Ministry's advice etc. from time to time.
 3. Preparation of note in regard to Government's stand on the agenda of the meetings of the Joint Committee on Salaries and Allowances of Members of Parliament.
 4. To examine and process the recommendations of the Joint Committee on Salaries and Allowances of Members of Parliament.
 5. Advice to Ministries/State Governments regarding TA/DA entitlement of MPs for attending meetings of Government committees.
- III. Administration of the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 and the rules framed thereunder.
- IV. Administration of the Salaries and Allowances of Officers of Parliament Act, 1953 and the rules framed thereunder.
- V. Work relating to functions of Parliamentary Secretaries.
- VI. Conducting of National Youth Parliament Competitions in Jawahar Navodaya Vidyalayas.
- VII. Conducting of National Youth Parliament Competitions in universities and colleges.
- VIII. Conducting of National Parliamentary Quiz Contests in Jawahar Navodaya Vidyalayas and Universities/Colleges.
- IX. Miscellaneous correspondence.

SECTION : PROTOCOL AND WELFARE

Staff

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	1
UDC	1	1
LDC	1	1

Work Allocation

1. To render assistance to ailing Members of Parliament and their families whenever required. Inform the Members of the family of ailing Members if they are not in Delhi.
2. To keep the Minister/Ministers of State/Deputy Minister/Secretary and other concerned officers including Party Offices in Parliament House informed vide Daily Report about the illness of Members. Visits to ailing MPs admitted in Delhi Hospitals. Submission of the report of visit for information of HMPA.
3. In the unfortunate event of the passing away of a Member, to take up the work of transporting the dead body according to the wishes of the family of the deceased and to render all assistance that may be required by them. Embalming of body, arrangement of coffin, arranging of death certificate and police clearance, arrangement of wreath for paying homage to the deceased Member and transportation of body to Airport/Railway Station for onward journey to the place of last rites to be taken care of.
4. Officially sponsored visits of Members of Parliament to places of interest.
5. To assist the nodal Ministries for receiving MPs on important national occasions such as investiture ceremonies, oath-taking ceremonies of high dignitaries including the President-elect and co-ordination for issuance of passes to MPs. Ushering in duties during

- various national occasions such as Independence day, Republic Day, and Beating Retreat ceremony etc.
6. Film shows and other entertainment programmes for Members of Parliament
 7. Extending usual courtesies/protocol services to foreign parliamentary delegations calling on Minister/MOSs of Parliamentary Affairs.
 8. Liaison with leaders of various parties/groups represented in Parliament.
 9. Arrangement of dinner/refreshment to Members of Parliament during late sittings of Houses and on other occasions.
 10. Work relating to sending Government sponsored delegations of Members of Parliament abroad and also receiving similar foreign delegations in India under exchange programmes.
 11. Transport arrangements (DTC services) for MPs in case of late sittings of Parliament beyond 10.00 p.m.
 12. Nomination of Members of Parliament on various Government Sponsored Delegations.
 13. Clearance of visits of State Governments sponsored Foreign Delegations.
 14. Meeting of the Minister of Parliamentary Affairs with Chief Whips of various political parties in Parliament.
 15. Committee on Subordinate Legislation, Lok Sabha and Committee on Subordinate Legislation, Rajya Sabha for processing of recommendations of a general nature.
 16. Holding of All India Whips' Conference and to ensure the implementation of recommendations of the conference by the State Governments and various agencies.
 17. The Leaders and Chief Whips of Recognised Parties and Groups in Parliament (Facilities) Act, 1998 and rules made thereunder.

SECTION : ADMINISTRATION

Staff

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	1
Assistant	3	3
LDC	2	2

Work Allocation

1. Establishment matters viz. recruitment, promotion, appointments, etc.
2. Recruitment Rules : framing and amendments.
3. Creation/continuation and conversion of posts, confirmation and quasi permanent, seniority list.
4. All matters connected with the allocation of work amongst the Ministers and appointment etc. of the personal staff of Ministers including rules and instructions on the subject.
5. Implementation of orders regarding reservation for Scheduled Castes/Tribes, Ex-servicemen, released Emergency Commissioned Officers, Physically Handicapped Persons, OBCs, etc.
6. Maintenance of Service books and Personal Files, Grant of Leave, Increments, Pay Fixation, Character Verification, Medical Examination, etc.
7. Assured Career Progression Scheme.
8. Training of staff except Hindi training.
9. Implementation of the recommendations of Pay Commission.
10. Security arrangements, punctuality and vigilance cases.
11. Matters connected with Office Council.
12. Conduct, Classification, Control and Appeal Rules.
13. Various types of returns on different subjects.
14. Postings/transfer of staff.
15. Nomination for Family Pension, DCRG, GPF, CGEIS, etc.
16. Retirement.

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17. Review of cases of officers/staff who have attained the age of 50/55 years and have completed 30 years of service.
18. Vigilance cases and matters connected with Conduct Rules.
19. Calling and processing of property returns.
20. Grant of special rewards, increments, personal pay, honorariums, etc.
21. Work related to CGHS facility, Library membership, etc.
22. Deputation to ex-cadre posts.
23. Annual Confidential Reports.
24. Hiring and maintenance of air-conditioners, room-coolers, etc.
25. Supply of electric fans, heaters, etc.
26. Air-conditioning of rooms allotted to the secretary.
27. Cleanliness, caretaking jobs.
28. Modernisation of office—providing partitions, cupboards, etc.
29. Procurement and supply of liveries to Group C and D employees.
30. Allotment of Government accommodation.
31. Computerisation in the Ministry, computer training of staff.
32. E-governance, e-readiness.
33. Secretarial assistance to Steering Committee to examine annual action plan - e-readiness.
34. Co-ordination of matters regarding new initiatives undertaken by the Ministry.
35. Parliament Questions regarding the subjects allotted to the section.
36. Posting of staff for night duty/roster duty.
37. Compilation of Annual Report of the Ministry.

SECTION : ACCOUNTS AND PURCHASE

Staff

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	1
Assistant	Nil	2
UDC	3	1
Accountant	1	1
LDC	1	1

Work Allocation

1. All budget matters, control over expenditure, reconciliation of accounts.
2. Attending to audit parties, settlement of audit objections.
3. Pay bills.
4. Processing and preparation of TA bills, LTC bills, OTA bills, Tuition Fee bills, CEA bills, Medical Reimbursement bills, Hospitality and Entertainment bills, Advances bills, Conveyance charges bills etc.
5. GPF - allotment of GPF account numbers, sanction of advances, maintenance of accounts and other related matters.
6. Financial matters, economy instructions, watch and review the progress of expenditure against sanctioned grants.
7. Screen the proposals for supplementary demands for grants.
8. Advise the Ministry on all financial matters.
9. To identify, in particular, specific savings for creation of posts and to maintain a register for this purpose.
10. To keep closely associated with the formulation of important expenditure proposals from their initial stages.
11. To screen all expenditure proposals requiring to be referred to Finance Ministry for concurrence or comments.
12. Submission of expenditure returns and other returns on related subjects.

13. Installation of telephones and settlement of telephone bills, providing mobile telephones and settlement of bills.
14. Salary, TA bills of Ministers/Members of Parliament/ Non-official members, etc.
15. Income Tax calculation and deduction.
16. Sanction of advances of TA/LTC/Festival/House Building/Car/Scooter and Cycle etc.
17. All types of purchases including computers, fax machines, photocopying machine, staff-cars, scooters, room-coolers, air-conditioners, etc.
18. Maintenance/AMC of all equipment except vehicles.
19. Settlement of air-passage bills.
20. Assisting officers in connection with annual income tax returns.
21. Last Pay Certificate.
22. Calculation and deduction of interest on advances.
23. Preparation of pension papers.
24. Screening Committee proposals regarding delegations/ foreign tours undertaken.
25. Parliament Questions regarding tours, expenditure, etc.
26. Periodical returns.
27. Purchase, maintenance and disposal of furniture, stationery and other items.
28. Disposal of unserviceable stores by auction.
29. Purchase of books, periodicals, etc.
30. Obtaining forms, engagement diaries, calendars, photographs of leaders etc. from Government agencies and local purchase of such items.
31. Washing and issue of linen such as towels, curtains, sofa covers, etc.
32. Recaning of chairs.
33. Preparation of rubber stamps, name plates, etc.
34. Screening the proposals of incoming delegations from the financial angle.
35. Making provision for filling the equivalent value of stamps in the franking machine.
36. Any other items of work assigned.

SECTION : GENERAL**Staff**

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Section Officer	1	1
Assistant	Nil	1
UDC	2	1
LDC	2	2

Work Allocation

1. Maintenance of staff cars and three wheeler scooters.
2. Binding of parliamentary debates.
3. Receipt and Dispatch work of the Ministry.
4. Repair of duplicating machines/addressograph machines/cycles and typewriters.
5. Issue of passes/identity cards/validation slips.
6. Printing work.

HINDI ANUBHAG

Staff

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Hindi Officer	1	1
Hindi Translator Gd. I	1	1
H.T. Grade II	2	1
UDC	1	1
LDC	2	1

Work Allocation

1. Translation of official correspondence from English into Hindi and *vice versa*.
2. Translation of Reports/Brochures brought out by the Ministry from time to time.
3. Implementation of Official Language Policy of the Government of India.
4. Follow-up action on the instructions issued by the Department of Official Language (M/o Home Affairs) from time to time.
5. Implementation of decisions taken by the Central Hindi Committee.
6. Implementation of decisions taken by the Central Official Language Implementation Committee.
7. Official Language Implementation Committee of the Ministry: Arrangements for holding quarterly meetings, preparation of minutes and undertaking follow-up action on the decisions taken at its meeting.
8. Progressive use of Hindi - compilation of Quarterly Reports for onward transmission to Department of Official Language.
9. Implementation of Yearly Programme for use of Hindi as issued by the Department of Official Language.
10. Hindi Salahkar Samiti of the Ministry : Constitution, arrangements for quarterly meetings, preparation of minutes and follow-up action on the decisions taken at its meetings.

11. Hindi Workshop - arrangement of a workshop during every inter-session period.
12. Parliament Questions regarding progressive use of Hindi in the Ministry.
13. Correspondence with MPs regarding progressive use of Hindi in the Ministry.
14. Hindi Fortnight/Week/Day in the Ministry.
15. Sansadiya Hindi Pustak Puruskar Yojana.
16. Compilation and providing data regarding progressive use of Hindi in the Ministry to:
 - (a) Parliamentary Committee on Official Language.
 - (b) Department of Official Language.
17. Implementation of various incentive schemes for progressive use of Hindi i.e. cash prizes for original noting-drafting in Hindi etc.

OTHER PERSONNEL**I. Section : Minister's Personal Section**

Name of Post	Sanctioned Strength	Actual Incumbent(s) in Position
Assistant	1	1 (The post of Assistant in the Minister's Personal Section has been upgraded to the grade of SO w.e.f. 18.1.2001)
UDC	Nil	1
LDC	2	Nil

II. Other Officials

Name of Post	Sanctioned Strength	Posts filled	
		On Regular Basis	On ad-hoc/ Deputation
Principal PS	1	Nil	1
Private Secretary	1	1	Nil
Research Assistant	2	Nil	2
Personal Assistant	4	3	1
Stenographer	6	3	2
Staff Car Driver Gr.I	2	2	Nil
Staff Car Driver Gr.II	2	2	Nil
Staff Car Driver (Ordinary Grade)	3	2	Nil
Despatch Rider	1	1	Nil
Gestetner Operator	1	1	Nil
Addressographer	1	1	Nil
Jamadar	2	1	Nil
Daftari	5	5	Nil
Peon	17	10	7
Farash	1	1	Nil
Sweeper	1	1	Nil
Chowkidar	1	1	Nil

III. Summary of Staff Position

Total Posts	Posts Filled		Posts Vacant
	On Regular Basis	On ad-hoc/ Deputation	
130	96	29	5

ANNEX I-F

**MINISTRY OF PARLIAMENTARY AFFAIRS
(WORK STUDY SECTION)**

No.F. 1(3)/97-WS

Dated : 5t January, 1998

Sub : Decentralisation of powers in respect of cases in each section of the Ministry of Parliamentary Affairs - Instructions regarding review of

Departmental instructions regarding decentralisation of power in respect of cases in each section of the Ministry of Parliamentary Affairs were issued to all sections and officers for information and necessary action *vide* this section circular No. F. 1(3)/93-WS dated 28th April, 1994. These instructions have since been reviewed and a copy of the revised instructions on the above subject is forwarded herewith for information, compliance and necessary action.

Hindi version will follow.

Sd/-
(G.K. Ahuja)
Under Secretary (WS)

To

1. PPS to Secretary
2. PS to JS
3. PSs/PA to DS(A)/DS(L)/DS(RandC)
4. All Under Secretaries
5. All Section Officers

**REVISED INSTRUCTIONS REGARDING THE
DECENTRALISATION OF POWER IN RESPECT OF
DISPOSAL OF CASES IN EACH SECTION OF
MINISTRY OF PARLIAMENTARY AFFAIRS**

Implementation (I & II) Sections

1. Assurances may be culled out after approval of Under Secretary. However, assurances relating to MPs, Ministers and the assurances relating to the Ministry of Parliamentary Affairs may be culled out after approval of Secretary.
2. Cases of extension of time for implementation of assurances should normally be processed after approval of the Under Secretary. However, cases in which assurances were extracted with the approval of senior officers may be processed with the approval of Joint Secretary.
3. Cases relating to dropping of assurances may be processed after obtaining the approval of Joint Secretary.
4. Cases relating to scrutinising and laying of the Implementation Reports in respect of assurances should normally be decided at the level of Under Secretary. However, Implementation Reports in respect of assurances relating to MPs, Ministers and any other important Implementation Report may be laid on the Table after approval of Secretary.
5. All cases of assurances pending five years or more should be put up to Joint Secretary.
6. Recommendations of a general nature made by the Committee on Government Assurances may be processed after the approval of Secretary.
7. Intimation about the implementation of assurances may be sent at the level of Section Officer in respect of Ministries/Departments and at the level of Under Secretary in respect of Members of Parliament.

I. Committee Section

1. *Consultative Committees*

Constitution of the Consultative Committees is to be decided at the level of the Minister. Constitution of the committees is to be notified by the Secretary.

2. *Additions/Deletions of Members to/from Committees*

Subsequent additions/deletions of the names of MPs to/from Consultative Committees is to be approved by the Minister. Notification in regard thereto is to be issued by the Under Secretary.

3. *Issue of notices to Members regarding Consultative Committee meetings*

All circulars regarding the meetings of the Consultative Committees will be issued by the Under Secretary. However, in case of meetings chaired by the Prime Minister, the first circulars will be issued by the Under Secretary with the approval of Deputy Secretary.

4. All other routine circulars such as circulation of agenda/minutes/action taken reports etc. will be issued by the Under Secretary.

5. Routine letters regarding (i) fixing the venue of the meetings, (ii) other arrangements connected with the meetings and (iii) forwarding to the Secretariats attendance of MPs at the meetings etc. will be issued by the Section Officer. Likewise, suggestions received from Members for inclusion of item(s) in the agenda of the meetings will be forwarded to the Ministries concerned without delay, by the Section Officer who will also find out and report whether the items suggested by the Members have been included in the agenda or not.

II. Appointment/Nominations of Members of Parliament on the Committees and other Bodies set up by the Government

1. All cases of nomination of Members of Parliament on Governmental Committees/Councils/Bodies, Boards etc. must be submitted to the Minister for his approval.
2. Consent of Members of Parliament, wherever necessary, nominated by the Minister may be obtained at the Under Secretary's level.
3. Intimation about nomination of Members of Parliament as approved by the Minister may be intimated to the concerned Ministries at the Under Secretary's level.
4. Intimation about vacancies caused on the Government Committees/Councils/Boards etc. owing to retirement, resignation, unfortunate death of a Member may be conveyed to the concerned Ministries/Departments at the level of Under Secretary.

General Section

Submission of log-books for scrutiny

1. It has been decided that hereafter the log-books of staff cars/three wheeler scooters should be submitted to Under Secretary well in time for scrutiny every month.
2. The log-books should be submitted to Deputy Secretary/ IFA at the end of each quarter.

Expenditure on the maintenance of staff cars

1. It has been decided that the Under Secretary in charge of General Section may have the authority in respect of items of work entrusted to General Section to accord administrative approval up to Rs. 2,000. After execution of the required jobs, bills/cases which involve expenditure not exceeding Rs. 2,000 may be marked by US to US(A) for financial approval and signing of payment orders recorded on the Bill(s).
2. Deputy Secretary may have the authority to accord

administrative approval in respect of various items of work entrusted to General Section to the tune of Rs. 10,000. After execution of jobs, the bills/cases which involve expenditure exceeding Rs. 2,000 may be submitted to DS(A) for financial approval and to US(A) for signing the payment orders recorded on the bill(s).

3. Bill(s)/case(s) which involve expenditure exceeding Rs. 10,000 and up to 100,000 will be submitted to Joint Secretary for administrative and financial approval.
4. Bill(s)/case(s) involving expenditure exceeding Rs. 100,000 will be submitted to Secretary for approval. Bill(s)/case(s) at S.Nos. 3 and 4 above after execution of jobs, will be marked to US(A) for signing of payment orders recorded on the bill(s).

Welfare Section

1. Cases regarding sanctions for expenditures to be incurred (i) in purchasing gifts to be given to foreign delegates, (ii) on serving dinner to MPs and staff in cases of late sitting of the House(s) of Parliament, and (iii) in the event of death of an MP in Delhi will be submitted up to Joint Secretary.
2. Cases regarding sanctions for expenditure to be incurred on serving refreshments to MPs during meetings of Leaders; call on meetings with foreign delegations, etc. may be submitted up to Deputy Secretary.
3. Cases relating to medical treatment of MPs in foreign countries will be submitted to Joint Secretary.
4. Cases relating to visits of MPs to foreign countries will be submitted to Joint Secretary.
5. Cases relating to installation of statues/portraits in Parliament House may be submitted to Deputy Secretary.
6. Cases relating to invitation to MPs in connection with ceremonies such as Independence Day, Republic Day, Prime Minister's Rally, Oath taking by President and Vice-President and Iftar parties will be submitted to Joint Secretary.

Research and Conference Section

I. Youth Parliament Work

1. All the work connected with Youth Parliament will be co-coordinated by the Section Officer and Under Secretary.

II. Youth Parliament Competitions - Annual Prize Distribution Functions, etc.

1. The date for holding the Prize Distribution Function of the Youth Parliament will be decided at Joint Secretary's/Secretary's level.
2. The sanction of expenditure etc. within the approved limits will be decided at the level of Deputy Secretary. Only cases for which special sanction is required will be submitted to Joint Secretary/Secretary for approval.

III. National Parliamentary Quiz Contest

1. All time schedules and dates of various examinations held under the contests viz., dates of holding the zonal and national contests will be decided at the level of Joint Secretary/Secretary.
2. After the programme and scheme of the contest have been forwarded by the H.M. to C.Ms, etc. in the States/UTs, follow-up action will be taken at the level of the Secretary/Joint Secretary/Deputy Secretary. However, all correspondence and decisions in matters of a routine nature will be taken at the Under Secretary's level.
3. Questionnaire for the zonal level contests will be finalised at the level of Minister. Questions for national level contests will have to be cleared/finalised by the Secretary/Minister.
4. Answer sheets of zonal level examinations will be evaluated under direct supervision of the Deputy Secretary.

IV. All India Whips' Conferences

1. Decisions and venue of holding the All India Whips' Conference will be decided by the Secretary with the approval of H.M.
2. Action taken reports/implementation reports of the recommendations of the preceding conferences will be finalised at the level of the Secretary. The agenda of the conferences and notes on various items included therein will be finalised at the level of Joint Secretary/Secretary with the approval of the Minister.
3. All correspondence with the State Governments etc. in connection with the conference, except of routine nature, will be done with the approval of the Joint Secretary/Secretary. Under Secretary will, however, attend to all correspondence and take decisions on matters of routine nature.
4. Recommendations of the conference concerning the Centre will be processed and action taken at the level of the Joint Secretary/Secretary, with the approval of the Minister.

V. Research Work

1. Finalisation of subjects will be submitted to Joint Secretary/Secretary for approval.
2. Final draft brochures will be submitted for Joint Secretary's/Secretary's approval. Monitoring of the work relating to preparation of brochures will be submitted to Deputy Secretary and finalised at Deputy Secretary's level quarterly.

VI. Queries from the States

1. All correspondence of a routine nature will be decided at the Under Secretary level. However, cases where a legal opinion has to be expressed will be submitted to Deputy Secretary/Joint Secretary/Secretary for consideration and approval.
2. Reports of the Committee on Subordinate Legislation are to be submitted to Joint Secretary/Secretary for his information. Cases involving recommendations of a

general nature which have to be brought to the notice of all Ministries/Departments of the Government of India for compliance are to be submitted to Joint Secretary/Secretary for approval.

Members' Emoluments Section

I. Administration of the three Acts

1. All routine queries regarding administration of the Salary, Allowances and Pension of Members of Parliament Act; the Salaries and Allowances of Officers of Parliament Act; and the Salary and Allowances of Leaders of the Opposition in Parliament Act will be dealt with at the Under Secretary's level.
2. Replies to Members of Parliament will be put up to Secretary/Minister for approval.
3. Cases relating to the meetings/recommendations of the Joint Committee on Salaries and Allowances of Members of Parliament will be submitted to Secretary.
4. Follow up action in regard to the recommendations of the Joint Committee will be submitted and decided at Secretary's level.

II. Organisation and Method

1. Normally all communications received from the Department of Administrative Reforms and Public Grievances and also from the National Archives of India are to be submitted and disposed of at the O&M officer i.e. Deputy Secretary's level.
2. Half-yearly position with regard to weeding out, recording and indexing of files and their pendency is to be submitted to Joint Secretary.
3. Work Study Programme for the whole year is decided at Secretary's level.
4. Work Study reports of work load assessed of a particular section is submitted to Secretary for his approval.
5. Periodical Reports meant for Department of Administrative Reforms and Public Grievances and National Archives of India may be approved at Deputy Secretary's level.

Hindi Section

1. All translation and typing work in Hindi will primarily be disposed of at the level of the Hindi Officer.
2. Work relating to the constitution of the Hindi Salahkar Samiti will be put up to Secretary/Minister for approval. The nomination/deletion of *ex-officio* members on/from the Hindi Salahkar Samiti is taken at Secretary's level. In respect of nomination/deletion of members other than *ex-officio* members the decision is taken at the level of Minister.
3. Prize schemes for original books on the subjects of the Ministry and on parliamentary subjects to be approved at Secretary's level.
4. All India Essay Competition on subjects relating to parliamentary democracy to be approved at Secretary level.
5. Organising Hindi week to be approved at Secretary's level.
6. Hindi Training to employees of the Ministry relating to:
 - (i) Hindi Language Training;
 - (ii) Hindi Typing/Stenography;
 - (iii) Intensive Hindi training to officers; and
 - (iv) Training of bilingual electronic typewriter.

Decision on these items is taken at Joint Secretary level.

Administration Section

Cases	Levels of decision taking
1. Appointments	
Group 'A'	Minister
Group 'B'	Secretary
Group 'C'	Joint Secretary
Group 'D'	Joint Secretary
2. Promotion, Confirmation, Deputation etc.	Recommendation of concerned DPC obtained and submitted to appropriate appointing authority for orders.

- 3. Creation of Posts**
(After approval
of Finance
Minister and
Cabinet's approval)

Secretary/Minister

- 4. Reservation Orders**

Reservation in
Services of SC/ST
(de-reservation and
carry forward of
reserved vacancy)
through Liaison Officer
i.e. Joint Secretary of
our Ministry.

Secretary

- 5. T.A.**

The controlling officers for the purpose of TA are as under:

- 1. One's own controlling officers*

All Officers of the rank of Under Secretary and above will be their own controlling officers.

- 2. In other cases*

In respect of non-gazetted and gazetted staff below the rank of Under Secretary the concerned Under Secretary is the Controlling Officer.

- 6. LTC**

As mentioned under 'TA'.

- 7. Grant of Leave, etc.**

As regards grant of leave, the Head of Office being in-charge of Administration Section may continue to exercise the powers of granting leave on the recommendation of the officer(s) concerned. The practice

of allowing persons to proceed on leave/re-join duty after leave may, however, continue to be exercised by the officer(s) concerned.

8. All Policy Matters (All subjects) Secretary

9. Sanction of Casual Leave

Category of staff *Sanctioning Authority*

Staff working in a Section	i) For 3 days by S.O. ii) From 4 to 7 days by Branch Officer iii) More than 7 days by Deputy Secretary
Section Officer	i) For 3 days by Under Secretary ii) More than 3 days by Deputy Secretary.
Under Secretary	i) Up to 3 days by Deputy Secretary ii) More than 3 days by Jt. Secretary
Deputy Secretary	i) Up to 3 days by Joint Secretary ii) More than 3 days by Secretary
Joint Secretary	Secretary

10. Punctuality in Attendance

Instructions have been reiterated emphasising the need for punctuality in attendance. Instructions in this regard will continue to be issued by Administration Section with the approval of Deputy Secretary/Joint Secretary.

Accounts and Purchase Section

1. Powers of the Head of the Department may continue to be vested in the Secretary as hithertofore.
2. Under Secretary (Admn.) declared as Head of Office may accord financial sanction upto Rs. 5,000 under the Delegation of Financial Powers Rules.

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3. Financial powers for sanctioning a contingent expenditure up to Rs. 1,00,000 in respect of various items of work has been delegated to Joint Secretary. DS(A) exercises delegated financial power for sanctioning expenditure up to Rs. 25,000.
4. Cases involving Contingent expenditure above Rs. 1,00,000 will require approval of Secretary.
5. House Building Advance Secretary
6. All conveyance advances Secretary
except cycle advance
7. Cycle Advance US(A) being Head of Office
8. G.P.F. Advance - do -
9. G.P.F. Advance/with- DS(A)
drawals (for special reasons)
10. GPF withdrawal exceeding Secretary
three-fourth of balance
11. Grant of advances of all US(A)
other types except those mentioned at S.Nos. 5, 6 and 9 above
12. For budgetary provision Secretary
etc. (cases to be submitted through IFA)

Legislative-I Section

1. Government Business for a session of Parliament

- (i) The initial circular calling for items of Government Business which a Ministry/Department desires to take up for consideration in a session of Parliament will be issued over the signature of Secretary of the Ministry. It will be addressed to all Secretaries (by name) heading the Ministries/Departments.
- (ii) Reminders to defaulting Ministries will be issued by the Under Secretary.

2. No-Day-Yet Named Motions

Ministries concerned with subject matter of admitted No-Day-Yet Motions are requested to indicate whether they have any objection to the discussion being arranged thereon. Such communications will be issued over the signature of Under Secretary.

3. Calling Attention Notices

Section Officer (Leg.I) will forward copies of Calling Attention Notices received from Rajya Sabha Secretariat to P.S. to Minister concerned with the subject matter.

4. Committee on Papers Laid

Reports to be submitted to the Joint Secretary/Secretary for information. Cases involving recommendations of a general nature which have to be brought to the notice of all Ministries/Departments for compliance are to be submitted to Joint Secretary/Secretary for approval.

Legislative-II Section**1. Matters raised in Lok Sabha under Rule 377 and by way of Special Mentions in Rajya Sabha**

- (i) Dispatch of lists and follow-up action in regard to matters raised under Rule 377 in Lok Sabha and by way of Special Mentions in Rajya Sabha are to be disposed of at Under Secretary's level.
- (ii) Cases of delayed action on references from Members of Parliament are to be submitted to Secretary. Cases involving policy matters have to be submitted to Secretary.

2. Manual of Parliamentary Procedures in the Government of India

Policy matters/review of chapters relating to the Manual are to be submitted to Secretary.
Examination of references/rendering advice, etc. to be submitted/decided at Joint Secretary's level.

3. *Training of Officers dealing with Parliamentary work in Ministries/Departments*

Policy matters relating to organisation of training of officers of various Ministries/Departments are to be submitted to Secretary. Subsequent follow-up action is to be taken at Under Secretary's level. Dates of conducting the courses, programme of training courses are to be submitted to the Joint Secretary.

4. *Training of officers of Department of Parliamentary Affairs in the States/Union territories*

Policy matters relating to organisation of training of officers of Department of Parliamentary Affairs in the States/Union territories and the dates of conducting courses are to be submitted to Secretary. Subsequent follow-up action is to be taken at Deputy Secretary's level.

5. *Advance study of emergent trends in Parliament*

Details about the advance study of emerging trends in Parliament are to be submitted to Secretary/Minister.

6. *Committee on Petitions*

Reports of the Committee on Petitions involving any action are to be submitted to Joint Secretary/Secretary for his approval.

7. *Press clippings on important Parliamentary and other matters*

All Press Clippings on important parliamentary and other matters including last week in Parliament are to be submitted to the Secretary.

8. *References from Members of Parliament*

All miscellaneous references from Members of Parliament are to be submitted to the Secretary.

Legislative-III Cell

- 1. *Matters raised in Lok Sabha and Rajya Sabha during Zero Hour***
 - (i) Distribution of lists of matters raised during Zero Hour in the Lok Sabha and the Rajya Sabha to offices of the Ministers/Sr. Officers to be monitored/ensured at Under Secretary's level.
 - (ii) Matters raised during Zero Hour in the Lok Sabha and the Rajya Sabha, where there are either any directions from the Chair or any assurance from Minister(s) of Parliamentary Affairs are to be forwarded to the concerned Minister(s) at Minister's level.
 - (iii) Cases involving policy matters are to be submitted to Secretary.

2. Copies of proceedings of the Lok Sabha/Rajya Sabha (during Zero Hour), where references to PM/PMO are made, are to be forwarded to PMO at Section Officer's level.

No.F. 1(2)/92-IFC
Government of India
Ministry of Parliamentary Affairs

92, Parliament House,
New Delhi.

Dated : 9th January, 2002

ORDER

In terms of sub-rule (3) of Rule (13) of Delegation of Financial Powers Rules, 1978, Head of Department i.e. Secretary, Ministry of Parliamentary Affairs delegates his powers to Joint Secretary, Ministry of Parliamentary Affairs for incurring contingent expenditure up to Rs. 1,00,000 (Rs. One Lakh only) in each case in respect of the following four items of expenditure:

1. Fixture and furniture - purchase and repair;
2. Motor vehicle - Maintenance, upkeep and repair;
3. Expenditure on purchase, hire, upkeep and repair of all office equipments including typewriters, electronic typewriters, intercom equipments, calculators, photo copiers and addressographs; and
4. Expenditure on maintenance of computers of all kinds.

Such delegation shall carry with it all the conditions and restrictions prescribed in the Delegation of Financial Powers Rules, 1978.

Sd/- (G.K. Ahuja)
Deputy Secretary to the Govt. of India
Tele : 3034763

Copy to:

1. All Officers/Sections of the Ministry
2. Pay and Accounts Officer, PAO, Cabinet Affairs, New Delhi

No.F.15(1)/2003-AandP
Government of India
Ministry of Parliamentary Affairs

8, Parliament House,
New Delhi.

January 9, 2004

ORDER

The undersigned re-delegates his powers to the Subordinate Officers of the Ministry of Parliamentary Affairs as per details below:

1. For incurring contingent expenditure to the following Subordinate Officers up to the extent specified against them:

S.No.	Subordinate Officers	Financial limit
1.	Joint Secretary	Rs. 1,00,000 (Rupees One Lakh only)
2.	Deputy Secretaries	Rs. 25,000 (Rupees Twenty Five Thousand only)
3.	Under Secretaries	Rs. 5,000 (Rupees Five Thousand only)

Such re-delegation shall carry with it all the conditions and restrictions prescribed in the Delegation of Financial Powers Rules, 1978 and should be exercised in consultation with IFD.

2. For sanctioning GPF advance/withdrawal for special reasons to Deputy Secretary (Admn.).

Such re-delegation shall also carry with it all the conditions and restrictions prescribed in the General Provident Fund (Central Services) Rules, 1960.

Sd/- (V.K. AGNIHOTRI)
SECRETARY

Copy to:

1. All Officers/Sections of the Ministry
2. Pay and Accounts Officer, PAO, Cabinet Affairs, New Delhi

ANNEX I-G

LIST OF SECRETARIES OF THE MINISTRY OF PARLIAMENTARY AFFAIRS

S. No.	Name of the Secretary	Period		Remarks
		From	To	
1.	Shri S.L. Shakdher	16.5.49	26.11.52	The post was equivalent to an Under Secretary to the Government of India
2.	Shri Prem Chand	27.11.52	9.2.54	The post was equivalent to a Deputy Secretary to the Government of India
3.	Shri N.K. Bhojwani	9.2.54 (AN) 10.11.55	4.9.55 31.12.58	-do-
4.	Shri S.P. Advani	5.9.55	9.11.55	-do-
5.	Shri Kailash Chandra	1.1.59	16.3.67	The post was equivalent to a Deputy Secretary upto 28.11.63 and upgraded to the status of Joint Secretary to the Government of India w.e.f. 29.11.63
6.	Shri H.N. Trivedi	28.3.67	31.12.75	The post was equivalent to a Joint Secretary to the Government of India.
7.	Shri K.N. Krishnan	25.3.76	5.2.82	The post was equivalent to a Joint Secretary up to 2.6.80 and upgraded to the status of Additional Secretary to the Government of India w.e.f. 3.6.80.
8.	Shri Ishwari Prasad	5.2.82 (AN)	29.2.88	The post was equivalent to an Additional Secretary up to 18.2.84 and upgraded to the status of Secretary to the Government of India w.e.f. 18.2.84. It was personal to the incumbent.

Contd. ...

Contd....

9.	Shri B.N. Dhoundiyal	11.4.88	28.2.91	The post of Secretary, MPA, is of the status of Secretary to the Government of India
10.	Shri R. Srinivasan	28.2.91 (AN)	31.8.92	-do-
11.	Shri M.M. Rajendran	16.9.92	20.5.93	-do-
12.	Shri P.C. Hota	20.5.93	31.8.95	-do-
13.	Shri R.C. Tripathi	1.9.95	31.8.97	-do-
14.	Shri S.A.T. Rizvi	1.9.97	24.2.99	-do-
15.	Shri L.D.Mishra (Addl. charge)	25.2.99	15.3.99	-do-
16.	Shri S.A.T. Rizvi	16.3.99	1.8.2000	-do-
17.	Shri R.D. Kapoor	17.8.2000	2.11.2000	-do-
18.	Dr. M. Rehman	2.11.2000	31.7.2002	-do-
19.	Shri L.M. Goyal	26.8.2002	31.5.2003	-do-
20.	Sh. V. Lakshmi Ratan	1.6.2003	24.6.2003	-do-
21.	Dr. V.K. Agnihotri	24.6.2003	31.8.2005	-do-

ANNEX I-H

STATEMENT SHOWING CABINET MINISTERS/MINISTERS OF STATE HOLDING CHARGES OF THE
MINISTRY OF PARLIAMENTARY AFFAIRS

S.No.	Name of the Cabinet Minister/Minister of the State In charge	Period		Name of the Minister of State	Period	
		From	To		From	To
1.	Shri Satya Narain Sinha	*26.02.49 31.01.50 13.05.50 13.05.52 17.04.57 10.04.62 27.05.64 09.06.64 11.01.66 24.01.66	25.01.50 06.05.50 13.05.52 17.04.57 10.04.62 27.05.64 09.06.64 11.01.66 24.01.66 13.03.67	Shri Jagannath Rao	14.02.66	13.03.67
2.	Dr. Ram Subhag Singh	13.03.67	14.02.69	Shri I.K. Gujral	18.03.67	14.02.69
3.	Shri K. Raghuramaiah	*14.02.69 26.06.70	26.06.70 18.03.71	Shri Om Mehta	30.06.70 18.03.71	18.03.71 24.03.77
4.	Shri Raj Bahadur	18.03.71	05.02.73			
5.	Shri K. Raghuramaiah	05.02.73	24.03.77			
6.	Shri Ravindra Verma	26.03.77	28.07.79	Shri Larang Sai Dr. Ram Kripal Sinha	14.08.77 14.08.77	28.07.79 28.07.79
7.	Shri K. Gopal	*04.08.79	14.01.80			
8.	Shri Bhishma Narain Singh	14.01.80	29.01.83	Shri P. Venkatasubhaiah Shri Sitaram Kesri	16.01.80 03.03.80	02.09.82 15.01.82
9.	Shri Buta Singh	29.01.83	31.12.84	Shri H.K.L. Bhagat Shri Kalpnath Rai Shri N.K.P. Salve	02.09.82 29.01.83 04.11.84	31.10.84 31.10.84 31.12.84
10.	Shri H.K.L. Bhagat	31.12.84	02.12.89	Shri Ghulam Nabi Azad Smt. Margaret Alva Shri Sitaram Kesri Smt. Shiela Dikshit Shri M.M. Jacob Shri P. Namgyal Shri R.K. Malaviya	31.12.84 31.12.84 25.09.85 12.05.86 22.10.86 04.07.89 04.07.89	12.05.86 25.09.85 22.10.86 02.12.89 02.12.89 02.12.89 02.12.89
11.	Shri P. Upendra	05.12.89	10.11.90	Shri Satyapal Malik	23.04.90	10.11.90
12.	Shri. Satya Prakash Malaviya	21.11.90	21.06.91			
13.	Shri Ghulam Nabi Azad	21.06.91	18.01.93	Shri M.M. Jacob Sh. P.R. Kumaramanglam	21.06.91 21.06.91	17.01.93 02.12.93

14.	Shri V.C. Shukla	18.01.93	17.01.96	Shri Abrar Ahmed Smt. Margaret Alva Shri Mukul Wasnik Shri Eduardo Falerio Shri Rameshwar Thakur Shri Mallikarjun	18.01.93 19.02.93 19.02.93 02.12.93 17.04.94 17.04.94	02.04.94 16.05.96 16.05.96 19.09.95 22.12.94 16.05.96
15.	Shri Ghulam Nabi Azad	18.01.96	16.05.96	Shri Matang Singh Shri S.S. Ahluwalia Shri Vilas Muttemwar	10.02.95 19.09.95 19.09.95	16.05.95 10.05.96 10.05.96
16.	Shri Pramod Mahajan	16.05.96	01.06.96(FN)			
17.	Shri Ram Vilas Paswan	01.06.96(FN)	29.06.96	Shri Beni Prasad Verma	01.06.96	29.06.96
18.	Shri Srikanta Kumar Jena	29.06.96(AN) 21.04.97	21.04.97 19.03.98	Sh. P. Venkateswarlu Shri S.R. Balasubramoniyam Smt. Jayanthi Natarajan Sh. M.P. Veerandra Kumar	29.06.96 21.04.97 29.06.96 01.05.97 09.06.97 26.05.97	21.04.97 26.05.97 21.04.97 19.03.98 19.03.98 09.06.97
19.	Shri Madan Lal Khurana	19.03.98	30.01.99	Shri R.K. Kumar Shri Ram Naik Shri Dilip Ray	19.03.98 19.03.98 19.03.98	22.05.98 05.05.99 13.10.99
20.	Shri P.R. Kumaramangalam	30.01.99	13.10.99	Shri M.A. Naqvi Shri Santosh Gangwar	16.02.99 16.02.99	13.10.99 13.10.99
21.	Shri Pramod Mahajan	13.10.99	29.01.03	Shri Phaggan Singh Kulaste Shri Sriram Chauhan Shri Dilip Ray Shri Santosh Gangwar Shri O. Rajagopal	13.10.99 13.10.99 13.10.99 13.10.99 22.11.99	22.11.99 22.11.99 22.11.99 29.01.03 29.01.03
22.	Smt. Sushma Swaraj	29.01.03	22.05.04	Smt. Bhavanaben D Chikhalia Shri Vijay Goel Shri O. Rajagopal Sh. Santosh Gangwar	29.01.03 29.01.03 30.01.03 24.05.03	22.05.04 24.05.03 22.05.04 22.05.04
23.	Shri Ghulam Nabi Azad	23.05.04	01.11.05	Shri Suresh Pachouri	23.05.04	23.05.04
24.	Shri Priya Ranjan Dasmunsi	01.11.05		Shri B.K. Handique Smt. Suryakanta Patil	23.05.04 23.05.04	23.05.04

* During these periods, Shri Sinha and Shri K. Raghuramaiah were appointed Minister of State In charge of the Department and Shri K. Gopal, Minister of State In charge of the Ministry.

**STATEMENT SHOWING DEPUTY MINISTERS
HOLDING CHARGE OF THE MINISTRY OF
PARLIAMENTARY AFFAIRS**

Sl. No.	Name of the Deputy Minister	Period	
		From	To
1.	Shri Satya Narain Sinha*	1.10.48	26.2.49
2.	Shri V.C. Shukla	24.1.66	14.2.66
3.	Shri Rohan Lal Chaturvedi	18.3.67	14.11.67
4.	Shri J.B. Muthyal Rao	8.3.67	14.11.67
5.	Sardar Iqbal Singh	14.2.69	8.7.70
6.	Sardar Raghubir Singh Panj hazari	30.6.70	18.3.71
7.	Sh. P. Parthasarthy	30.6.70	18.3.71
8.	Shri B. Shankaranand	2.5.71	24.3.77
9.	Shri Kedar Nath Singh	2.5.71	10.10.74
10.	Shri Mallikarjun	17.11.80	31.10.84
		4.11.84	31.12.84
11.	Shri Kalpnath Rai	15.1.82	29.1.83
12.	Shri P. Namgyal	25.6.88	3.7.89
13.	Shri R.K. Malaviya	25.6.88	3.7.89
14.	Shri Jagdip Dhankar	23.4.90	5.11.90

*(Shri Sinha was Chief Whip with status of Deputy Minister and attached to PM)

ANNEX I-I

F.No 9(3)/97-Admn
Government of India
Ministry of Parliamentary Affairs

92, Parliament House,
New Delhi

Dated: 27.05.2004

Subject: Allocation of work among the Minister of Parliamentary Affairs and the Ministers of State in the Ministry of Parliamentary Affairs

The Minister of Parliamentary Affairs has approved that MOS Shri Suresh Pachouri will be incharge of work in respect of Rajya Sabha and MOS Shri B.K. Handique and Smt. Suryakanta Patil will be incharge of items of work in respect of Lok Sabha, as indicated in Annexes. Files, including those of policy matters and Bills, in respect of the Lok Sabha/Rajya Sabha, shall be routed through the MOS concerned.

2. For the sake of internal working in the Ministry and for marking files, abbreviations for the three Ministers of State will be as follows:-

1. Shri Suresh Pachouri --- MOS (SP)
2. Shri B.K. Handique --- MOS (BH)
3. Smt Suryakanta Patil --- MOS (SK)

(V.K. AGNIHOTRI)
SECRETARY TO THE GOVT. OF INDIA

To

1. PS to HMPA
2. PS to MOS (SP)
3. PS to MOS (BH)
4. PS to MOS (SK)

Copy to:- Cabinet Secretariat,
(Shri K.L. Sharma, Deputy Secretary)
Rashtrapati Bhawan

ANNEX I-I(I)

**ALLOCATION OF WORK AMONG THE
MINISTER AND MINISTERS OF STATE
MINISTER**

- I. To be overall incharge of all functions allocated by the President to the Ministry of Parliamentary Affairs under article 77(3) of the Constitution, viz.
 - a. Dates of summoning and prorogation of the two Houses of Parliament, dissolution of the Lok Sabha, President's address to Parliament.
 - b. Planning and coordination of legislative and other Official Business in both Houses.
 - c. Allocation of Government time in Parliament for discussion of motions given notice of by Members.
 - d. Liaison with Leaders and Whips of various parties and groups represented in Parliament.
 - e. Lists of members of Select and Joint Committees on Bills.
 - f. Appointment of Members of Parliament on committees and other bodies set up by Government.
 - g. Functioning of Consultative Committees of Members of Parliament for various ministries.
 - h. Implementation of assurances given by Ministers in Parliament.
 - i. Government's stand on Private Members' Bills and Resolutions.
 - j. Secretarial assistance to the Cabinet Committee on Parliamentary Affairs.
 - k. Advice to Ministries on procedural and other parliamentary matters.
 - l. Coordination of action by ministries on recommendations of general application made by Parliamentary Committees.
 - m. Officially sponsored visits of Members of Parliament to places of interest.

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- n. Matters connected with powers, privileges and immunities of Members of Parliament.
 - o. Parliamentary Secretaries—functions.
 - p. Organisation of Youth Parliament Competitions in schools/colleges throughout the country.
 - q. Organisation of All India Whips' Conference.
 - r. Exchange of Government Sponsored Delegations of Members of Parliament with other countries.
 - s. Determination of policy and follow up action in regard to Matters raised under Rule 377 of the Rules of Procedure and Conduct of Business in Lok Sabha and by way of Special Mentions in the Rajya Sabha.
 - t. Manual of Parliamentary Procedures in the Government of India.
 - u. The Salaries and Allowances of the Officers of Parliament Act, 1953 (20 of 1953).
 - v. The Salary, Allowances and Pension of Members of Parliament Act, 1954 (30 of 1954).
 - w. The Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 (33 of 1977).
 - x. The Leader and Chief Whips of Recognised Parties and Groups in Parliament (Facilities) Act, 1998 (5 of 1999).
2. To assist the Leaders of the Lok Sabha and the Rajya Sabha in carrying out the functions allotted to the Leaders of the two Houses in the Rules of Procedure and Conduct of Business in the Lok Sabha and the Rajya Sabha.
 3. To liaise with Leaders of Opposition parties/groups in Parliament.
 4. To advise the Prime Minister on parliamentary matters.
 5. All matters relating to establishment and administration of the Ministry.
 6. Approval of replies to Starred Questions relating to both the Houses.
 7. Approval of daily List of Government Business for the Lok Sabha and the Rajya Sabha.

ANNEX I-I(II)

**MINISTER OF STATE (RAJYA SABHA)
(SHRI SURESH PACHOURI)**

1. To assist the Leader of the Rajya Sabha in carrying out the functions allotted to the Leader of the Rajya Sabha in the Rules of Procedure and Conduct of Business in that House in consultation with the Minister of Parliamentary Affairs.
2. To keep the Minister posted with the various suggestions emanating from Members of the Rajya Sabha.
3. To be in attendance in the Rajya Sabha throughout the period of session.
4. To be constantly in touch with the Leaders and Chief Whips of the Opposition parties/groups for smooth functioning of the Rajya Sabha and to keep the Minister posted about their views and trends on various matters.
5. To assist the Minister in planning and coordination of Legislative and other business in the Rajya Sabha.
6. To maintain quorum in the Rajya Sabha.
7. To assist the Minister in deciding the lists of speakers on debates in the Rajya Sabha.
8. To attend to the work pertaining to Parliamentary Committees of the Rajya Sabha and assist the Minister in regard to nomination thereon.
9. To assist the Minister in the nomination of Members of the Rajya Sabha on Government Committees and Bodies.
10. To keep the Ministers informed of their business in the Rajya Sabha and ensure their attendance.
11. To scrutinise and lay statements of Implementation Reports on assurances on the Table of the Rajya Sabha.
12. To assist the Minister in the election of Members of the Rajya Sabha on committees and for this purpose to prepare Whips, as necessary.

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13. To assist the Minister in matters relating to changes desired by Members of the Rajya Sabha on the Consultative Committees.
14. Claims of TA/DA of Members of the Rajya Sabha in connection with meetings of Consultative Committees.
15. To assist the Minister in allocation of Government time in the Rajya Sabha for discussion of motions given notice of by Members with the approval of Minister.
16. Approval of answers to the Rajya Sabha Unstarred Questions.
17. To assist the Minister in follow-up action *vis-à-vis* Special Mentions in the Rajya Sabha.
18. Any other work entrusted to him by the Minister of Parliamentary Affairs.

ANNEX I-I (III)**MINISTER OF STATE (LOK SABHA)
(SHRI B. K. HANDIQUE)**

1. To keep the Minister posted with the various suggestions emanating from Members of the Lok Sabha.
2. To be in attendance in the Lok Sabha throughout the period of session.
3. To be constantly in touch with the Chief Whips of the Opposition parties/groups for facilitating smooth functioning of the Lok Sabha.
4. To assist the Minister in planning and coordination of Legislative and other Official Business in the Lok Sabha.
5. To maintain quorum in the Lok Sabha (especially for Congress MPs).
6. To assist the Minister in deciding the lists of speakers on debates in the Lok Sabha.
7. To assist the Minister in nomination of the Members of the Lok Sabha on Government committees and bodies.
8. To assist the Minister in the election of Members of the Lok Sabha to various committees and for this purpose prepare Whips, as necessary.
9. To keep the various Ministers informed of their business in the Lok Sabha and ensure their attendance.
10. To look after the work pertaining to Youth Parliament Competitions.
11. To look after the work of Consultative Committees (List of Ministries/ Departments will be allocated after the constitution of these committees).
12. To assist the Minister in matters relating to changes desired by Members of the Lok Sabha on the Consultative Committees mentioned above.
13. Claims of TA/DA of Members of the Lok Sabha in connection with meetings of the Consultative Committees referred to above.
14. Approval of answers to Unstarred Questions in the Lok Sabha.

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15. To assist the Minister in the follow up action with regard to Matters raised under Rule 377 of the Rules of Procedure and Conduct of Business in the Lok Sabha in respect to Ministries mentioned in Appendix 'A'.
16. Any other work entrusted to him by the Minister of Parliamentary Affairs.

ANNEX I-I (IV)**MINISTER OF STATE (LOK SABHA)
(SMT. SURYAKANTA PATIL)**

1. To keep the Minister posted with the various suggestions emanating from Members of the Lok Sabha.
2. To be in attendance in the Lok Sabha throughout the period of session.
3. To be constantly in touch with the Chief Whips of the Opposition parties/groups for facilitating smooth functioning of the Lok Sabha.
4. To assist the Minister in planning and coordination of Legislative and other Official Business in the Lok Sabha.
5. To maintain quorum in the Lok Sabha (especially for UPA allies except Congress).
6. To assist the Minister in deciding the lists of speakers on debates in the Lok Sabha.
7. To attend to the work pertaining to Parliamentary Committees of the Lok Sabha and assist the Minister in regard to nomination thereon.
8. To assist the Minister in the election of UPA Members of the Lok Sabha to various committees and for this purpose prepare Whips, as necessary.
9. To keep the various Ministers informed of their business in the Lok Sabha and ensure their attendance.
10. To scrutinise and lay statements of Implementation Reports on assurances on the Table of the Lok Sabha, with the approval of the Minister.
11. To look after the work of Consultative Committees (List of Ministries/ Departments will be allocated after the constitution of these committees).
12. To assist the Minister in matters relating to changes desired by Members of the Lok Sabha on the Consultative Committees mentioned above.
13. Claims of TA/DA of Members of the Lok Sabha in connection with meetings of the Consultative Committees mentioned above.

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14. Matters concerned with All India Whips' Conference and Commonwealth Whips' Conference.
15. To assist the Minister in the follow-up action with regard to matters raised under Rule 377 of the Rules of Procedure and Conduct of Business in the Lok Sabha in respect to Ministries mentioned in Appendix 'B'.
16. Any other work entrusted to her by the Minister of Parliamentary Affairs.

ANNEX II-A
STATEMENT INDICATING THE DURATION AS MP IN RESPECT OF SOME SENIOR MEMBERS ELECTED TO XIV LOK SABHA

S.NO.	NAME	TENURE	DURATION IN YEARS and MONTHS		
			LS	RS	TOTAL
1.	Shri A.B. Vajpayee, BJP	2 nd Lok Sabha (1957 - 62) Rajya Sabha (1962 - 67) 4 th - 7 th LS (1967-84) Rajya Sabha (1986-1991) 10 th - 13 th LS (1991-2004)	33-7	9-11	43-6
2.	Shri Chandra Shekhar, BJP	6 th and 7 th LS, (1977-84) 9 th to 13 th LS, (1989-2004) Rajya Sabha, (1962-77)	20-4	15	35-4
3.	L.K. Advani, BJP	Rajya Sabha (1970-1989) 9 th - 10 th LS(89-1996) 12 th - 13 th LS (1998-04)	11	19-8	30-8
4.	Shri Somnath Chatterjee, CPI(M)	5 th to 13 th Lok Sabha, 1971-2004	29-9	—	29-9
5.	Shri Pranab Mukerjee, INC	Rajya Sabha (1969-1984)(1993-2004)	—	28-9	28-9
6.	Shri Giridhar Gomang, INC	5 th - 12 th LS (1971-1999)	26-8	-	26-8
7.	Shri Manabendra Shah, BJP	2 nd - 4 th LS (1957-1970) 10 th - 13 th LS (1991-2004)	25-4	-	25-4
8.	Shri Balasaheb Vikhe Patil, INC	5 th - 9 th LS (1971 - 1991) 12 th - 13 th LS (1998 - 2004)	24-8	-	24-8

Contd.

9.	Shri George Fernandes, JD(U)	4th LS (1967-70) 6th - 7th LS (1977-1984) 9th - 13th LS (1989-2004)	24 -1	-	24 -1
10.	Shri M.H. Gavit, INC	7th -13th LS (1980-2004)	22-9	-	22-9
11.	Shri Basudeb Acharya, CPI(M)	7th to 12th LS (1980-2004)	22-6	-	22-6
12.	Shri Sanat Kumar Mandal, RSP	7th - 13th LS (1980-2004)	22-6	-	22-6
13.	Shri Hannan Mollah, CPI(M)	7th - 13th LS (1980-2004)	22-6	-	22-6
14.	Shri P.A. Sangma, AITC	6th - 8th LS (1977-89) 10th -13th LS (1991-2004)	22-3	-	22 -3
15.	Shri Santosh Mohan Dev, INC	7th - 11th LS (1980-1997) 13th LS (1999-2004)	21-8	-	21-8
16.	Dr. Laxminarayan Pandeya, BJP	5th and 6th LS (1971-79) 9th to 13th LS (1989-2004)	21-3	-	21-3
17.	Shri Kamal Nath, INC	7th - 10th LS (1980 - 1996) 12th - 13th LS (1998 - 2004)	21-3	-	21-3
18.	Shri Manoranjan Bhakta, INC	6th - 12th (1977 - 1999)	20 -10	-	20 -10
19.	Shri Ram Vilas Paswan, LJSP	6th and 7th LS (1977-84) 9th to 13th LS (1989-2004)	20-4	-	20-4
20.	Shri Anil Basu, CPI(M)	8th - 13th LS (1984 - 2004)	19	-	19
21.	Shri Rupchand Pal, CPI (M)	7th LS (1980-84) 9th - 13th (1989-2004)	19	-	19
22.	Shri Satyanarayan Jatiya, BJP	7th LS (1980-1984) 9th - 13th LS (1989 - 2004)	19	-	19

ANNEX II-B

**MINISTRY OF PARLIAMENTARY AFFAIRS
(LEGISLATIVE-I SECTION)**

Subject: Appointment of Speaker *pro tem* and three other newly elected Members of the Lok Sabha as persons before any of whom the Members of the new Lok Sabha may make or subscribe oath/affirmation.

With the dissolution of the Thirteenth Lok Sabha and the constitution of the Fourteenth Lok Sabha, it has become necessary to appoint a Member of the Lok Sabha to perform the duties of the office of the Speaker in terms of article 95(1) of the Constitution and also to appoint persons under article 99 of the Constitution before any of whom the new Members may make and subscribe oath or affirmation. For this purpose, a Speaker *pro tem* and three other MPs are nominated.

The names of the MPs appointed in the past to act as the Speaker *pro tem* can be seen in the detailed list at _____. The list also indicates the names of those who were nominated to administer oath to the MPs.

Normally, the seniormost amongst MPs is nominated as the Speaker *pro tem*. However, the list at _____, the seniormost MP in the XIV Lok Sabha is Shri _____, the former Prime Minister of India. It is, therefore, suggested that Shri _____, the next in terms of seniority among the Lok Sabha MPs, may be appointed as the Speaker *pro tem*.

As regards nomination of three other MPs to assist the Speaker *pro tem* in making or subscribing oath or affirmation to the newly elected MPs, it is suggested that the following three MPs, at Sr.No.3 to 5 of the seniority list at _____, may be nominated:

1. Shri
2. Shri
3. Shri

()

SECRETARY
MINISTER OF PARLIAMENTARY AFFAIRS
PRIME MINISTER

ANNEX II-C

**MINISTRY OF PARLIAMENTARY AFFAIRS
(LEGISLATIVE-I SECTION)**

No.F.77(*)/2004-Leg.I

Dated: *.*.2004

Subject: Appointment of Speaker *pro tem* and persons for administration of oath or affirmation to Members of the Lok Sabha.

The Prime Minister has recommended that the following appointments may be made :

- (a) Shri _____, a Member of the Lok Sabha, as Speaker *pro tem* to perform the duties of the office of the Speaker until a new Speaker is elected; and
- (b) S/Shri _____, _____ and _____, Members of the Lok Sabha, as persons before any of whom the new Members may make and subscribe oath or affirmation.

The President may please approve the aforesaid appointments. Two draft orders relating to these proposals are also placed below.

If the above proposals are agreed to, arrangements will be made, after ascertaining the convenience of the President, for Shri _____ to be sworn in as Speaker *pro tem* by the President on ____, _____, 2004 at 9.30 a.m., sufficiently before the start of the (day) (date) sitting of the Lok Sabha at 11.00 hours on the same day.

()

Minister of Parliamentary Affairs

THE PRESIDENT OF INDIA

DRAFT ORDER

Dated:

Whereas the office of the Speaker will become vacant immediately before the commencement of the first meeting of the House of the People on ____, 2004 and the office of the Deputy Speaker is also vacant.

In exercise of the powers conferred upon me by clause (1) of article 95 of the Constitution of India, I hereby appoint Shri, a member of the House of the People, to perform the duties of the office of the Speaker from the commencement of the said meeting and until the Speaker shall have been chosen by the House.

PRESIDENT OF INDIA

DRAFT ORDER

Dated:

I hereby appoint S/Shri _____, _____, _____ and _____ to be the persons before any of whom Members of the House of the People may make and subscribe the oath or affirmation in accordance with the provisions of article 99 of the Constitution of India.

PRESIDENT OF INDIA

ANNEX II-D**MINISTRY OF LAW AND JUSTICE
(DEPARTMENT OF LEGAL AFFAIRS)**

Article 95(1) of the Constitution provides that while the office of Speaker is vacant, the duties of his office shall be performed by the Deputy Speaker or if the office of Deputy Speaker is also vacant, by such Member of the House of the People as the President may appoint for the purpose. Article 93 provides that the House of the People shall, as soon as may be, choose two Members of the House respectively Speaker and Deputy Speaker.

Unless all the Members are administered oath/affirmation and article 93 is acted upon, during any vacancy in the office of the Speaker as well as Deputy Speaker, the person appointed by the President is to perform the duties of the office of the Speaker. The person appointed by the President acts a Speaker *pro tem* till the regular Speaker is elected. For the conduct of proceedings for the different periods of the session, there may not be any legal or constitutional bar to appoint separate Members of the House as Speaker *pro tem* if the situation so requires.

In this view, the proposal to obtain President's approval for appointment of Shri Somnath Chatterjee to perform the duties of Speaker on 2nd and 3rd June, 2004 and of Shri Balasaheb Vikhe Patil on 4th June, 2004, when the motion for election of Sh. Somnath Chatterjee as Speaker is likely to be taken up, appears to be constitutionally and procedurally in order.

May kindly see

Sd/-
(A.P. AGRAWAL)
JS and LA
27.5.2004

Sd/-
(Law Secretary)

ANNEX II-E

Dated:

DRAFT ORDER

Whereas the office of the Speaker will become vacant immediately before the commencement of the first meeting of the House of the People on ____, 2004 and the office of the Deputy Speaker is also vacant;

And whereas appointment of Shri Somnath Chatterjee as Speaker *pro tem* is only upto the commencement of the sitting of the House of the People on the 4th of June, 2004;

Now, therefore, in exercise of the powers conferred upon me by clause (1) of article 95 of the Constitution of India, I hereby appoint Shri Balasaheb Vikhe Patil, a Member of the House of the People, to perform the duties of the office of the Speaker from the commencement of the sitting of the House of the People on the 4th of June, 2004 till the election of the Speaker by the said House.

PRESIDENT OF INDIA

ANNEX II-F(I)

D.O. No. F 77(1)/99-Leg.I

Dated:

Will you kindly recall my telephonic request which you had kindly accepted regarding your appointment as Speaker *pro tem*? Accordingly, on the recommendation of the Government, you have been appointed as Speaker *pro tem* by the President and you will be administered the oath by the President at 9.30 a.m. on ____, the
(day)
____, 2004 at Rashtrapati Bhavan.
(date)

With kind regards,

Yours sincerely,

(Minister of Parliamentary Affairs)

Shri
Member of Parliament
(Lok Sabha)
New Delhi.

ANNEX II-F(II)

D.O. No. F 77(1)/99-Leg.I

Dated:

I am glad to inform you that the President has appointed you as one of the persons to assist Shri ____, Speaker *pro tem* until the new Speaker is elected.

With kind regards,

Yours sincerely,

(Minister of Parliamentary Affairs)

Shri
Member of Parliament
(Lok Sabha)
New Delhi.

ANNEX II-G

**MINISTRY OF PARLIAMENTARY AFFAIRS
(LEGISLATIVE-I SECTION)**

Subject: Appointment of Speaker *pro tem* and persons before any one of whom Oath or Affirmation can be made.

The President has appointed:-

- (a) Shri _____, a Member of the Lok Sabha, as Speaker *pro tem* to perform the duties of the office of the Speaker until a new Speaker is elected; and
- (b) S/Shri _____, _____ and _____, Members of the Lok Sabha, as persons before any of whom the new Members may make and subscribe oath or affirmation.

Original orders signed by the President are enclosed for necessary action. It is presumed that the Members concerned will be informed accordingly by the Lok Sabha Secretariat.

The President will administer oath/affirmation to Shri _____ at _____ on _____. It is requested that Shri _____ may be informed accordingly and necessary arrangements may also kindly be made for the oath taking.

The appointment of Shri _____ as Speaker *pro tem* may be notified in the gazette.

()
UNDER SECRETARY
Tel.No.

Lok Sabha Secretariat (Table Office)
MPA U.O.No.F.....

dated :

ANNEX II-H

**MINUTE TO MINUTE PROGRAMME
FOR SWEARING-IN OF
SPEAKER *PRO TEM***

0840 hrs.	Secretary, Ministry of Parliamentary Affairs reports to HMPA
0845 hrs.	HMPA proceeds to the House of Shri Somnath Chatterjee (21, Ashoka Road, next to Kerala House, New Delhi - 110001) JS, Ministry of Parliamentary Affairs reaches the residence of Shri Somnath Chatterjee with two bouquets.
0900 hrs.	HMPA reaches the residence of Shri Somnath Chatterjee. HMPA and Secretary, MPA, present bouquets to Shri Somnath Chatterjee
0910 hrs	HMPA escorts Shri Somnath Chatterjee to Rashtrapati Bhawan
0920 hrs	Arrival of HMPA and Shri Somnath Chatterjee at Rashtrapati Bhawan
0930 hrs.	Swearing-in Ceremony of the Speaker <i>pro tem</i> in Yellow Drawing Room, Rashtrapati Bhawan
1000 hrs	Speaker <i>pro tem</i> is escorted by Secretary General, Lok Sabha to Parliament House
1010 hrs	Speaker <i>pro tem</i> is presented a bouquet by HMPA at Gate No.3, Parliament House.

ANNEX II-I

MOST IMMEDIATE

MINISTRY OF PARLIAMENTARY AFFAIRS

No.F. 57(2)/2004-Leg.I

Dated:

Subject: Summoning of the First Session of the _____ Lok Sabha and the 201st Session of the Rajya Sabha - Approval of the President.

The Cabinet in its meeting held on ____ 2004 have decided that First Session of the Fourteenth Lok Sabha may be summoned to meet on ____, the ____, 2004 and ____ Session of the Rajya Sabha may be summoned to meet on ____, the ____, 2004 and subject to exigencies of Government Business, both the Houses may conclude their sessions on ____, the ____, 2004 .

It has further been decided to recommend to the President to address both Houses of Parliament assembled together in the Central Hall of Parliament at 11.00 a.m. on _____, the _____, 2004 and inform Parliament of the causes of its summons under article 87(1) of the Constitution. The communication received from the Cabinet Secretariat in this regard is enclosed along with relevant Note for Cabinet.

The President may kindly approve the date of commencement of the First Session of the Fourteenth Lok Sabha and the 201st session of the Rajya Sabha and the date and time of delivery of the President's Address. After the President's approval, the Lok Sabha and the Rajya Sabha Secretariats will be informed for taking further action in the matter.

(_____)
MINISTER OF PARLIAMENTARY AFFAIRS

THE PRESIDENT

ANNEX II-J

D.O.No. 6(*)/98-Leg.I

March ,1998

I am directed to say that it has been decided to take up the Motion of Confidence in the Council of Ministers in the Lok Sabha on____, 1998. A draft motion is attached. I am to request that the Prime Minister be moved to approve it. Immediately thereafter it may kindly be sent to the Lok Sabha Secretariat for further necessary action.

Yours sincerely,

()
Minister of Parliamentary Affairs

Shri
Principal Secretary to the Prime Minister,
Prime Minister's Office,
New Delhi.

ANNEX II-K

To

The Secretary-General,
Lok Sabha,
New Delhi.

Sir,

I hereby give notice of my intention to move the following
Motion in the current Session of Lok Sabha:

“That this House expresses its Confidence in the Council of
Ministers”.

Yours faithfully,

()
PRIME MINISTER

Copy to:

1. Minister of Parliamentary Affairs
2. Secretary, Ministry of Parliamentary Affairs

ANNEX II-L

D.O.No.F. 3(1)/2004-Leg.I

Dated :

Dear Mr. Speaker,

The Prime Minister has directed me to inform you that he has nominated Shri _____, Minister of _____ as the Leader of the House.

With kind regards,

Yours sincerely,

()
MINISTER OF PARLIAMENTARY AFFAIRS

Shri
Speaker,
Lok Sabha,
New Delhi.

ANNEX II-M

D.O.No.F. 77(1)/2004-Leg.I

Dated :

Dear Mr. Chairman,

The Prime Minister has directed me to inform you that he has nominated Shri _____, Minister of _____ as the Leader of the House.

With kind regards,

Yours sincerely,

()
MINISTER OF PARLIAMENTARY AFFAIRS

Shri
Chairman,
Rajya Sabha,
New Delhi.

ANNEX II-N

Dated:

To

The Secretary-General,
Lok Sabha,
New Delhi.

Sir,

I give notice of my intention to move the following Motion during the current Session of Lok Sabha, namely:

“That the Members of the Lok Sabha assembled in this session are deeply grateful to the President for the Address which he has been pleased to deliver to both Houses of Parliament assembled together on _____.”

Yours faithfully,

(_____)
M.P. (Lok Sabha)

I second the Motion

(_____)
M.P. (Lok Sabha)

ANNEX II-O

Dated:

To

The Secretary-General,
Rajya Sabha,
New Delhi.

Sir,

I give notice of my intention to move the following Motion during the current Session of Rajya Sabha, namely:

“That the Members of the Rajya Sabha assembled in this session are deeply grateful to the President for the Address which he has been pleased to deliver to both Houses of Parliament assembled together on _____.”

Yours faithfully,

(_____)
M.P. (Rajya Sabha)

I second the Motion

(_____)
M.P. (Rajya Sabha)

ANNEX II-P

**LOK SABHA
MOTION FOR ELECTION OF SPEAKER**

Place:

Date:

To

The Secretary-General,
Lok Sabha,
New Delhi.

Sir,

Under Rule 7 of the Rules of Procedure and Conduct of Business in the Lok Sabha, I give notice of the following motion which I propose to move in the House on the

“That Shri _____ a member of this House, be chosen as the Speaker of this House.”

Yours faithfully,

Signature.....

Name.....

(in block letters) M.P.

I second the above Motion.

Signature.....

Name.....

(in block letters) M.P.

I am willing to serve as Speaker, if elected.

Signature.....

Name.....

(in block letters) M.P.

ANNEX II-Q

To be published in the Gazette of India, Extraordinary, Part I, Section I, Dated the _____.

**GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS**

No.F. _____

New Delhi, the _____

NOTIFICATION

In pursuance of the powers conferred by Section 9 of the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 (No. 33 of 1977), the Central Government hereby notify that consequent on the dissolution of the House of the People on _____, Shri/Smt. _____ has ceased to be the Leader of Opposition in the House of the People with effect from that date.

()
SECRETARY

To,

The Manager,
Government of India Press,
Mayapuri, Ring Road,
New Delhi.

ANNEX II-R

To be published in the Gazette of India, Extraordinary, Part I, Section I, Dated the _____.

**GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS**

New Delhi, the _____

NOTIFICATION

No.F. _____ - WHEREAS, in pursuance of the provisions of Section 2 of the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 (No. 33 of 1977), the Speaker of the House of the People has recognized Shri/Smt. _____ as the Leader of the Opposition in the House of the People with effect from _____.

NOW, THEREFORE, in exercise of the powers conferred by Section 9 of the said Act, the Central Government hereby notify Shri/Smt. _____ as the Leader of the Opposition in the House of the People with effect from _____ for the purposes of the said Act.

(_____)
SECRETARY

To,
The Manager,
Government of India Press,
Mayapuri, Ring Road,
New Delhi.

ANNEX II-S

To be published in the Gazette of India, Extraordinary, Part I, Section I, Dated the _____.

**GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS**

New Delhi, the _____

NOTIFICATION

No.F. _____ - WHEREAS, in pursuance of the provisions of Section 2 of the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 (No. 33 of 1977), the Chairman of the Council of States has accorded recognition to Shri/Smt. _____, as the Leader of Opposition in the Council of States with effect from _____.

NOW, THEREFORE, in exercise of the powers conferred by Section 9 of the said Act, the Central Government hereby notify Shri/Smt. _____ as the Leader of the Opposition in the Council of States with effect from _____ for the purpose of the said Act.

(_____)
SECRETARY

To,
The Manager,
Government of India Press,
Mayapuri, Ring Road,
New Delhi.

ANNEX II-T

To be published in the Gazette of India, Extraordinary, Part I, Section I, Dated the _____.

**GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS**

New Delhi, the _____

NOTIFICATION

No.F. _____ - In pursuance of the powers conferred by Section 9 of the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 (No. 33 of 1977), the Central Government hereby notify that consequent on his appointment as Prime Minister of India on _____, Shri/Smt. _____ has ceased to be the Leader of Opposition in the Council of States with effect from that date.

(_____)
SECRETARY

To,
The Manager,
Government of India Press,
Mayapuri, Ring Road,
New Delhi.

ANNEX II-U

F.No.55(2)/2004-Leg.I
Government of India
Ministry of Parliamentary Affairs

90, Parliament House,
New Delhi

Dated:

OFFICE MEMORANDUM

Subject: Allotment of Room in Parliament House to the Leader of the Opposition in Rajya Sabha.

The undersigned is directed to state that Room No. 43 in Parliament House has been allotted to Shri _____, the Leader of the Opposition in the Rajya Sabha.

Private Secretary to the Leader of the Opposition is requested kindly to inspect the room and arrange furniture, telephone, draperies etc. with the assistance of the Caretaker, Parliament House and the Engineering Supervisor (Telephone), Parliament House. The Caretaker, Parliament House, is not responsible for the loss of articles. Personal staff of the Leader of the Opposition may therefore ensure that nothing is left unlocked in the room or the varandah adjacent thereto. Similarly telephone, when it is not in use, may be removed from varandah and kept inside the room properly secured with lock and key, so as to prevent unauthorised calls being made.

In case any additions/alterations are desired to be made in the room, P.S. to the Leader of the Opposition is requested kindly to take up the matter with the Deputy Secretary (Admn.), Ministry of Parliamentary Affairs for further necessary action.

The Caretaker, Parliament House, the Engineering Supervisor (Telephone) are being advised to arrange for furnishing of the room and installation of Telephone etc. in consultation with Private Secretary of the Leader of the Opposition.

()
Under Secretary to the Govt. of India
Tel. No. 3034728

P.S. to the Leader of the Opposition in Rajya Sabha.

Copy forwarded for necessary action to:-

1. The Caretaker, Parliament House for furnishing the room in consultation with the Private Secretary to the Leader of the Opposition in Rajya Sabha.
2. Engineering Supervisor (Telephone), Parliament House, for installation of telephone in room of the Leader of the Opposition in Rajya Sabha in consultation with the Private Secretary to the Leader of the Opposition.
3. Lok Sabha Secretariat.
4. Rajya Sabha Secretariat.
5. Joint Secretary, Rajya Sabha Secretariat.
6. Assistant Director (WG), Lok Sabha Secretariat.
7. The President's Secretariat
8. The Prime Minister's Office.
9. The Cabinet Secretariat
10. Executive Engineer, P.W.D.II, C.P.W.D., New Delhi.
11. The Assistant Engineer I and III, Parliament Works Division No. II, Parliament House, New Delhi.
12. The Reception Officer, Parliament House, Lok Sabha and Rajya Sabha Secretariats.
13. The Chief Watch and Ward Officer, Lok Sabha Secretariat.
14. P.S. to Minister
15. P.S. to MOS (SP)
16. PS to MOS (SK)
17. PS to MOS (BK)
18. PPS to Secretary
19. PS/PA to JS/DS(L)/DS(A)/DS(RandC)/US(L)/US(A)/US(RandC)
20. SO(A)/SO(RandC)/SO(WS)

()

Under Secretary to the Govt. of India
Tel. No. 3034728

ANNEX III-A

**STATEMENT SHOWING THE INTERVAL OF
LESS THAN 21 DAYS BETWEEN THE ISSUE OF
SUMMONS TO MEMBERS OF LOK SABHA AND
DATES OF COMMENCEMENT OF SESSIONS
SINCE 1990**

Session	Date on which Summons issued	Date of Commencement of Session	Interval (In days)
<i>Ninth Lok Sabha</i>			
Fourth	October 25,1990	November 7,1990	12 days
Fifth	November 10,1990	November 16,1990	05 days
Seventh	January 31,1991	February 21, 1991	20 days
<i>Tenth Lok Sabha</i>			
First	June 29, 1991	July 9, 1991	09 days
Second	November 4, 1991	November 20, 1991	15 days
Fourth	June 18,1992	July 8, 1992	19 days
Sixth	February 3, 1993	February 22, 1993	18 days
Seventh	July 9, 1993	July 26, 1993	16 days
Eighth	November 12, 1993	December 2, 1993	19 days
Ninth	February 3, 1994	February 21, 1994	17 days
Tenth	May 26, 1994	June 13, 1994	17 days
Eleventh	July 8,1994	July 25, 1994	16 days
Twelfth	November 18, 1994	December 7, 1994	18 days
Thirteenth	February 1, 1995	February 13, 1995	11 days
Fifteenth	November 14, 1995	November 27, 1995	12 days
Sixteenth	February 6, 1996	February 26, 1996	19 days
<i>Eleventh Lok Sabha</i>			
*First (Pt.I)	May 18,1996	May 22, 1996	03 days
(Pt.II)	June 4, 1996	June 10, 1996	05 days
	(Reconvened)		
Second	June 25, 1996	July 10, 1996	14 days
Third	November 2,1996	November 20, 1996	17 days

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Fourth	February 3, 1997	February 20, 1997	16 days
Sixth (Pt.II)	November 28, 1997	December 2, 1997	03 days

Twelfth Lok Sabha

*First	March 21,1998	March 23, 1998	01 day
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Thirteenth Lok Sabha

*First	October 16,1999	October 20,1999	03 days
Third	February 2, 2000	February 23, 2000	20 days
Fifth	November 4,2000	November 20,2000	15 days
Sixth	January 31, 2001	February 19,2001	18 days
Eighth	October 30,2001	November 19,2001	19 days
Tenth	June 28,2002	July 15,2002	16 days
Eleventh	October 31,2002	November 18,2002	17 days
Twelfth	January 30,2003	February 17,2003	17 days
Thirteenth	July 1, 2003	July 21, 2003	19 days
Fourteenth	November 12,2003	December 2, 2003	19 days
(Pt.I)	January 20, 2004	January 29, 2004	08 days
(Pt.II)			

Fourteenth Lok Sabha

*First	May 28,2004	June 2, 2003	04 days
Second	June 18, 2004	July 5, 2004	16 days

* First Session of New Lok Sabha

ANNEX III-B

**INFORMATION REGARDING JOINT SITTINGS
OF TWO HOUSES HELD SO FAR**

1. May 6, 1961 to discuss Dowry Prohibition Bill, 1959 following disagreement between the two Houses over certain amendments to the Bill (Joint sittings were held on May 6 and 9, 1961).
2. May 16, 1978 to discuss the Banking Service Commission (Repeal) Bill, 1977 passed by Lok Sabha and rejected by the Rajya Sabha; (one day only).
3. March 26, 2002 to deliberate and vote on the Prevention of Terrorism Bill, 2002 as passed by the Lok Sabha and rejected by the Rajya Sabha;(one day only).

ANNEX III-C

MOST IMMEDIATE

MINISTRY OF PARLIAMENTARY AFFAIRS

No.F. 57(*)/2004-Leg.I

Dated:

Subject: Summoning of the _____ Session, 2004 of Parliament -
Approval of the President.

The Cabinet in its meeting held on _____, 2004 have decided that both Houses of Parliament may be summoned to meet for the _____ Session, 2004 on _____ and, subject to exigencies of Government Business, both the Houses may conclude their sessions on _____.

It has been proposed that during this period, both Houses may go into recess from _____ to _____ to enable the Departmentally related Parliamentary Standing Committees to consider the 'Demands for Grants' of Ministries/ Departments and prepare their reports. The communication received from the Cabinet Secretariat in this regard is enclosed along with relevant Note for Cabinet.

The President may kindly approve the date of the commencement of the _____ Session, 2004 of Parliament. After the President's approval, the Lok Sabha and the Rajya Sabha Secretariats will be informed for taking further action in the matter.

()
MINISTER OF PARLIAMENTARY AFFAIRS

PRESIDENT OF INDIA

ANNEX III-D

MINISTRY OF PARLIAMENTARY AFFAIRS

No.F. 57(*)/2004-Leg.I

Dated:

To

The Secretary-General,
Lok Sabha,
New Delhi.

Subject: Commencement and duration of _____Session of the
_____ Lok Sabha.

Sir,

I am directed to inform you that the Government have decided that the _____Session of the _____ Lok Sabha be summoned to meet on _____and subject to exigencies of Government Business, the session may conclude on _____. During this period, the Hon'ble Speaker may be moved to kindly adjourn the Lok Sabha on _____to meet again on _____to enable Departmentally related Parliamentary Standing Committees to consider the 'Demands for Grants' of Ministries/Departments and prepare their reports.

The date of the commencement of the session was conveyed to the President by the Minister of Parliamentary Affairs and the President has approved it.

Yours faithfully,

()
Secretary

Copy for information to:

1. Cabinet Secretary
2. Secretary to the President

()
Secretary

ANNEX III-E

MINISTRY OF PARLIAMENTARY AFFAIRS

No.F. 57(*)/2004-Leg.I

Dated:

To

The Secretary-General,
Rajya Sabha,
New Delhi.

Subject: Commencement and duration of the ____Session of the
Rajya Sabha

Sir,

I am directed to inform you that the Government have decided that the ____Session of the Rajya Sabha be summoned to meet on _____ and subject to exigencies of Government Business, the session may conclude on _____. During this period, the Hon'ble Chairman may be moved to kindly adjourn the Rajya Sabha on _____ to meet again on _____ to enable Department-related Parliamentary Standing Committees to consider the 'Demands for Grants' of Ministries/Departments and prepare their reports.

The date of the commencement of the session was conveyed to the President by the Minister of Parliamentary Affairs and the President has approved it.

Yours faithfully,

()
Secretary

Copy for information to:

1. Cabinet Secretary
2. Secretary to the President

()
(Secretary)

ANNEX III-F**MINISTRY OF PARLIAMENTARY AFFAIRS**

No. F. 57(*)/200 -leg.I

Dated:

Subject: Summoning of Parliament for a Joint Sitting to consider the Prevention of Terrorism Bill, 2002.

The Prevention of Terrorism Ordinance, 2001 (No.12 fo 2001), was promulgated by the President on _____. The Prevention of Terrorism Bill, 2002, which was intended to replace the said Ordinance, was introduced in the Lok Sabha on _____. The Lok Sabha passed the Bill on the _____. The Rajya Sabha at its sitting held on the _____ adopted a Statutory Resolution disapproving the Ordinance and rejected a motion for consideration of the Bill as passed by the Lok Sabha. As a result, under Rule 134 (ii) of the Rules of Procedure and Conduct of Business in the Rajya Sabha, the Bill shall be deemed to have been rejected by the Rajya Sabha.

Clause (1) of article 108 of the Constitution, *inter alia* provides that if, after a Bill has been passed by one House and transmitted to the other House, the Bill is rejected by the other House, then, the President may notify to the Houses by message his intention to summon them to meet in a Joint Sitting for the purposes of deliberating and voting on the Bill.

It has become necessary that the two Houses may deliberate and vote on the Bill in a Joint Sitting in terms of article 108 of the Constitution. As the two Houses are in session, the President is requested kindly to notify to the two Houses by message his intention to summon them to meet in a Joint Sitting for the purposes of deliberating and voting on the Bill.

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The Prime Minister has agreed that the two Houses may have a Joint Sitting on _____.

A draft message is submitted to the President for his approval and signature.

(_____)

MINISTER OF PARLIAMENTARY AFFAIRS

PRESIDENT OF INDIA

ANNEX III-G

MINISTRY OF PARLIAMENTARY AFFAIRS

D.O.NO.F. 57()/200 -Leg.I

Dated:

I am enclosing herewith a message from the President under article 108 of the Constitution notifying his intention to summon the Rajya Sabha and the Lok Sabha to meet in a Joint Sitting for the purposes of deliberating and voting on the Prevention of Terrorism Bill, 2002

The Prime Minister has agreed that the Joint Sitting may be held on ____ at 11.00 a.m.

I hope your Secretariat would take the necessary steps after you have read out the Message to the Lok Sabha for summoning the Members of both the Houses in accordance with the Rules of Procedure and Conduct of Business.

Yours sincerely,

()

MINISTER OF PARLIAMENTARY AFFAIRS

Shri
Speaker, Lok Sabha,
New Delhi.

Dated:

MESSAGE

WHEREAS at its sitting on the ____, the Lok Sabha passed the Prevention of Terrorism Bill, 2002, and transmitted the same to the Rajya Sabha.

AND WHEREAS the Rajya Sabha at its sitting on the ____, rejected the said Bill.

NOW, THEREFORE, in exercise of the powers conferred by clause(1) of article 108 of the Constitution, I, _____, President of India, hereby notify my intention to summon the Rajya Sabha and Lok Sabha to meet in a joint sitting for the purposes of deliberating and voting on the said Bill.

PRESIDENT OF INDIA

The Speaker, Lok Sabha.

ANNEX III- H

MINISTRY OF PARLIAMENTARY AFFAIRS

D.O.NO.F.57()/200 -Leg.I

Dated:

I am enclosing herewith a message from the President for the Rajya Sabha under article 108 of the Constitution notifying his intention to summon the Rajya Sabha and the Lok Sabha to meet in a Joint Sitting for the purposes of deliberating and voting on the Prevention of Terrorism Bill, 2002

The Prime Minister has agreed that the Joint Sitting may be held on ____ at 11.00 a.m.

Yours sincerely,

()

MINISTER OF PARLIAMENTARY AFFAIRS

Shri
Chairman, Rajya Sabha,
New Delhi.

Dated:

MESSAGE

WHEREAS at its sitting on the ____ , the Lok Sabha passed the Prevention of Terrorism Bill, 2002, and transmitted the same to the Rajya Sabha.

AND WHEREAS the Rajya Sabha at its sitting on the _____, rejected the said Bill.

NOW, THEREFORE, in exercise of the powers conferred by clause(1) of article 108 of the Constitution, I, _____, President of India, hereby notify my intention to summon the Rajya Sabha and Lok Sabha to meet in a joint sitting for the purposes of deliberating and voting on the said Bill.

PRESIDENT OF INDIA

The Chairman, Rajya Sabha.

ANNEX III-I

**MINISTRY OF PARLIAMENTARY AFFAIRS
(LEGISLATIVE - I SECTION)**

F.No. 57(*)/98-Leg.I

Dated :

Subject: Prorogation of both Houses of Parliament

Lok Sabha and Rajya Sabha are scheduled to adjourn *sine die* on _____.

It is proposed that both the Houses of Parliament may be prorogued after adjournment *sine die* on _____.

()
SECRETARY

MINISTER OF PARLIAMENTARY AFFAIRS

HONOURABLE PRIME MINISTER

ANNEX III-J

No.F. 57(*)/200 -Leg.I
Government of India
Ministry of Parliamentary Affairs

8, Parliament House,
New Delhi.

Dated:

To
The Secretary-General,
Lok Sabha,
New Delhi.

Subject: Prorogation of Lok Sabha

Sir,

I am directed to inform you that Government have decided that the Lok Sabha which adjourned *sine die* on _____, be prorogued.

Yours faithfully,

()
SECRETARY

ANNEX III-K

No.F.57(*)/200 -Leg.I

**GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS**

8, Parliament House,
New Delhi.

Dated:

To

The Secretary General,
Rajya Sabha,
New Delhi

Subject: Prorogation of Rajya Sabha.

Sir,

I am directed to inform you that Government have decided that the Rajya Sabha which adjourned *sine die* on _____, be prorogued.

Yours faithfully,

()
SECRETARY

ANNEX III-L

MINISTRY OF PARLIAMENTARY AFFAIRS

To
Secretary to President of India
Rashtrapati Bhawan,
New Delhi.

F.17(1)/2003-Leg.I

5 February, 2004

Subject: Dissolution of the Thirteenth Lok Sabha

Sir,

This is to inform you that the Fourteenth Session of the Lok Sabha and 200th session of the Rajya Sabha have been adjourned today *sine die* after completing the essential Financial Business, including the Vote on Account (Railways and General) 2004-05 and the Finance Bill, 2004.

Yours faithfully,

Sd/-
(V.K. Agnihotri)

ANNEX III-M**CHECK LIST**

1. It may be ensured that period between last sitting of the Houses in one session and the date appointed for its/ their first sitting in the next session shall not in any case exceed six months.
2. Note for the Cabinet regarding summoning of next session of Parliament should be submitted sufficiently in advance so that summons for the Parliament Session could as far as possible be issued at least 21 days in advance of the date of commencement of the session in order to provide 21 clear days for tabling the questions by the Members of the Lok Sabha.
3. In case of First Session after general election and First Session of the year, approval of the Cabinet is also obtained to the time, date of the President's address to the two Houses of Parliament assembled together.
4. In case of urgency, Cabinet Secretariat may be requested to furnish an authority regarding approval of the Ministry's proposal regarding summoning of the session by the Cabinet, so that further action, viz., obtaining the approval of the President to the proposal can be taken in time.
5. Approval of the Prime Minister to the proposal regarding prorogation of the Houses could be obtained whenever the Cabinet Committee on Parliamentary Affairs has not been constituted.
6. The approval of the Prime Minister has to be obtained to the proposal to convene the Joint Sitting of the two Houses of Parliament in terms of article 108 of the Constitution whenever any request in this regard is received from any Ministry.
7. First Session of the new Lok Sabha and the corresponding session of the Rajya Sabha may not be convened on the same day.

8. When Cabinet's recommendation regarding dissolution of the Lok Sabha is sent to the President for his orders, the Secretary, Ministry of Parliamentary Affairs, may inform the Secretary to the President that the essential financial and legislative business has been transacted by both the Houses.

ANNEX IV-A

D.O.No.F.66(1)/2004-Leg.I

Dated:

The..... Session, 200- of Parliament is likely to commence during the middle of It is necessary to keep various items of Government Business ready for presentation in the said session.

I shall be grateful if information about the Bills as also other items of Government Business which your Ministry/Department proposes to bring in Parliament during the forthcoming session is forwarded to us in the enclosed proforma, latest by -----, so as to enable us to prepare a tentative programme for the session in time. While forwarding the proposals, it may kindly be ensured that the titles of Bills are given in both English and Hindi without abbreviations of words and the purport of Bills is indicated in the proforma, in a self- explanatory manner. A list indicating the titles of the Bills pending in Parliament is enclosed.

I also request you to furnish information/comments on the following issues:

- (i) whether you have any policy paper or discussion which could be scheduled in the Rajya Sabha in the beginning of the Budget Session;
- (ii) introduction of new Bills in the Rajya Sabha;
- (iii) scheduling of Bills pending in the Lok Sabha and the Rajya Sabha as reported by the Standing Committees; and
- (iv) action being taken with regard to Bills pending with the Standing Committees and the likelihood of their being ready for discussion/passage.

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Requisite details in this regard may be incorporated in the remarks column of the proforma.

Yours sincerely,

()
Secretary

All Secretaries of the Ministries/Departments

ANNEX IV-B

Annexes

**BUSINESS FOR THE SESSION,.....(YEAR) OF PARLIAMENT
MINISTRY/DEPARTMENT OF
PART-I LEGISLATIVE BUSINESS**

Sl. No.	Title of the Bill (English and Hindi versions)	Purport in brief (To be self-explanatory)	Present State of preparedness			Probable date by which the Bill is likely to be introduced	Whether the Bill is required to be passed during the Session	Names and Telephone Numbers of the officers concerned with the Bill	Remarks
1	2	3	Draft Cabinet Note ready	Concurrence/ views of concerned Ministries	Cabinet approval obtained	7	8	9	10

N.B. Bills, both pending (excluding those which are not proposed to be proceeded with during the Session) and proposed, may be arranged in the order in which they are proposed to be taken up in Parliament.

PART-II NON-LEGISLATIVE BUSINESS

MATTERS OF PUBLIC IMPORTANCE OR REPORTS REQUIRED TO BE DISCUSSED IN PARLIAMENT

Sl. No.	Subject	Whether the relevant document/ Report has been made available to Members; if so, when?	If the relevant document/ Report has not been presented, when it is likely to be ready	Remarks
1	2	3	4	5

N.B. If there is a time bound item, it may be so stated.

ANNEX IV-C

MINISTRY OF PARLIAMENTARY AFFAIRS

Legislative and other proposals for the ____ Session of _____ Lok Sabha and ____ Session of Rajya Sabha

Sl.No.	Title	Purport	Cabinet Note ready or not	Cabinet approval obtained	Bill ready	Priority
1.	Ministry or Department of Legislative Business					
2.						
3.						
1.	Non-Legislative Business					
2.						

ANNEX IV-D

D.O. No.F. 66(1)/2003-Leg.I

Dated:

I am sending herewith a list of Bills proposed by various Ministries/Departments for the ensuing session of Parliament commencing from..... .

As in the past, the list may be scrutinised and this Ministry informed of the position in regard to Bills which might be ready for introduction by (a) the first week of the session, (b) the middle of the session, and (c) by the close of the session. So far as the introduction of the Bills in replacement of Ordinances is concerned, I shall be grateful if you could ensure their introduction positively on the opening day of the session.

I shall be grateful for an immediate reply.

Yours sincerely,

()
Secretary

Shri
Secretary,
Ministry of Law and Justice,
Legislative Department,
Shastri Bhavan,
New Delhi.

ANNEX IV-E

D.O. No.F. 66(6)/2003-Leg.I

Dated:

A meeting of the Secretaries to the Government of India in various Ministries/Departments will be held at a.m. on Monday, the in Room No., Parliament House, New Delhi to consider the items of Government Business proposed by the Ministries/Departments for the ensuing Session, 200 of Parliament. List of items(s) concerning your Ministry/Department, which will be considered in the meeting is enclosed.

Smt/Shri....., Minister of Parliamentary Affairs, will chair the meeting

I shall be grateful if you could kindly make it convenient to come personally.

Yours sincerely,

()
Secretary

To all concerned Secretaries (by name)

ANNEX IV-F

MINISTRY OF PARLIAMENTARY AFFAIRS

**Tentative List of Government Legislative and Other Business
expected to be taken up during the Session of
.....Sabha**

I - LEGISLATIVE BUSINESS

Bills Pending in Rajya Sabha

S.No.	Name of the Bill	Status/Purport	Motion proposed to be moved during the Session

**Bills Originating in Lok Sabha and Pending Before
Standing Committees**

S.No.	Name of the Bill	Status/Purport	Motion proposed to be moved during the Session

Bills Originating in Rajya Sabha and Pending before Standing Committees

S.No.	Name of the Bill	Status/Purport	Motion proposed to be moved during the Session

New Bills

S.No.	Name of the Bill	Purport	Motion proposed to be moved during the Session

II - OTHER BUSINESS**Financial Business****Non-Financial Business**

ANNEX IV-G

No.F. _____
Government of India
Ministry of Parliamentary Affairs

8, Parliament House,
New Delhi

Dated:

To

The Secretary General,
Lok Sabha,
New Delhi.

Sir,

With the permission of the Hon'ble Speaker, the Minister of Parliamentary Affairs proposes to make a statement about Government Business in the Lok Sabha during the week commencing _____.

150 copies of the statement (English and Hindi versions) are enclosed.

Yours faithfully,

()
SECRETARY

Copy to:

1. PS to Minister of Parliamentary Affairs
2. PS to MOS(SP)
3. PS to MOS(BK)
4. PS to MOS(SK)
5. PPS to Secretary
6. PA to DS(L)/US(L)

()
UNDER SECRETARY

ANNEX IV-H

No.F. _____
Government of India
Ministry of Parliamentary Affairs

8, Parliament House,
New Delhi

Dated:

To

The Secretary General,
Rajya Sabha,
New Delhi.

Sir,

With the permission of the Hon'ble Chairman, the Minister of State in the Ministry of Parliamentary Affairs proposes to make a statement about Government Business in the Rajya Sabha during the week commencing _____.

15 copies of the statement (English and Hindi versions) are enclosed.

Yours faithfully,

()
SECRETARY

Copy to:-

1. PS to Minister of Parliamentary Affairs
2. PS to MOS(SP)
3. PS to MOS(BK)
4. PS to MOS(SK)
5. PPS to Secretary
6. PA to DS(L)/US(L)

()
UNDER SECRETARY

ANNEX IV-I

**TIME TABLE OF GOVERNMENT BUSINESS IN LOK
SABHA: BUDGET SESSION (PART-I)**

Date: 16 July 2004

Date	Subject	Nature of Business	Duration Hrs-Mts	Cumulative Total Hrs-Mts
1	2	3	4	5
14.07.04 (Wednesday)	General Budget	General Discussion (Time Allotted: 12 hrs)	2-33	2-33
15.07.04 (Thursday)	(i) General Budget ; (ii) Vote on A/c	(i), (ii) General Discussion (Time Allotted :12 hrs.)	—	2.33
16.7.04 (Friday)	(i) Statements by Home Minister on : (a) Flood Situation in Bihar and Assam; and (b) Rape of three Dalit women in Madhya Pradesh. (ii) Statement by Minister of Parliamentary Affairs regarding Government Business. (iii) General Budget; (iv) Vote on A/c (v) Pvt. Members' Business	(i) Statement after laying of papers (ii) Statement (iii) General Discussion (iv) Discussion on Resolutions	10 mts 10 mts 15 mts 1½ 2½	4-03

Contd.

ANNEX IV-J**TIME TABLE OF GOVERNMENT BUSINESS IN
RAJYA SABHA: BUDGET SESSION (PART-I)**

Date: 16 July 2004

Date	Subject	Nature of Business	Duration Hrs-Mts	Cumulative Total Hrs-Mts
1	2	3	4	5
16.07.04 (Friday)	(i) Resolution regarding nomination of Members in Railway Convention Committee	(i) Resolution	½	—
	(ii) Statement by MOS (SP) regarding Government Business (after laying of papers)	(i) Statement	10 mts	—
	(iii) Statement by Home Minister regarding criminal case against Shri Shibu Soren (at 2 p.m.)	(iii) Statement	1	—
	(iv) PRIVATE MEMBERS' BUSINESS	(RESOLUTIONS)		

Date	Subject	Nature of Business	Duration Hrs-Mts	Cumulative Total Hrs-Mts
1	2	3	4	5
19.07.04 (Monday)	(1) Financial package for Drought in Maharashtra	(i) PM's Statement (2.00 p.m. Subject to PM's convenience)	1	—
	(ii) General Budget	(ii) General Discussion	2	2
	(iii) Flood situation in Bihar and Assam	(iii) Statement (To Be Decided)	1**	—
20.07.04 (Tuesday)	General Budget	General Discussion	4**	6
21.07.04 (Wednesday)	General Budget	General Discussion	4**	10
22.07.04 (Thursday)	(i) General Budget	(i) General Discussion	1	11
		Reply by Minister	1	12
		Return of Appropriation Bills, etc. (without discussion)	1	13
	(ii) Railway Budget	(ii) Return of Railway Appropriation Bill; (without discussion)	1**	—
23.07.04	PRIVATE MEMBERS BUSINESS	BILLS		

** House may sit upto 6 p.m. subject to recommendation of BAC

HMPA
MOS (SP)/MOS(SK)/MOS(BK)

(V.K.Agnihotri)
Secretary

ANNEX IV-K

MINISTRY OF PARLIAMENTARY AFFAIRS

D.O. No.F. 78(*)/2003-Leg.I

Dated:

As you are aware, the Delimitation (Amendment) Ordinance, 2003 (Ordinance No.6 of 2003) relating to your Ministry was promulgated by the President on _____.

I shall be grateful if necessary procedural formalities for introduction of the Bill seeking to replace the above Ordinance are completed by your Ministry well in time so that the Bill could be introduced in the Lok Sabha/Rajya Sabha on the opening day of ensuing Winter Session.

I also request that after introduction of the Bill, notice of Motion for consideration and passing of the Bill may also be sent to the Secretary-General, Lok Sabha/Rajya Sabha under intimation to this Ministry to enable this Ministry to provide for its consideration at an early date.

It may not be out of place to point out here that according to article 123(2)(a) of the Constitution of India, the Ordinance shall cease to operate at the expiration of six weeks from the reassembly of Parliament, if the Bill seeking to replace the Ordinance is not passed by both Houses of Parliament and assented to by the President before expiry of the above period.

Yours sincerely,

()
(SECRETARY)

Shri
Secretary,
Ministry of Law and Justice,
Legislative Department,
Shastri Bhawan,
New Delhi.

ANNEX IV-L

No.F.78(*)/2003-Leg.I
Government of India
Ministry of Parliamentary Affairs

90, Parliament House,
New Delhi.

Dated:

OFFICE MEMORANDUM

Subject: The National Tax Tribunal Ordinance, 2003 (Ordinance No. 3 of 2003)

The National Tax Tribunal Ordinance, 2003 (Ordinance No. 3 of 2003) was promulgated by the President on _____. As usual, this Ministry will make arrangements for its laying by the Minister of Parliamentary Affairs on the opening day of the ensuing session in pursuance of article 123(2)(a) of the Constitution.

The Ministry of Law and Justice, Department of Legal Affairs are requested to intimate to this Ministry whether it is proposed to get the above Ordinance replaced by an Act of Parliament. If so, the Bill in replacement of the Ordinance may kindly be got drafted well in time and notice for its introduction duly signed by the Minister may be sent to the Secretary-General of the House in which the Bill is sought to be introduced so that this may be introduced in the beginning of the ensuing session of Parliament. The Ministry may also take appropriate action as envisaged in Rule 71 (1)/ 66(1) of the Rules of Procedure and Conduct of Business in the Lok /Rajya Sabha which provides that whenever a Bill seeking to replace an Ordinance with or without modification is introduced in the House, there shall be placed before the House along with the Bill, a statement explaining the circumstances which had necessitated immediate legislation by Ordinance. The Ministry is also requested to supply the requisite number of copies of the statement to the Lok Sabha/Rajya Sabha Secretariat for circulation

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to Members of Parliament and five copies to this Ministry.

(_____)
UNDER SECRETARY TO THE GOVT. OF INDIA
Tel.No.

Ministry of Law and Justice,
(Department of Legal Affairs),
(Shri _____, Under Secretary)
A Wing, 4th Floor, Shastri Bhawan,
New Delhi.

Copy to Official Language Wing, Legislative Department (Shri
_____, Superintendent), Bhagwan Das Road, New Delhi with
the request that 75 copies of the Hindi version of the Ordinance
may kindly be sent to this Ministry immediately.

(_____)
UNDER SECRETARY TO THE GOVT. OF INDIA
Tel.No.

ANNEX IV-M

**MINISTRY OF PARLIAMENTARY AFFAIRS
(LEGISLATIVE - I SECTION)**

Subject: List of Government Business for Lok Sabha

Lok Sabha Secretariat are requested kindly to issue the Lists of Government Business for the following days:

I. List of Government Business for _____(day and date)

“Oath or Affirmation”

II. List of Government Business for _____(day and date)

- (i) Oath or Affirmation, if necessary;
- (ii) Election of the Speaker, Lok Sabha.

()
Deputy Secretary

Lok Sabha Secretariat (Table Office)

MPA U.O.No.F.63(*)/2004-Leg.I dated:

Copy to:

PS to Minister of Parliamentary Affairs
PS to MOS(SP)
PS to MOS(SK)
PS to MOS (BK)
PPS to Secretary
PS to Joint Secretary
PA to DS(L)/US(L)

()
Under Secretary

ANNEX IV-N

**MINISTRIES/DEPARTMENTS UNDER
JURISDICTION OF THE STANDING
COMMITTEES**

Sl. No.	Name of the Committee	Ministries/Departments
1	2	3

Part-I

1. Committee on Commerce	(1) Commerce and Industry
2. Committee on Home Affairs	(1) Home Affairs (2) Development of North Eastern Region
3. Committee on Human Resource Development	(1) Human Resource Development (2) Youth Affairs and Sports
4. Committee on Industry	(1) Heavy Industries and Public Enterprises (2) Small Scale Industries (3) Agro and Rural Industries
5. Committee on Science and Technology, Environment and Forests	(1) Science and Technology (2) Space (3) Ocean Development (4) Atomic Energy (5) Environment and Forests
6. Committee on Transport, and Tourism and Culture	(1) Civil Aviation (2) Shipping, Road Transport and Highways (3) Tourism (4) Culture
7. Committee on Health and Family Welfare	Health and Family Welfare
8. Committee on Personnel, Public Grievances, Law and Justice	(1) Law and Justice (2) Personnel, Public Grievances and Pensions

1	2	3
---	---	---

Part-II

9. Committee on Agriculture	(1) Agriculture (2) Food Processing Industries
10. Committee on Information Technology	(1) Communications and Information Technology (2) Information and Broadcasting
11. Committee on Defence	Defence
12. Committee on Energy	(1) Non-Conventional Energy Sources (2) Power
13. Committee on External Affairs	(1) External Affairs (2) Overseas Indian Affairs
14. Committee on Finance	(1) Finance (2) Company Affairs (3) Planning (4) Statistics and Programme Implementation
15. Committee on Food, Consumer Affairs and Public Distribution	Consumer Affairs, Food and Public Distribution
16. Committee on Labour	(1) Labour and Employment (2) Textiles
17. Committee on Petroleum and Natural Gas	(1) Petroleum and Natural Gas
18. Committee on Railways	Railways
19. Committee on Urban Development	(1) Urban Development (2) Urban Employment and Poverty Alleviation
20. Committee on Water Resources	Water Resources
21. Committee on Chemicals and Fertilizers	Chemicals and Fertilizers
22. Committee on Rural Development	(1) Rural Development (2) Panchayati Raj
23. Committee on Coal and Steel	(1) Coal and Mines Steel (2) Steel
24. Committee on Social Justice and Empowerment	(1) Social Justice and Empowerment (2) Tribal Affairs

ANNEX IV-O

CHECK LIST OF STEPS FOR VOTE ON ACCOUNTS

Sl.No.	Steps	Target Date	Agency
1 (a)	Sending note for convening BAC of Lok Sabha on 29.1.2004 and of Rajya Sabha on 30.1.2004.	23.01.2004	Ministry of Parliamentary Affairs
1 (b)	(i) Holding of BAC of Lok Sabha (ii) Holding of BAC of Rajya Sabha	29.01.2004 (11.30 am) 30.01.2004 (12.30 pm)	Lok Sabha Secretariat/MPA Rajya Sabha Secretariat/MPA
2	Preparation of the Appropriation Bills and Finance Bill	26.01.2004(R) 30.01.2004(G)	Ministry of Finance/Ministry of Railways/Legislative Department
3	Obtaining President's Recommendation under article 113(3) read with articles 116 and 115 in respect of presentation/making following Demands: (a) Demands for Grants (Vote on Account) (b) Supplementary Demands for Grants (c) Demand for Excess Grants	27.01.2004(R) 30.01.2004(G)	Ministry of Finance/Ministry of Railways/President's Secretariat
4	Obtaining President's Recommendation under article 117(1) and 117(3) for introduction and consideration in Lok Sabha: (a) Appropriation Bills (Railways and General) (b) Finance Bill (Recommendation under article 274 will also be required)	27.01.2004(R) 30.01.2004(G) 27.01.2004(R) 30.01.2004(G)	Ministry of Finance/Ministry of Railways/President's Secretariat Ministry of Finance/President's Secretariat

Contd.....

5	<p>Sending the following Notices to Lok Sabha regarding Vote on Accounts (Railways) etc. and related Appropriation Bills</p> <p>I-Vote on Accounts and other Demands</p> <p>(a) Notice indicating date etc. of presentation of Demands (Vote on Accounts) etc. to the House.</p> <p>(b) President's Recommendation under article 113(3)</p> <p>II-Appropriation Bills</p> <p>(a) Notice for introduction</p> <p>(b) Notice for consideration and passing</p> <p>(c) President's recommendation under article 117(1) and 117(3)</p> <p>(d) Request to Speaker to allow consideration of Appropriation Bills immediately after their introduction</p>	28.01.2004(R)	Ministry of Railways/Lok Sabha Secretariat
6	<p>1. Supplying documents relating to Interim Railway Budget</p> <p>2. Supply of printed copies of the Appropriation Bills (Railways) relating to Vote on Accounts, Supplementary Demands and Demands for Excess Grants, if any</p>	<p>30.01.2004 (Early morning)</p> <p>30.01.2004 (In the afternoon)</p>	<p>Ministry of Railways/Lok Sabha/Rajya Sabha Secretariat/ Directorate of Printing, Ministry of Railways/Legislative Department/Lok Sabha Secretariat/ Directorate of Printing (Lok Sabha Secretariat has agreed to supply requisite number of copies of the Appropriation Bills to the Rajya Sabha Secretariat after they have been passed by the Lok Sabha)</p>

7	<p>Sending the following Notices to Lok Sabha regarding Vote on Accounts (General) etc., relating to Appropriation Bills and Finance Bill.</p> <p>I-Vote on Account and other Demands</p> <p>(a) Notice indicating date etc. of presentation of Demands (Vote on Accounts) etc. to the House; and</p> <p>(b) President's Recommendation under article 113(3).</p> <p>II-Appropriation Bills</p> <p>(c) Notice for Introduction;</p> <p>(d) Notice for consideration and passing;</p> <p>(e) President's Recommendation under article 117(1) and 117(3); and</p> <p>(f) Request to Speaker to allow consideration of Appropriation Bills immediately after their introduction.</p> <p>III-Finance Bill</p> <p>(a) Notice for Introduction;</p> <p>(b) Notice for consideration and passing; and</p> <p>(c) President's Recommendation under articles 117(1), 117(3) and 274.</p>	31.01.2004 (G)	Ministry of Finance/Lok Sabha Secretariat
8	1. Supply of documents relating to Interim Budget (General), including the Finance Bill.	03.2.2004 (Early morning)	Ministry of Finance/Lok Sabha Rajya Sabha Secretariat/Legislative Department/Directorate of Printing

Contd.....

	<p>2. Supply of Appropriation Bills (General) relating to Vote on Accounts, Supplementary Demands and Demands for Excess Grants.</p> <p>3. Supply of printed copies of Finance Bill as passed by Lok Sabha.</p>	<p>03.2.2004 (In the afternoon)</p> <p>04.02.2004 (After the Bill is passed by LS)</p>	<p>Ministry of Finance/Lok Sabha/ Rajya Sabha Secretariat/ Legislative Department /Directorate of Printing (Lok Sabha Secretariat has agreed to supply requisite number of copies of the Appropriation Bills to the Rajya Sabha Secretariat after they have been passed by Lok Sabha). Ministry of Finance/Directorate of Printing/Legislative Department/ Rajya Sabha Secretariat.</p>
9	<p>Presentation of following relating to Railways Budget in Lok Sabha (and their laying in the Rajya Sabha):</p> <p>(a) Vote on Accounts (Interim Budget);</p> <p>(b) Supplementary Demands for Grants; and</p> <p>(c) Demands for Excess Grants.</p>	<p>30.01.2004 11:00 hrs (LS) 14:15 hrs (RS)</p>	<p>Ministry of Railways/Lok Sabha get Secretariat/Rajya Sabha Secretariat/MPA</p>
10	<p>1. Presentation of following relating to General Budget in Lok Sabha (and their laying in the Rajya Sabha):</p> <p>(a) Vote on Accounts (Interim Budget);</p> <p>(b) Supplementary Demands for Grants;</p> <p>(c) Demands for Excess Grants if any; and</p> <p>(d) Introduction of Finance Bill, 2004.</p> <p>2. Discussion and Voting on Railways Vote on Accounts (Interim Budget) and other Demands etc. in Lok Sabha.</p> <p>3. Introduction, consideration and passing of the Appropriation Bills (Railways) in Lok Sabha.</p>	<p>03.01.2004 11.00 hrs (LS) 12.30 hrs (RS)</p> <p>03.02.2004</p> <p>03.02.2004</p>	<p>Ministry of Finance/Lok Sabha Secretariat/Rajya Sabha Secretariat/MPA</p> <p>Ministry of Railways/Lok Sabha Secretariat/MPA.</p> <p>Ministry of Railways/Lok Sabha Secretariat/MPA.</p>

Contd.....

	4. Sending of the Messages regarding passing of the Appropriation Bills (Railways) in the Lok Sabha to the Rajya Sabha	03.02.2004	Lok Sabha/Rajya Sabha Secretariats.
	5. Reading out of messages in Rajya Sabha.		
	6. Obtaining President's Recommendation for consideration of Appropriation Bills under article 117(3) and communicating the same to the Rajya Sabha Secretariat on the same day along with notices for consideration and passing and request for relaxation of Rule 123.	03.02.2004 03.02.2004	Rajya Sabha Secretariat Ministry of Railways/President's Secretariat/Rajya Sabha Secretariat/MPA.
11	General Discussion on Interim Railway Budget in the Rajya Sabha.	03.02.2004	Ministry of Railways/Rajya Sabha Secretariat/MPA.
12	1. Discussion and Voting on General Vote on Accounts (Interim Budget) and other Demands etc. in the Lok Sabha.	04.02.2004	Ministry of Finance/Lok Sabha Secretariat/MPA
	2. Introduction, consideration and passing of the Appropriation Bills (General) in the Lok Sabha.	04.02.2004	-do-
	3. Consideration and passing of the Finance Bill, 2003.	04.02.2004	-do-
	4. Sending of Messages regarding passing of Appropriation Bills (General) and Finance Bill in the Lok Sabha to the Rajya Sabha.	04.02.2004	Lok Sabha/Rajya Sabhs Secretariats.

Contd.....

	5. Reading out of messages in the Rajya Sabha. 6. Obtaining President's Recommendation for consideration of Appropriation Bills and Finance Bill under article 117(3) and communicating the same to the Rajya Sabha Secretariat on the same day along with notices for consideration and passing and request for relaxation of Rule 123.	04.02.2004 04.02.2004	Rajya Sabha Secretariat Ministry of Finance/Rajya Sabha Secretariat/President's Secretariat/MPA.
13.	1. Consideration and return of Appropriation Bills (Railways) in Rajya Sabha. 2. General Discussion on Interm General Budget in Rajya Sabha.	04.02.2004	1. Ministry of Railways/Rajya Sabha Secretariat/MPA/ 2. Ministry of Finance/Rajya Sabha Secretariat/MPA.
14.	Consideration and return of the Appropriation Bills (General) and Finance Bill, 2003 as passed by Lok Sabha in Rajya Sabha.	05.02.2004	Ministry of Finance/Rajya Sabha Secretariat/MPA.

ANNEXE IV-P

TIME ALLOTTED TO VARIOUS ITEMS OF FINANCIAL BUSINESS

Item	LS	RS
General Discussion on Railway Budget; Discussion and Voting on Demands for Grants on Account (Railways); Supplementary Demands for Grants (Railways), if any; Demands for Excess Grants (Railways), if any; and Introduction, consideration and passing of the related Appropriation Bills*	3-4 days	3-4 days
General Discussion on General Budget; Discussion and Voting on Demands for Grants (General); Supplementary Demands for Grants (General), if any; Demands for Excess Grants (General), if any; and Introduction, consideration and passing of the related Appropriation Bills*	3-4 days	3-4 days
Discussion and Voting on Demands for Grants for various Ministries/ Departments in Lok Sabha only and Introduction, consideration and passing of the related Appropriation Bill*	6 days	1 day
Discussion and Voting on Demands for Grants (Railways) and Introduction, consideration and passing of the related Appropriation Bills*	1 day	1 day
Consideration and passing of the Finance Bill	3 days	2 days

* In the Rajya Sabha, Demands for Grants are not discussed, only related Appropriation Bills are discussed and returned.

ANNEX IV-Q**MINISTRY OF PARLIAMENTARY AFFAIRS**

D.O.No.F.19(1)/2003-Leg.I

Dated:

As you are aware, the Budget Session, 200... of Parliament is scheduled to commence on During the session, both Houses of Parliament are scheduled to adjourn on Friday, the to meet again on Monday, the to enable the Department-related Standing Committees to consider the Demands for Grants of the Ministries/Departments and prepare their Reports.

In this context, your attention is specifically invited to the provision of Rule 331(G) of the Rules of Procedure and Conduct of Business in Lok Sabha and similar provision in the Rules of Procedure and Conduct of Business in the Council of States (Rule 272) which provide for mandatory consideration of the Demands for Grants of each Ministry/Department by the respective Standing Committee of Parliament. In order to ensure, therefore, that the Government do not face any adverse criticism on account of non-availability of Detailed Demands for Grants to Members of Parliament, it is essential that the Detailed Demands for Grants relating to your Ministry/Department are laid on the Table of Lok Sabha latest by without fail.

Further, in accordance with the extant instructions and practice, the Annual Report as well as the Performance Budget of your Ministry/Department also need to be circulated to the Members of Parliament through the Lok Sabha and the Rajya Sabha Secretariats respectively, latest by These would be made use of by the Members of Parliament during the deliberations of the Standing Committees.

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I shall, therefore, be grateful if the required number of copies of the Detailed Demands for Grants, Performance Budget and the Annual Report in respect of your Ministry/Department are made available to the Lok Sabha and Rajya Sabha Secretariats latest by to enable them to ensure their timely circulation to the Members of Parliament.

Yours sincerely,

()

Secretary
Ministry of Parliamentary Affairs

Secretaries of all Ministries/Departments

ANNEX IV-R

MINISTRY OF PARLIAMENTARY AFFAIRS

D.O. No.F. _____

Dated:

Dear

BAC, Lok Sabha, in its _____ report adopted by the House on _____ has recommended *inter alia* that, the Demands for Grants of the Ministry of _____ for _____ may be discussed and voted on _____ in the Lok Sabha.

I am informing you in advance so that you may make it convenient to be present in the House on that day.

With regards,

Yours sincerely,

()
Minister of Parliamentary Affairs

Shri _____
Minister of _____
Government of India,
New Delhi.

ANNEX IV-S

MINISTRY OF PARLIAMENTARY AFFAIRS

D.O. No. F. 17(*)/200 - Leg.I

Dated:

As you are aware, guillotine to the outstanding Demands for Grants of various Ministries/Departments will be applied at ___p.m. on _____.

I shall be grateful if you could make it convenient to be present in the Lok Sabha to answer any points which may be raised by the Members concerning your Ministry/Department at the time of guillotining of Demands.

With regards

Yours sincerely,

()
Minister of Parliamentary Affairs

Cabinet Ministers/ Minister of State (Independent Charge)

ANNEX IV-T**CHECK LIST**

1. D.O. letters by Secretary have been addressed to the Secretaries of various Ministries/Departments regarding Government Business to be taken up during the next session of Parliament, within a week of the prorogation of the preceding Parliament session.
2. Monitoring of receipt of Government Business from various Ministries/Departments has been undertaken from time to time and reminders issued to Ministries/Departments from whom the information has not been received within the prescribed time.
3. Note seeking convenience of the Minister for taking the meeting with Secretaries/Senior Officers of the Ministries/Departments regarding finalisation of Government Business in the next session, has been submitted about four to five weeks in advance of the session. And before the meeting of the Minister with the Secretaries.
4. Meeting of Secretary with Legislative Secretary regarding scrutiny of the Government Business received from various Ministries/Departments, has been informally fixed about four to five weeks in advance of the session.
5. After issue of Summons for the next session of the two Houses, communications to various Ministries/Departments requesting them to send notices of Motions for consideration and passing of the Bills pending in the two Houses on the conclusion of the last session, have been sent.
6. Lists of Business of the two Houses for first two to three days of the session, proposal regarding convening the meeting of Business Advisory Committee, Lok Sabha, and tentative lists of Government Business etc. for the two Houses, have been issued to the Parliament Secretariats about two to three days in advance of the session.

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7. Draft statements regarding Government Business, to be taken up in the two Houses during the following week, have been submitted for approval of the Minister on every Thursday/penultimate sitting of the House in a week.
8. Proposals for allocation of time to items included in the weekly statement made by the Minister to which time has not been allotted earlier, are submitted for approval of the Minister, immediately after the statements have been made in the Houses.
9. Whether note regarding proposals for Lists of Business *inter alia* indicates against each item, the time allotted by the Business Advisory Committee and whether the Bills, if included in the proposal, has/have already been examined by the Standing Committees.
10. Whether the introduction of the Finance Bill has been included in the List of Business of the Lok Sabha for the day on which the General/Interim Budget is proposed to be presented to the Lok Sabha.
11. Whether the items regarding Bills seeking to replace Ordinances, Financial Business etc. have been given priority over other items in the proposals regarding the Lists of Business.
12. Whether the recommendation of the Business Advisory Committee regarding the date on which the Constitution (Amendment) Bills may be taken up in the two Houses and the time for Division/voting, have been obtained before their listing.

ANNEX V-A

MOST IMMEDIATE

MINISTRY OF PARLIAMENTARY AFFAIRS

DO No.

Dated:

To

The Secretary-General,
Lok Sabha/Rajya Sabha,
New Delhi.

Sir,

I beg to give notice of the following Resolution which I propose to move during the ensuing Session of the Lok Sabha/Rajya Sabha:

“That this House approves the Proclamation issued by the President on under article 356 of the Constitution in relation to the State of”

Yours faithfully,

()
HOME MINISTER

Dated:

No.

Copy forwarded to:

Ministry of Parliamentary Affairs, New Delhi.
Parliament Section, M.H.A., New Delhi.

DEPUTY SECRETARY

ANNEX V-B

No.F. 20(2)/2003- Leg. I
Government of India
Ministry of Parliamentary Affairs

87, Parliament House,
New Delhi

Dated:

OFFICE MEMORANDUM

Subject: Legislative proposals for inclusion in the President's Address to the two Houses of Parliament during Budget Session, 2004

Attention of the Ministry of Home Affairs etc. is invited to Prime Minister's office D.O.No. H-11020/1/2003/PM(Parl.) dated 15 December, 2003, wherein the Ministries have been requested to supply material for the President's address to be delivered to the two Houses of Parliament during the Budget Session, 2004.

In order to enable this Ministry to prepare a note on the legislative programme for inclusion in the President's Address, the Ministry of Home Affairs etc. are requested to kindly furnish to this Ministry latest by Thursday, the 22 January, 2004, the details of legislative business proposed to be brought forward by them during the Budget Session, 2004 of Parliament. Where it is not possible to indicate the title of a Bill, a general description indicating the purport thereof may be given.

Ministries may kindly include only such important legislative measures which will be positively introduced during the Budget Session, 2004. They are also requested to mention specifically as to which of their legislative proposals merit mention in the President's address.

In case no material is received by the above date, it will be presumed that the Ministry/Department have no legislative

proposals to merit mention in the President's address. However, it would be appreciated if 'NIL' reply is sent by the date mentioned above.

The receipt of this Office Memorandum may kindly be acknowledged.

(_____)
JOINT SECRETARY TO THE GOVT. OF INDIA

TELE:23034734

To
Secretaries of all Ministries/Departments,
Government of India

Copy to :-

R & C and M E Sections of this Ministry. They are requested to kindly supply requisite information, if any, immediately.

ANNEX V-C

**RULING BY THE SPEAKER-REGARDING
PROPRIETY OF (I) TERMING 'VOTE ON
ACCOUNT' AS THE 'INTERIM BUDGET' IN THE
ORDER PAPER OF THE DAY; AND (II)
CONVENING OF THE FIRST SESSION OF THE
YEAR ON 29 JANUARY, 2004 WITHOUT THE
PRESIDENTIAL ADDRESS.**

The Speaker, after hearing Shri Priya Ranjan Dasmunsi, Prof. Vijay Kumar Malhotra, Sarvashri Sudip Bandyopadhyay, Ramdas Athawale, Somnath Chatterjee, Shivraj V. Patil, Dr. Raghuvansh Prasad Singh, Sarvashri Chandrashekhar, S. Jaipal Reddy, Smt. Sushma Swaraj, Minister of Parliamentary Affairs and Shri Arun Jaitley, Minister of Law and Justice, gave the following ruling:

“Let me at the outset make it clear that the rulings of the Speaker are generally in accordance with the rules, the rule book and also the Constitution of India. At times, it so happens that the issue requires ruling of the Chair and in such circumstances the precedents are seen. If the precedents are not available, then the Presiding Officer has to make up his own mind and give a ruling on the issues which are raised. In this particular case, fortunately, there are rules of procedure as well as definitions to guide us. I have gone through Erskine May's Parliamentary Practice. I would like the House to listen carefully to the ruling which I am now going to give.

Firstly, let me refer to Erskine May who has given, fortunately, a definition of the term 'prorogation'. He has said:

'A prorogation terminates a session; an adjournment is an interruption in the course of one and the same session'.

Therefore, the point which was raised here about prorogation has been made clear by this definition.

Shri Priya Ranjan Dasmunsi, at the outset, when he started his argument on the issue, had said that this cannot be treated as an Interim Budget. Therefore, I had to go through the precedents to see whether this can be treated as an interim Budget or not. I find that this was treated as an interim Budget in the past also. For instance, I would like to bring it to the notice of the House that on 11 March, 1996 the general discussion on the Interim Budget was listed in the List of Business. Not only this; there are also several instances when Vote-on-Account was called an Interim Budget. Therefore, calling this a Vote-on-Account or calling this an Interim Budget does not really make much difference.

But that was not the main point which was raised today. The main point which was raised by Shri Somnath Chatterjee was about the very holding of this Session and this point was also raised in the House by Shri Varkala Radhakrishnan and some other Members on 30 January, 2004 and the Hon'ble Minister of Parliamentary Affairs had responded to the points raised by the Members on that day. Shri Somnath Chatterjee has contended that what was commenced on 29 January, 2004 was the first Session of the year. I would like to clarify that there is no mention of adjournment *sine die* of the House in the Constitution. As per the provisions of the Constitution, a Session of the House comes to an end when the House is prorogued. As the House was not prorogued after its adjournment *sine die* on 23 December, 2003 this Session can, at best, be treated as the second part of the Fourteenth Session of the Thirteenth Lok Sabha, notwithstanding the fact that the calendar year has since changed.

I am giving an illustration; I am giving a precedent regarding the Third Lok Sabha. On 11 December, 1962 the House adjourned to meet on 21 January, 1963.

This was treated as Part-II of the same Session. I may inform the House that in the past also there have been occasions when after adjournment *sine die* of the House, the Lok Sabha was re-convened before prorogation.

For example, the Eighth Session of the Eighth Lok Sabha was adjourned *sine die* on 12 May, 1987, but the House was not prorogued and was reconvened after a gap of 75 days on 27 July, 1987 as the second part of the Session. Similarly, the 14 Session of the Eighth Lok Sabha was adjourned *sine die* on 18 August, 1989, but the House was not prorogued and was reconvened on 11 October, 1989 after a gap of 53 days as the second part of the 14th Session.

There are several other similar instances also. I have already made a reference to the case when the House was adjourned and thereafter, though it was reconvened in the next year, it was not treated as the fresh Session. Therefore, I must make it clear that in this particular case also, this Session can be treated as the second part of the Winter Session.

After listening to the arguments, I have treated this as the second part of the Winter Session. Since under the provisions of the sub-clause (a) of clause (2) of article 85 of the Constitution, the power to prorogue the House vests in the Hon'ble President - please remember that this power is with the Hon'ble President - I am not inclined to allow any more discussion on the issue and I hold both the points of order out of order."

ANNEX V-D

CHECK LIST

Statements

1. For consideration by the House of a policy, report, statement etc., it may be ensured by the administrative Ministry that copies of such documents have either been laid on the Table of the Houses or copies thereof have already been made available to the Members of Parliament.
2. Whenever discussion on a statement made by the Minister in the Lok Sabha is admitted for discussion, the Ministry concerned should supply 450 copies in English and 250 copies in Hindi of such statement to the Lok Sabha Secretariat for circulation to Members. In case such discussion is admitted in the Rajya Sabha, 240 copies in English and 30 copies in Hindi may be supplied to the Rajya Sabha Secretariat for circulation to the Members of the Rajya Sabha.

Resolution

1. Whenever a resolution given notice of by a Minister is admitted, the Ministry concerned may ensure that all relevant documents and literature, wherever necessary, are circulated to the Members sufficiently in advance of the listing of the Resolution in the List of Business.

Proclamation of Emergency

1. A Proclamation issued by the President in respect of any State under article 356 of the Constitution may be laid in the two Houses of Parliament along with a summary of the Governor's report or the Governor's

report *in extenso* where the President has acted on such a report.

2. A Proclamation issued under article 356, unless they are not proposed to be continued beyond two months, must be approved by a Resolution of both Houses of Parliament within a period of two months from the date of its issue.
3. A Proclamation of Emergency issued under article 352, must be approved by a Resolution by both Houses of Parliament within a period of one month from the date of its issue unless it is not proposed to be continued after one month.

President's Address

1. Information called for by the Prime Minister's Office for incorporation in the President's address should be supplied to the Prime Minister's Office, with a copy thereof endorsed to the Cabinet Secretariat, by the prescribed date.
2. The requisite number of copies of the President's address may be obtained from the President's Secretariat and copies thereof forwarded to all the Ministries/ Departments for information as soon as copies of the address have been laid in the two Houses.
3. The Motion of Thanks to be moved and seconded by the Members in the respective Houses must be given to the Parliament Secretariat, in the prescribed format, duly signed by the concerned Members, as soon as copies of the address have been laid on the Table of the Houses.

ANNEX VI-A

**DETAILS REGARDING THE MEETINGS
HELD BY CCPA**

Sl. No	Date of meeting	Subject	MPA at that time
1	27.7.1978	To consider and approve Government stand on Private Members' Bills/Resolution .	Sh. Ravindra Verma
2	3.8.1978	-do-	-do-
3	6.3.1979	-do-	-do-
4	18.4.1979	Rules Committee of the House	-do-
5	7.11.1983	To discuss the Government Business for Winter Session,1983	Sh. Buta Singh
6	9.12.1983	To discuss the Government Business for remaining part of Winter Session, 1983	-do-
7	17.7.1984	(i) Report of Justice Vaidialingam (ii) Government Business for 23 and 24 July, 1984	-do-
8	16.8.1984	Government Business for the remaining part of Monsoon Session of Parliament	-do-
9	8.5.1985	To consider and approve Government's stand on Private Members' Bills	Sh. H.K.L. Bhagat
10	24.4.1986	(i) To consider and approve Government's stand on Private Members' Bills/Resolutions (ii) Action taken by the Government on the Special Mentions. (iii) To consider withholding of the President's recommendation	-do-
11	17.5.1990	To discuss the tentative programme of the Budget Session	Sh. P. Upendra
12	21.5.1990	- do -	- do -
13	19.7.1990	To discuss the tentative programme of Government Business.	- do -
14	19.12.1990	To discuss the Government Business for Winter Session	Sh. Satya Prakash Malaviya

Contd.....

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15	19.1.1991	Prorogation of Houses and commencement and duration of Budget Session - to discuss tentative programme also.	- do -
16	27.11.1991	To consider the Government Business for Winter Session	Sh. Ghulam Nabi Azad
17	5.12.1991	To consider the Constitution Amendment Bills, relating to Panchayati Raj and Urban Local Bodies.	- do -
18	6.6.1992	To consider commencement and duration of Monsoon Session	- do -
19	10.8.1992	To consider the setting up of Parliamentary Standing Committees	- do -
20	6.11.1994	(i) To consider the commencement and duration of Winter Session (ii) To hold meetings of Consultative Committees outside Delhi.	Sh. V.C. Shukla
21	20.3.1995	To consider withholding of the President's recommendation for consideration of three Bills under article 117(3) of the Constitution.	-do-
22	10.12.1998	(i) To consider and approve Government's stand on Private Members' Bills/Resolutions (ii) To review progress of the Government Business	Sh. M.L. Khurana
23	15.1.1999	(i) To consider and decide the date of commencement and duration of the Budget Session, 1999 (ii) Date and time of Presentation/ Laying of Railway and General Budgets in the two Houses.	-do-
24	25.2.1999	(i) To consider and approve the Government's stand on Private Members' Bills/Resolutions (ii) Did not agree with the view of Ministry for advising the President for withholding his recommendation under article 117(3) of the Constitution	Sh. P.R. Kumaraman-galam

Contd.....

25.	2.12.1999	To consider and approve the Government's stand on Private Members's Bills/Resolutions	Sh. Pramod Mahajan
26.	9.12.1999	-do-	-do-
27.	16.12.1999	-do-	-do-
28.	22.12.1999	-do- (ii) Prorogation of both Houses of Parliament.	-do-
29.	8.6.2004	Prorogation of 1st Session of 14th Lok Sabha and 201st Session of Rajya Sabha	Shri Ghulam Nabi Azad
30.	19.8.2004	Government's stand of Private Member's Bills	-do-

ANNEX VI-B

MINISTRY OF PARLIAMENTARY AFFAIRS

D.O.No.F.

Dated:

As you are aware, Private Members' Business viz., Private Members' Bills/Resolutions are transacted in either House of Parliament on the last working day of each week during Parliament sessions. Whenever the Private Members' Bills/Resolutions are listed for consideration, the Government has to take a stand on their subject matter with the approval of the Cabinet Committee on Parliamentary Affairs serviced by this Ministry.

A copy of the Lok Sabha Bulletin Part II No. ____ dated ____ containing the list of 20 Bills which secured first twenty positions in the ballot and which subject to notices being received from the Members concerned, are likely to be listed for consideration in Lok Sabha during the ____ is enclosed. You are requested to forward two copies of the Brief (English and Hindi versions) indicating Government's stand on ____ (Sl.No. ____ in the enclosed list) which concern your Department, finalised at the level of your Minister, latest by ____ to enable this Ministry to place them before the Cabinet Committee on Parliamentary Affairs for its consideration.

It may also kindly be noted that as soon as the priorities of the Private Members' Bills and Resolutions are notified in the Parliamentary Bulletins after the ballots, the Ministry may, without waiting for any communication from this Ministry, prepare the briefs on the Bills/Resolutions concerning it and send requisite number of copies thereof (English and Hindi versions) to this Ministry to enable us to seek the approval of the Cabinet Committee on Parliamentary Affairs to the Government's stand on the Bills/Resolutions. It is hoped that this arrangement will obviate the problem of the submission/supply of briefs as also the consequential embarrassment to the Government for its inability

to obtain the approval of the Cabinet Committee before consideration of the Private Members' Bills and Resolutions in the two Houses.

Yours sincerely,

()
Secretary

To
Secretaries of Ministries/Departments concerned

ANNEX VI-C

***OUT TODAY
MOST IMMEDIATE
BY SPECIAL MESSENGER***

No.F.
Government of India
Ministry of Parliamentary Affairs

90, Parliament House,
New Delhi.

Dated:

OFFICE MEMORANDUM

Subject: Private Members' Bills/Resolutions in Lok Sabha/Rajya Sabha

The attached/following Bill/Resolution tabled by Shri/Smt. which primarily concerns the Ministry/Department of will be set down for discussion in Sabha on Friday, the.....

It is requested that two copies of the brief (Hindi and English versions) on Government's stand on the Bill/Resolution may kindly be sent to this Ministry latest by for consideration by the Cabinet Committee on Parliamentary Affairs. The brief may contain the following information:

GIST OF BILL/RESOLUTION

1. Schemes/Projects, and/or Acts, if any, catering to the requirement of the Bill/Resolution.
2. Geographical spread of the above Schemes/Projects/ applicability of the Acts.
3. If the above Schemes/Projects/Acts are under implementation, the facts and figures showing three years' achievements.

4. Constraints, if any, identified in the implementation of the above Schemes/Projects/ Acts.
5. Steps taken to remove the constraints.
6. Fresh/new proposals contained in the Bill/Resolution.
7. View of the Ministry regarding the fresh/new proposals clearly stating the reasons, if any, in support or against each of the said fresh/new proposals.
8. Clear statement on whether Ministry supports or opposes the Bill/Resolution. (This should be mentioned in the brief itself).
9. The fact that the Government's stand on the Bill/Resolution has been approved by the Minister should invariably be indicated in the brief as well as in the forwarding letter.

If the brief is not received in this Ministry by, it may not be possible to place it before the CCPA in their next meeting.

()
UNDER SECRETARY TO THE GOVT. OF INDIA

Ministry/Department of
(Parliament Section)
New Delhi.

ANNEX VI-D

**MINISTRY OF PARLIAMENTARY AFFAIRS
(LEGISLATIVE I SECTION)**

Note for Cabinet Committee on Parliamentary Affairs

(Note No. ____ dt. ____)

Subject: Approval of Government's Stand on Private Members' Bills in the Lok Sabha/ Rajya Sabha.

LOK SABHA

A copy of the List of Private Members' Business (Bills) for Lok Sabha for _____, is at Annex 'A'. It contains ____ Bills, of which ____ Bills are for introduction and remaining ____ Bills are for consideration and passing. The Bills listed for consideration and passing are as under:-

BILLS

- (i)
- (ii)
- (iii)
- (iv)

The Bill mentioned at sl. no. ____ above has been discussed in part and has so far taken ____ hrs ____ mts. against allotment of ____ hrs ____ mts. The Government's stand on the Bill mentioned at sl. no. ____ has already been approved by the CCPA. Briefs in respect of the Bills mentioned at sl.nos. ____ have been received from the Ministries concerned. Briefs in respect of the Bills mentioned at sl. no. ____ have not yet been received from the Ministry of _____.

RAJYA SABHA

A copy of the List of Private Members' Business (Bills) for the Rajya Sabha for _____ is at Annex 'B'. It contains _____ Bills, of which _____ Bills are for introduction and remaining _____ Bills are for consideration and passing. The Bills listed for consideration and passing are as under:-

BILLS

- (i)
- (ii)
- (iii)
- (iv)

The Bill mentioned at sl. no. ___ above has been discussed in part and has so far taken ___ hrs ___ mts against the allotment of ___ hrs ___ mts. The Government's stand on the Bill mentioned at sl. no. ___ has already been approved by the CCPA. Briefs in respect of the Bills mentioned at sl.nos. _____ have been received from the Ministries concerned. Briefs in respect of the Bills mentioned at sl. no. _____ have not yet been received from the Ministry of _____.

A statement indicating the titles of the Private Members' Bills, names of the Member-in-charge, Purport of the Bills, Ministry concerned, Government's stand and reasons, therefor, in respect of the Bills mentioned at sl. nos. _____ in para ___ in the Lok Sabha and at sl. no. _____ in para ___ in the Rajya Sabha which have been received is at Appendix.

Approval of the Cabinet Committee on Parliamentary Affairs is solicited to the Government's stand in respect of Bills as indicated in column 5 of the statement at Appendix.

This Note has been seen and approved by the Minister of Parliamentary Affairs.

()
SECRETARY

To all the members/special invitees of the
Cabinet Committee on Parliamentary Affairs(except MPA).

APPENDIX

Statement regarding Government's stand on Private Members' Bills in Lok Sabha/Rajya Sabha set down for consideration on _____.

Sl. No.	Title of the Bill Name of Member-in-charge	Purport	Ministry/ Department concerned	Stand proposed by the Ministry	Reasons for stand of the Ministry (relevant paras of the brief note indicated)
1	2	3	4	5	6
1.					
2.					

ANNEX VI-E

**MINISTRY OF PARLIAMENTARY AFFAIRS
(LEGISLATIVE I SECTION)**

Note for Cabinet Committee on Parliamentary Affairs

(Note No. _____ dated _____)

Subject: Approval of Government's Stand on Private Members' Resolutions in the Lok Sabha/Rajya Sabha.

LOK SABHA

A copy of the List of Private Members' Business (Resolutions) for the Lok Sabha for _____, is at Annex 'A'. It contains ___ Resolutions on the following subjects:

RESOLUTIONS

- (i)
- (ii)
- (iii)
- (iv)

The Resolution mentioned at sl. nos. __ above has been discussed in part and has so far taken two hours against an allotment of two hours. The Government's stand on the Resolution mentioned at sl.no.__ above has already been approved by the Cabinet Committee on Parliamentary Affairs. Brief in respect of the Resolution mentioned at sl. no. __ has been received from the Ministry of _____. Brief in respect of the Resolution mentioned at sl. no. ____ has not yet been received from the Ministry of _____.

RAJYA SABHA

A copy of the List of Private Members' Business (Resolutions) for the Rajya Sabha for _____, is at Annex 'B'. It contains __ Resolutions on the following subjects:

RESOLUTIONS

- (i)
- (ii)
- (iii)
- (iv)

Brief in respect of the Resolution mentioned at sl. no. ___ has been received from the Ministry of _____. Briefs in respect of the _____ Resolutions mentioned at sl.nos. ___ and ___ have not yet been received from the concerned Ministries.

A statement indicating the title of the Private Members' Resolutions, name of the Member-in-charge, purport of the Resolution, Ministry concerned, Government's stand and reasons therefor, in respect of the Resolution mentioned at Sl. No. ___ in para _____ in the Lok Sabha and at sl. no. ___ in para ___ in the Rajya Sabha, whose briefs have been received, is at Appendix.

Approval of the Cabinet Committee on Parliamentary Affairs is solicited to the Government's stand in respect of the Resolutions, as indicated in column __ of the statement at Appendix.

This Note has been seen and approved by the Minister of Parliamentary Affairs.

(_____)
SECRETARY

To all the members/special invitees of the Cabinet Committee on Parliamentary Affairs (except MPA).

APPENDIX

Annexes

Statement regarding Government's Stand on Private Members' Resolutions set down for consideration in Lok Sabha/Rajya Sabha on _____.

Sl. No.	Text of the Resolution, and Member-in-charge	Purport	Ministry/ Department concerned	Stand proposed by the Ministry	Reasons for stand of the Ministry (relevant paras of the brief note indicated)
1	2	3	4	5	6

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ANNEX VI-F

F.No. 44(L)/PR/75-PA
Government of India
Department of Parliamentary Affairs

90, Parliament House,
New Delhi.

Dated: 18.10.75

OFFICE MEMORANDUM

Subject: Procedure for advising President in cases requiring his Recommendation under article 117(1) and 117(3) of the Constitution for introduction and/or consideration of Private Members' Bills in either House of Parliament - consolidation of existing instructions.

As Ministry of Home Affairs etc. are aware, a large number of Bills are introduced by Private Members during the various sessions of Parliament. A majority of these legislative proposals involves expenditure from the Consolidated Fund of India when enacted and brought into operation and therefore require recommendation of the President under article 117(3) of the Constitution before they are taken up in either House of Parliament. Similarly some Bills sponsored by Private Members require the recommendation of the President under article 117(1) of the Constitution before they are introduced in the Lok Sabha. In response to queries made by the Ministries on the scope of granting or withholding of such recommendation, the question was considered in consultation with the Ministry of Law who opined as under:

“The recommendation of the President is for the introduction or moving of the Bill. The grant of this recommendation is an executive act to be performed on the advice of the Ministry. The fact that the Ministry advise recommendation only means that it has no

objection to the introduction or moving of the Bill. It does not preclude the Government from opposing the passing of the Bill into law. It may, therefore, oppose the Bill on merits at any stage after introduction.”

Keeping the Law Ministry's advice in view, it was decided that the President's recommendation required under clause (1) and/or (3) of article 117 of the Constitution for introduction/consideration of Private Members' Bills should ordinarily be granted unless very exceptional circumstances, specially warrant withholding of the President's recommendation. It was further decided that Ministries should make a reference to the Cabinet Committee on Parliamentary Affairs only in such cases where the recommendation of the President under article 117(1) and/or (3) of the Constitution is sought to be withheld owing to very exceptional circumstances. In that event, 30 copies of a brief explaining the exceptional circumstances necessitating the withholding of the recommendation should be supplied to the Department of Parliamentary Affairs for obtaining the approval of the Cabinet Committee.

This supersedes the previous instructions on the subject issued by this Department from time to time.

The receipt of this Office Memorandum may kindly be acknowledged.

Sd/-
(K.N. KRISHNAN)
DEPUTY SECRETARY

To

All Ministries/Deptts. of the Government of India.

ANNEX VI-G

CONFIDENTIAL

**MINISTRY OF PARLIAMENTARY AFFAIRS
GOVERNMENT OF INDIA**

87, Parliament House,
New Delhi - 110001.

OCTOBER 17, 2000

No.F. 44(2)/2000-Leg. I

To

All the Secretaries
to the Government of India,
New Delhi.

Subject: Recommendation of the President under article 117(3)
of the Constitution of India

Sir,

With reference to the subject cited above, I am directed to state that article 117(3) of the Constitution of India provides as under:-

“A Bill which, if enacted and brought into operation, would involve expenditure from the Consolidated Fund of India, shall not be passed by either House of Parliament unless the President has recommended to that House the consideration of the Bill.”

As per the recommendation made by the Committee on Private Members' Bills and Resolutions of the Lok Sabha, Private Members' Bills awaiting recommendation of the President under article 117(3) of the Constitution of India can also be included in the List of

Business to be transacted by the House. In pursuance of this recommendation, such Bills are being included in the List of Business to be transacted by the Lok Sabha.

Recently a case has come to notice where the concerned Ministry could not complete the exercise of obtaining the President's recommendation for consideration of a Private Member's Bill for five months and the Bill was included in the List of Business to be transacted by the Lok Sabha. This led to a piquant situation where the concerned Ministry had to make frantic efforts to obtain the requisite recommendation of the President to stave off the embarrassment of the Bill coming up for consideration in the House without the President's recommendation.

In view of the constitutional provision and the recommendation of the Committee on Private Members' Bills and Resolutions of the Lok Sabha quoted above, you are requested kindly to ensure that the constitutional requirement of obtaining/withholding the recommendation of the President under article 117(3) in the case of a Private Member's Bill is obtained with due dispatch on receipt of the notice of such a Bill.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-
(D.R. TIWARI)
JOINT SECRETARY TO THE GOVT. OF INDIA
TEL.NO. 3034734

ANNEX VI-H

**MINISTRY OF PARLIAMENTARY AFFAIRS
(LEGISLATIVE-I SECTION)**

F.No. _____-Leg.I

Dated: _____

Subject: Prorogation of both the Houses of Parliament

Lok Sabha and Rajya Sabha are scheduled to adjourn *sine die* on _____. It is, therefore, proposed to prorogue both the Houses of Parliament after their adjournment *sine die* on _____.

Approval of the Cabinet Committee on Parliamentary Affairs to prorogue both the Houses of Parliament is solicited by circulation of papers.

This Note has been seen and approved by the Minister of Parliamentary Affairs.

()
SECRETARY

To all the members/special invitees of the
Cabinet Committee on Parliamentary Affairs
(except MPA).

ANNEX VI-I

CHECK LIST

1. To find out from the Parliamentary Bulletins of each House the date on which Private Members' Bills and Resolutions will be taken up in the two Houses during the session.
2. To find out from Parliamentary Bulletins the date on which the ballot will be held each for Private Members' Bills and Resolutions in the two Houses.
3. After the result of the ballot of Private Members' Bills in the Lok Sabha has been notified in the Parliamentary Bulletin, Ministries concerned may be requested at Secretary's level, to furnish the requisite number of copies of the Briefs on Bills which secure first ten positions in the ballot.
4. Obtaining advance copies of the Private Members' Bills and Resolutions from the two Parliamentary Secretariats and taking action to obtain copies of the Briefs from the such Ministries/Departments, which have not already furnished them. Scrutinising printed Lists of Business of Private Members' Bills and Resolutions in the two Houses for each Private Members' days and taking action in regard to obtaining copies of Briefs wherever they have not been received from the Ministries concerned.
5. Telephonically reminding the Ministries concerned from whom the Briefs are awaited.
6. Submission of Note for Cabinet Committee on Parliamentary Affairs on Thursday or one day before the day scheduled for the Private Members' Business, as the case may be, for approval of Government's stand on the Private Members' Bills and Resolutions by the Cabinet Committee on Parliamentary Affairs.

ANNEX VII-A

**GUIDELINES FORMULATED IN APRIL, 1969 TO
REGULATE THE CONSTITUTION AND
FUNCTIONING OF THE CONSULTATIVE
COMMITTEES FOR VARIOUS MINISTRIES AND
DEPARTMENTS**

1. The Informal Consultative Committees will henceforth be known as Consultative Committees. These committees are not, however, comparable to the Standing Committees of Parliament. The deliberations of these committees would remain informal and no reference to the discussions held in the meetings thereof would be made on the floor of the House.
2. Government will fix the strength of these committees in consultation with the Opposition parties with due regard to the respective strengths of various parties in Parliament. Each party may choose its own nominees to these committees.
3. The Minister concerned with each Ministry/Department shall preside over the meeting of the Consultative Committee attached to his Ministry. Whenever for exceptional reasons, this is not possible, the meeting will either be presided over by the Minister of State of the Ministry or the meeting will be postponed.
4. Notices etc. for Consultative Committee meeting will be issued to the regular Members of the committee. If any Member other than the members of the Consultative Committees suggests any points for discussion in the meeting of a particular committee, he may be invited for the meeting subject to the condition that he will not be entitled to any TA/DA for attending such meeting. A regular member will, however, be entitled to TA/DA for attending the meeting held during the intersession period as per prescribed administrative orders.
5. Meetings of the committees should be normally arranged during the session period. It has also been agreed to

hold one meeting of each committee during the intersession period and the date of that meeting may be decided, if possible, during the previous meeting. The duration of the meeting should be left to the Chairman depending on the business to be transacted.

6. These meetings would be attended by the senior officers of the Ministries who could assist the Minister in regard to information on specific items on the agenda and provide the Minister with facts and figures. The committees would not have the right to summon any witness, to send for or demand the production of any files, or to examine any official records. The Chairman of the committee may, however, furnish any additional information required by Members.
7. A brief record of the discussion in the meetings on specific matters for which adequate notice has been given, will be circulated to the members. Where there is unanimity of view in the committee, Government will normally accept the view subject to the following exceptions, viz.,
 - (i) any view having financial implications;
 - (ii) any view concerning Security, Defence, External Affairs and Atomic Energy; and
 - (iii) any matter falling within the purview of an autonomous corporation.

In case of non-acceptance, reason thereof will be given to the Committee.

8. These committees would be formed for all the Ministries/ Departments.
9. The reconstitution of the committees will normally be timed with the Budget Session.
10. Secretary of the Ministry of Parliamentary Affairs will notify the constitution of these committees.
11. At these committees, Members of Parliament are free to discuss any matter which can appropriately be discussed in Parliament. It would not, however, be desirable to refer on the floor of the House, to anything which might have taken place in the Consultative Committees. This will be binding on both the Government and the Members.

ANNEX VII-B(I)

D.O. No. F. 7-1/2004-CB

As you are aware, the Ministry of Parliamentary Affairs constitutes Consultative Committees of Members of Parliament attached to each Ministry of the Government of India. These committees function under a set of guidelines, a copy of which is enclosed as **Annex-I**. The maximum membership of a committee is 40.

It is proposed to nominate members on each of these committees in such a manner that the committee's composition reflects the relative strengths of parties in both Houses of Parliament. There are in all 38 Consultative Committees to be constituted as shown in **Annex-II**.

According to the strength of your party in the Lok Sabha/Rajya Sabha, you may nominate a maximum of * _____ Members from the Lok Sabha and * _____ from the Rajya Sabha on each of the 38 committees. This number has been worked out on the assumption that each committee may have an approximate strength of 19 MPs (total strength of MPs in LS/RS divided by the total number of Committees). There may be a slight increase or decrease in the membership of your party on each committee depending on the total membership of the committee.

I shall be grateful if you kindly suggest names of members of your party belonging to the Lok Sabha/Rajya Sabha for nomination on these committees subject to the limitation that a Member is to be nominated on one committee only, at an early date so that the committees could be Constituted and their meetings arranged at the earliest possible.

With kind regards,

Yours sincerely,

(Ghulam Nabi Azad)
Minister of Parliamentary Affairs

Leader of BJP, CPI(M), SP
in Lok Sabha/Rajya Sabha

* BJP
 CPI(M)
 SP

ANNEX VII-B(II)

D.O. No. F. 7-1/2004-CB

As you are aware, the Ministry of Parliamentary Affairs constitutes Consultative Committees of Members of Parliament attached to each Ministry of the Government of India. These committees function under a set of guidelines, a copy of which is enclosed as **Annex-I**. The maximum membership of a committee is 40.

It is proposed to constitute 38 Consultative Committees as shown in **Annex-II**. Keeping in view the strength of your Party, you are requested to suggest not more than one Member either of the Lok Sabha or Rajya Sabha for a Consultative Committee.

I shall be grateful if you kindly suggest names of members of your party belonging to the Lok Sabha/Rajya Sabha for nomination on these committees subject to the limitation that a member is to be nominated on one committee only, at an early date so that the committees could be Constituted and their meetings arranged at the earliest possible.

With kind regards,

Yours sincerely,

(Ghulam Nabi Azad)
Minister of Parliamentary Affairs

Leaders of Parties with membership
of 5 to 39 in both the Houses

ANNEX VII-B(III)

D. O. No. F. 7-1/2004-CB

As you are perhaps aware, the Ministry of Parliamentary Affairs constitutes Consultative Committees of Members of Parliament attached to each Ministry of the Government of India. These committees function under a set of guidelines, a copy of which is enclosed as **Annex-I**. The maximum membership of a committee is 40.

I am enclosing a list of 38 Consultative Committees to be constituted (**Annex-II**). The maximum membership of a committee is 40. A Member of Parliament can be nominated on one committee only.

I shall be grateful if you kindly indicate, in the proforma enclosed, any three committees in order of your preference for nomination and return the proforma to the Ministry of Parliamentary Affairs at the earliest. It will be our endeavour to nominate you on the committee of your first preference. In case it is not possible to do so for want of a vacancy on the committee, we shall nominate you on the committee of your second/third preference.

I request you kindly to return the proforma at the earliest so that the committees could be constituted and their meetings arranged at the earliest possible.

With regards,

Yours sincerely,

(Ghulam Nabi Azad)
Minister of Parliamentary Affairs

1. MPs of Indian National Congress (INC)
2. MPs of smaller parties with membership of less than 5 in both Houses
3. Nominated MPs; and
4. Independent MPs

ANNEXURS VII-C

NOMINATION ON CONSULTATIVE COMMITTEE

I may be nominated on one of the following Consultative Committees in order of preference:-

.....

.....

.....

Signature

.....

Name

.....

(in capital letters)

Member : Lok Sabha/Rajya Sabha

Party Affiliation:

Telephone and Fax Number at

(a) Delhi Address

.....

(b) Permanent Address

.....

.....

To

Under Secretary,
Ministry of Parliamentary Affairs,
90, Parliament House,
New Delhi.

Telephone No.: 011-23034274

Fax No.: 011-23792067

011-23017557

ANNEX VII-D

No.....
Government of India
Ministry of Parliamentary Affairs

8, Parliament House,
New Delhi.

Dated:

NOTIFICATION

Subject: Constitution of Consultative Committee for the Ministry
of-----.

Government of India have decided to constitute the
Consultative Committee of Members of Parliament for the Ministry
of -----. The personnel of the Committee will be as under:-

Sh.-----, Minister of -----Chairman.

Sh. -----, Minister of State in the Ministry of -----.

MEMBERS OF LOK SABHA

MEMBERS OF RAJYA SABHA

Minister of State in the Ministry of Parliamentary Affairs and
Minister of State in the Ministry of Defence (*Ex Officio* Member)
Minister of State in the Ministry of Parliamentary Affairs and
Minister of State in the Ministry of Personnel, Public Grievances
and Pensions (*Ex Officio* Member)
Minister of State in the Ministry of Parliamentary Affairs and
Minister of State in the Ministry of Rural Development (*Ex Officio*
Member)

The Committee will meet as often as considered necessary.

()

Secretary to the Government of India

To

Members of the Committee
(at both addresses)

Copy to:-

PS to Minister of -----.

PS to Minister of State in the Ministry of -----.

PS to Minister of Parliamentary Affairs

PSs to Ministers of State in the Ministry of Parliamentary
Affairs.

PS to Secretary, Ministry of -----.

PPS/PS/PA to Secretary/DS (L)/US (C), MPA.

PAO/PNO/MSandA Branch, Lok Sabha/Rajya Sabha
Secretariate

Ministry of ----- (Parliament Section).

All Party Offices in Parliament House, New Delhi.

General Section, Ministry of Parliamentary Affairs.

ANNEX VII-E

**LIST OF CONSULTATIVE COMMITTEES
EXISTING BEFORE DISSOLUTION OF
XIII LOK SABHA**

Ministry of Agriculture
Ministry of Chemicals and Fertilizers
Ministry of Civil Aviation
Ministry of Coal and Mines
Ministry of Commerce and Industries
Ministry of Communications and Information Technology
Ministry of Defence
Ministry of Environment and Forests
Ministry of External Affairs
Ministry of Finance and Company Affairs
Ministry of Food Processing Industries
Ministry of Health and Family Welfare
Ministry of Heavy Industries and Public Enterprises
Ministry of Home Affairs
Ministry of Human Resource Development
Ministry of Information and Broadcasting
Ministry of Labour
Ministry of Petroleum and Natural Gas
Ministry of Power
Ministry of Railways
Ministry of Road Transport and Highways
Ministry of Rural Development
Ministry of Science and Technology and
Deptt. of Ocean Development
Ministry of Social Justice and Empowerment
Ministry of Steel
Ministry of Textiles
Ministry of Tourism and Culture
Ministry of Urban Development and Poverty Alleviation
Ministry of Water Resources
Ministry of Youth Affairs and Sports

ANNEX VII-F

No.F. 12(26)/94-CB
Government of India
Ministry of Parliamentary Affairs

86-B, Parliament House,
New Delhi.

Dated 16-10-1995

OFFICE MEMORANDUM

Subject: Ban on holding meetings of the Consultative Committees outside Delhi-relaxation thereof.

The undersigned is directed to state that there has been a complete ban on holding the meetings of the Consultative Committees of various Ministries/Departments outside Delhi since July, 1981. The matter of relaxation of this ban was taken up with the Ministry of Finance and, with the approval of Minister of Finance, it has now been decided that Ministries/Departments may hold one meeting of their Consultative Committee in a year during an Inter-session period anywhere in India if the Chairman of the committee so desires. While conveying the approval, the Minister of Finance in his D.O. letter No. F.1(46)-E(Coord)/94 dated September, 1995 has hoped that the number of officers attending the meetings outside Delhi would be kept to the minimum.

The Ministry of Home Affairs etc. are requested to take note of the above decision for information and necessary action.

(Sd/)
J.B. GUPTA
Deputy Secretary to the Govt. of India
Tele.No. 3034844

352 *Handbook on the Working of Ministry of Parliamentary Affairs*

To,

All Ministries/Departments of
Government of India (Parliament Section),
New Delhi.

Copy to:

MSandA Branch, Lok/Rajya Sabha Sectt. Parliament
House Annexe, New Delhi.
PAO, Lok Sabha/Rajya Sabha Sectt.,Parliament House
Annexe,New Delhi.

ANNEX VII-G

No.F.12 (26)/96-CB
Government of India
Ministry of Parliamentary Affairs

94-A, Parliament House,
New Delhi.

11 February, 1997

OFFICE MEMORANDUM

Subject: Holding of meetings of the Consultative Committees
outside Delhi clarification regarding 'Year'

The undersigned is directed to refer to this Ministry's O.M. of even number dated 16 October, 1995 on the subject noted above and to state that a question has arisen as to whether 'year' in this regard is to be taken as calendar year or financial year.

It is hereby clarified that 'year' in this regard shall be taken as 'calendar year'.

The Ministry of Home Affairs etc. are requested to take note of the above clarification for information and necessary action.

Sd/-
(K.K. Thakur)
Under Secretary to the Govt. of India
Tele. No. 3034274

To

All Ministries/Departments of
Government of India (Parliament Section)
New Delhi.

ANNEX VII-H

No.F.8-1/2000-CB
Government of India
Ministry of Parliamentary Affairs

86-B, Parliament House,
New Delhi-110001

Dated:

OFFICE MEMORANDUM

Subject: Meeting of the Consultative Committee of various Ministries during the Session period of Parliament.

As the Ministry of Home Affairs etc. are aware that one meeting of each Consultative Committee has to be held during the session period. The _____ Session of Parliament is scheduled to commence from _____ and is likely to conclude on _____. It is, therefore, requested that necessary action in this regard may kindly be taken and the date and time convenient to the Minister (Chairman of the Consultative Committee) for holding the meeting of the committee be communicated to this Ministry early so that notices could be issued to the Members.

The Ministry will make every effort to arrange a committee room in the Parliament House/Parliament House Annexe for the meeting. If a committee room in these buildings is not available, the Ministry concerned will have to arrange the venue of the meeting themselves. In that case, they will have to make transport arrangements for the Members from Parliament House to the venue of the meeting and back to Parliament House on conclusion of the meeting.

It is noticed that most of the Ministries fix their meetings towards the end of the _____ session period which results in overlapping of several meetings on the same date making it very difficult to get committee rooms in Parliament House/Parliament House Annexe. In view of this, Ministries are requested kindly to

fix the date of the meeting of their Consultative Committees as much in advance as possible and intimate the same to this Ministry for booking committee rooms and issuing notices to the Members.

As for the time and duration of meetings, the Ministries may kindly note the following suggestions:

In the morning, the meeting may commence any time between 9.00 a.m. and 9.30 a.m. but may be concluded before 11.00 a.m. to enable Members to reach Parliament House for the sitting of the House; and

In the evening, the meeting may be held after 6.30 p.m.

The Ministries are reminded that the time schedule etc. for circulation of papers to Members through this Ministry for the meeting is as under:

Minutes of the last meeting	}	At least ten working days before the date of meeting
Action taken report on the Minutes of the last meeting		
Agenda papers of the ensuing meeting.		
Number of copies to be supplied to this Ministry		Number of Members plus ten

It may be noted that action on papers received after 4.00 p.m. in this Ministry will be taken only on the next working day. The Ministries are, therefore, requested to ensure that the papers are delivered in this Ministry before 4.00 p.m. positively if these are to be distributed to Members on the same day.

This may kindly be treated as **MOST IMMEDIATE**.

()
Deputy Secretary to the Govt. of India
Telephone No.23034844

Ministries/Departments of
(Shri/Smt.)
New Delhi.

ANNEX VII-I

No.F.8-1/2000-CB
Government of India
Ministry of Parliamentary Affairs

86-B, Parliament House
New Delhi.

Dated:

OFFICE MEMORANDUM

Subject: Meeting of the Consultative Committee of various Ministries during the Inter-Session period

As the Ministry of Home Affairs etc. are aware that one meeting of each Consultative Committee has to be held during the inter-session period. The ____ Session of Parliament has concluded on _____ and the next session is likely to commence sometime in _____. It is, therefore, requested that the date and time convenient to the Minister (Chairman of the Consultative Committee) for holding the meeting of the committee be communicated to this Ministry early so that notices regarding the meeting could be issued to the Members.

The Ministry will make every effort to arrange a committee room in the Parliament House/Parliament House Annexe for the meeting. If a committee room in these buildings is not available, the Ministry concerned will have to arrange a committee room for holding the meeting themselves. In that case, they will have to make transport arrangements for the Members from Parliament House to the venue of the meeting and back to Parliament House on conclusion of the meeting.

It is noticed that most of the Ministries fix their meeting towards the end of the Inter-Session period which results in overlapping of several meetings on the same date making it very difficult for this Ministry to get committee rooms in Parliament House/Parliament House Annexe for the purpose. In view of this, Ministries are requested kindly to fix the date of meetings of their Consultative Committee as much in advance as possible and

intimate the same to this Ministry for booking committee rooms and issuing notices to the Members.

It is also stated that Ministry/Department can hold one meeting of their Consultative Committee in a calendar year during an inter-session period outside Delhi anywhere in India if the Chairman of the committee so desires.

During the inter-session period, Members are normally away at their constituencies, and notices of the meetings, agenda papers etc. are, therefore, to be sent to them both at their Delhi and permanent addresses. The Ministries/Departments are, therefore, requested to keep this in view and give sufficient time to the Members to suggest items for discussion and/or study the agenda papers.

The Ministries are reminded that the time schedule etc. for circulation of papers to Members through this Ministry for the meeting is as under:

Minutes of the last meeting	} At least, ten working days before the date of the next meeting.
Action taken report on the minutes of the last meeting	
Agenda papers of the ensuing meeting.	
Number of copies to be supplied to this Ministry	Double the number of Members plus ten

It may be noted that action on papers received after 4.00 p.m. in this Ministry will be taken only on the next working day. The Ministries are, therefore, requested to ensure that the papers are delivered in this Ministry before 4.00 p.m. positively if these are to be sent to Members on the same day.

This may kindly be treated as **IMMEDIATE**.

()
DEPUTY SECRETARY TO THE GOVT. OF INDIA
TELE.NO.23034844

Ministry/Department of
(Shri/Smt.)
New Delhi.

To
All Ministries/Departments of Govt. of India,
(Parliament Section),
New Delhi.

ANNEX VII-J

TIME SCHEDULE FOR SUPPLY OF PAPERS TO MEMBERS OF CONSULTATIVE COMMITTEES

Papers to be supplied	Time Schedule	No. of copies to be supplied to this Ministry during session period meetings	No. of copies to be supplied to this Ministry during inter-session meetings
1. Minutes of the meeting	Ten working days before the date of meeting (Irrespective of whether the meetings are to be held during the session or in the inter-session period)	Number of Members of the Committee plus ten	Double the number of the Members of the Committee plus ten
2. Agenda	-do-	-do-	-do-
3. Action taken Report on the minutes of the last meeting	-do-	-do-	-do-

ANNEX VII-K

No.F. 7-1/74-CB
Government of India
Department of Parliamentary Affairs

87, Parliament House,
New Delhi.

July 17, 1974.

OFFICE MEMORANDUM

The undersigned is directed to state that at a meeting with the Leaders of Opposition parties held by the Minister of Parliamentary Affairs on 30.4.74 regarding briefing of the press about the deliberations of the Consultative Committees, the earlier decision of the Chief Whips/Whips circulated with office memorandum of even number dated 2 April, 1974 was reviewed and in lieu thereof it has been decided as follows:-

“While it was agreed that in the Consultative Committees the discussions should be free and frank, it was also decided that any information which in the opinion of the Committee was of a classified and confidential nature, should not be reported to the press”.

The Ministry of Home Affairs etc. are requested to kindly keep in view the above decision while dealing with the deliberations of the Consultative Committees.

Sd/-
R.M. Bhargava
Deputy Secretary to the Govt. of India

To

All the Ministries/Deptts.
(Shri-----)
Ministry/Deptt. of -----
New Delhi.

ANNEX VII-L

GUIDELINES FOR SANCTION OF TA/DA TO MEMBERS OF PARLIAMENT IN CONNECTION WITH THE MEETINGS OF CONSULTATIVE COMMITTEES

(Prepared in consultation with the Ministry of Finance)

S. No.	Contingency	Entitlement of the Member
1.	Member reaches place of Meeting for attending the meeting. The meeting was cancelled/postponed earlier but the Member did not receive the intimation regarding postponement/cancellation before starting for the place of the meeting. Or, Member reaches the place of meeting and the meeting is cancelled on the day of the meeting or on the previous day.	Both TA and DA may be paid, with the approval of the Minister of Parliamentary Affairs
2.	Member reaches place of meeting late on the day of the meeting due to delayed arrival of plane or train, or due to breakdown of vehicle or due to any other reasons beyond his control;	Only TA may be approval of the Minister of Parliamentary Affairs
3.	Member reaches place of meeting but is unable to attend the meeting due to illness; and	

4.	Member reaches place of meeting for the meeting, but on the day of the meeting he receives message of somebody's death or serious illness or some similar emergent occurrence compelling him to leave Delhi immediately.	Only TA may be paid, with the approval of the Minister of Parliamentary Affairs.
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[MPA F. No. 19 (1)/86-CB/Pt.II and Ministry of Finance (Department of Expenditure) D.O. No. 3(13)/MD-II/86 dated 15-5-87 and of 15-7-87]

ANNEX VII-M

No. F.6-8/98-CB
Government of India
Ministry of Parliamentary Affairs

86-B, Parliament House,
New Delhi

21st November, 1994

OFFICE MEMORANDUM

Subject: Constitution and functioning of Sub-Committees of Consultative Committees

1. Consultative Committees of Members of Parliament attached to the various Ministries function under a set of guidelines. While these guidelines do not speak of any sub-committee to be set up by the Consultative Committee, in the last few years, some Consultative Committees have constituted sub-committees to go into certain aspects of the working of their Ministries.
2. The matter relating to sub-committees of Consultative Committees has been reviewed in the Ministry of Parliamentary Affairs and it has been decided, with the approval of the Minister of Parliamentary Affairs, to issue the following instructions with regard to the constitution and functioning of sub-committees of the Consultative Committees:
 - (i) Consultative Committees, being informal bodies, should not ordinarily, set up sub-committees;
 - (ii) Instead of setting up sub-committees for a detailed enquiry they should get exhaustive information regarding any particular aspect of working of the Ministry. The Minister-in-charge who presides over the meetings of Consultative Committees can direct the officials to furnish the relevant information;

- (iii) In rare cases, where the Members insist on constituting a sub-committee, it can be constituted with the approval of Minister-in-charge and in consultation with the Ministry of Parliamentary Affairs. *The term of a sub-committee shall in no case exceed three months. No request for any extension of tenure of a sub-committee beyond three months shall be entertained;*
- (iv) The sub-committees may meet only at Delhi and in case they are required to visit places outside Delhi, the Members may kindly make the visit on the strength of their free railway/air passes.
3. All Ministries/Departments are requested to strictly follow the above instructions while processing the proposals for constituting the sub-committees.
4. The receipt of this O.M. may please be acknowledged.

Sd/
(G.V. Subrahmanyam)
Deputy Secretary to the Govt. of India
Tele.No. 3034732

To
All Ministries/Departments

ANNEX VII-N

CHECK LIST

1. The Consultative Committees may be constituted as soon as possible after the constitution of the new Lok Sabha.
2. The maximum limit of Membership on a Consultative Committee is 40 Members from both the Houses.
3. Consultative Committees are not constituted for a Ministry/Department if a minimum of 10 Members have not given their option for being nominated on that committee.
4. Members having special interest in subjects concerning a particular Ministry/Department can be nominated as Permanent Special Invitees on Consultative Committee attached with such Ministry/Department. A maximum of 4 Members can be nominated as Permanent Special Invitees on a Consultative Committee.
5. Leaders of allied parties, opposition parties/groups other than those having strength of less than 5 Members are requested by the Minister of Parliamentary Affairs to furnish preferences in respect of Members of their parties for nomination on Consultative Committees.
6. Members of the main ruling party and those opposition and allied parties having less than 5 Members as also nominated Members are individually requested by the Minister of Parliamentary Affairs to furnish their preferences for nomination on the three Consultative Committees in the order of their preferences.
7. Each Consultative Committee is expected to hold one meeting each during the session and inter-session period, the only exception being the Consultative Committee for the Ministry of Railways.
8. Ministries/Departments may hold one meeting each of their Consultative Committee, in a calendar year, during an inter-session period, anywhere in India, if the Chairman of the committee so desires.

9. During the session period, meetings of the Consultative Committees may be held preferably at 9.00 or 9.30 a.m. and after 6.30 p.m. to enable the Members to attend their respective Houses.
10. There is no requirement of quorum in the meetings of the Consultative Committees.
11. Any information which in the opinion of the committee is of a classified/confidential nature should not be reported to the press.

ANNEX VIII-A

F.No.1(__)/___ Leg.II
Government of India
Ministry of Parliamentary Affairs

90, Parliament House,
New Delhi.

Dated:

OFFICE MEMORANDUM

Subject: Matters raised under Rule 377 in the Lok Sabha

The undersigned is directed to state that under Rule 377 of the Rules of Procedure and Conduct of Business in the Lok Sabha, Members of the Lok Sabha are permitted by the Speaker to bring to the notice of the House important matters deserving Special Mention. Extracts from the proceedings of the House containing these points are forwarded to the concerned Ministries/Departments by the Lok Sabha Secretariat.

With a view to enable the Parliament Sections of the various Ministries/Departments to watch the progress of the disposal of such matters, the Ministry of Parliamentary Affairs also sends a weekly statement of matters raised in the Lok Sabha. A statement indicating the matters raised during the week commencing_____ is sent herewith for favour of necessary action.

Parliament Section of the Ministry of Home Affairs etc., are requested to ensure that replies in respect of these matters are sent to the Members over the Signature of the Minister as expeditiously as possible, but within a month from the date of the matters being raised in the House.

It may invariably be ensured that all communications containing interim or final replies are endorsed to this Ministry and the concerned Parliament Secretariat without any loss of time

to obviate avoidable criticism on the floor of the House for delayed action on the part of Ministries /Departments.

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Under Secretary to the Govt. of India
Telephone No.:

Ministry of _____
Parliament Section
New Delhi.

ANNEX VIII-B

F.No.2()/___ Leg.II
Government of India
Ministry of Parliamentary Affairs

90, Parliament House,
New Delhi.

Dated:

OFFICE MEMORANDUM

Subject: Matters of urgent public importance in the Rajya Sabha-Special Mentions

The undersigned is directed to state that Chairman, Rajya Sabha, permits Members to mention matters of urgent public importance in the Rajya Sabha after the disposal of questions and Calling Attention. Extracts from the proceedings of the House containing these points are forwarded to the concerned Ministries/Departments by the Rajya Sabha Secretariat.

With a view to enable the Parliament Sections of the various Ministries /Departments to watch the progress of the disposal of such matters, the Ministry of Parliamentary Affairs also sends a weekly statement of matters raised in Rajya Sabha. A statement indicating the matters raised during the week commencing is sent herewith for favour of necessary action.

Parliament Section of the Ministry of Home Affairs etc. are requested to ensure that replies in respect of these matters are sent to the Members over the signature of Minister as expeditiously as possible but within a period of one month from the date of the matters being raised in the House.

It may invariably be ensured that all communications containing interim or final replies are endorsed to this Ministry and the concerned Parliament Secretariat without any loss of time to obviate avoidable criticism on the floor of the House for delayed action on the part of Ministries/Departments.

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Under Secretary to the Govt. of India
Telephone No.

Ministry of _____
Parliament Section
New Delhi.

ANNEX VIII-C

No.F.14(3)/89-Leg.II
Government of India
Ministry of Parliamentary Affairs

New Delhi.
Dated: 15th July ,1993

OFFICE MEMORANDUM

Subject: Matters raised under Rule 377 in Lok Sabha and by way of Special Mentions in Rajya Sabha - Procedure regarding

As Ministry of Home Affairs etc. are aware, Members of the Lok Sabha are permitted by the Speaker to raise matters of urgent public importance under Rule 377 of the Rules of Procedure and Conduct of Business in the Lok Sabha. Similarly in the Rajya Sabha, Members are allowed to raise such matters in the form of "Special Mentions". The Ministry of Parliamentary Affairs is the nodal Ministry for ensuring follow-up action by the Ministries on the matters raised under Rule 377 in the Lok Sabha and by way of Special Mentions in the Rajya Sabha. Ministries are supplied by the respective Parliament Secretariat extracts of the proceedings containing the above matters raised in the House. In addition , this Ministry sends to each Ministry a weekly list of such items raised in both Houses .

As regards the procedure to be followed for follow-up action on these matters , several circulars have been issued by this Ministry from time to time. For facility of ready reference all the instructions issued on the subject are consolidated hereunder:

1. Immediate action On receipt of extracts of proceedings from the Lok Sabha/ Rajya Sabha Secretariat, the Ministries are expected to submit the same to their Minister for

- information. On receipt of the weekly list of items from this Ministry, the Ministries should cross check the same with the extracts of proceedings and any discrepancy found between the two must immediately be brought to the notice of this Ministry.
2. Time limit for replies to be sent to Members
- As per the decision of the Rules Committee of the Lok Sabha and Rajya Sabha, the Ministries should examine the matters and send replies to Members who raised them in the House, within a period of one month from the date the matters have been raised. In case it is not possible to stick to this time limit in respect of any matter for reasons such as having to collect information from several sources etc., an interim reply should be sent from the Minister to the Members concerned stating the reasons for the likely delay and the approximate time that may be taken for final disposal of the matters. Copies of the letter should be endorsed to this Ministry and also to the concerned Parliament Secretariat for information.

When a reply is sent to the Member a copy of the same should invariably be sent to this Ministry and to the Parliament Secretariat concerned so that the item can be deleted from the pending list.

3. Address for sending communications to the Members

All communications should be sent to Members of Parliament at their Delhi addresses when Parliament is in session. During the inter-session period, such communications should be sent to local as well as permanent addresses of the Members.
4. Transfer of matters

In case a Ministry finds that the subject matter of any item does not belong to them but to some other Ministry, they may take expeditious action for transferring the same to the Ministry concerned with the subject. But, while transferring the subject they should ask the transferee Ministry to accept the transfer and to intimate the acceptance of the transfer to this Ministry and also to the concerned Parliament Secretariat. It should be noted in this connection that till such an intimation is received from the transferee Ministry, the item will continue to be shown as pending against the Ministry to whom it was originally sent. (In case there is any doubt as to which Ministry a particular subject pertains, procedure contained in Cabinet Secretary's D.O. letter No. 73/2/15/85-Estt. dated 25th April, 1985 should be followed.)
5. Signatory of the communications

Where a communication is addressed to a Minister, it will as far as practicable be replied to by the Minister himself. In other cases, a reply will normally be issued over the

signature of an Officer not below the rank of Secretary.

6. Effect on matters of retirement of a Member
- In case of matters under Rule 377 raised in the Lok Sabha by a Member who has subsequently resigned from the House or passed away, reply on the matters raised by him should be sent to the Lok Sabha Secretariat with a copy to this Ministry, so that the item can be deleted from the records. However, if the Member happens to be re-elected to the same Lok Sabha, the reply on the matter raised by him should be sent to him with copies to the Lok Sabha Secretariat and this Ministry.
- In case of Special Mentions made in the Rajya Sabha by a Member who has subsequently retired, resigned or has passed away, no reply need be sent to the Rajya Sabha Secretariat and this Ministry. However, if such a Member has been re-elected to the Rajya Sabha a reply on the Special Mention raised by him should be sent to him with a copy to the Rajya Sabha Secretariat and this Ministry.
- The difference in the procedure in regard to the matters raised under Rule 377 in the Lok Sabha and the Special Mentions made in the Rajya Sabha, as stated above, should be carefully noted.
7. The effect of dissolution of Lok Sabha
- On the dissolution of the Lok Sabha just as Bills, Resolutions, Motions etc., the matters raised under Rule 377 will also lapse.

The importance of taking expeditious action on the matters raised by Hon'ble Members on the floor of the Lok Sabha/Rajya Sabha cannot be overemphasised. Any delay in taking action on such matters may lead to criticism by the Hon'ble Members on the floor of the House or in writing. It should be the effort of every Ministry to dispose of the matters raised by Members within the prescribed time limit, so as to avoid criticism on account of the delay.

The Ministry of Home Affairs, etc., are requested to kindly circulate the above instructions to all officers and sections in the Ministry and to ensure strict compliance with the same.

Sd/-
(G.V. SUBRAHMANYAM)
DEPUTY SECRETARY

To
All Ministries/Departments (Parliament Section)

ANNEX VIII-D

**MINISTER OF PARLIAMENTARY AFFAIRS
GOVERNMENT OF INDIA**

D.O.No.

Dated:

This is regarding prompt disposal of matters raised by MPs under Rule 377 in the Lok Sabha and by way of Special Mentions in the Rajya Sabha.

Replies to such matters are required to be sent by the Ministries/Departments under the signature of their Minister to the Members concerned within a period of one month from the date on which they are raised in the House.

A recent review undertaken of the pendency pertaining to your Ministry shows that items are pending as onI request you to expedite replies, on the basis of facts, in respect of all such matters pending in your Ministry, to the Members concerned, under intimation to the Ministry of Parliamentary Affairs and the Lok Sabha/Rajya Sabha Secretariat, as the case may be, at the earliest.

If any of the matters given in the list do not concern your Ministry/Department, you are requested kindly to get the transfer of the matter accepted by the concerned Ministry. The matter will continue to remain pending against your Ministry until its acceptance is received from the transferee Ministry. In case you have already sent replies to the Members to any of these matters, please arrange to send copies of those replies to the Ministry of Parliamentary Affairs so that the same can be deleted from the list of pending matters.

With regards,

Yours sincerely,

()

Minister of Parliamentary Affairs

To

Ministers in-charge of the Ministries/Departments concerned

ANNEX VIII-E

D.O.No.

Dated:

During a recent review of the pending matters raised under Rule 377 in the Lok Sabha and Special Mention in the Rajya Sabha, and of the assurances given by the Ministers in both the Houses of Parliament, it has been found that a large number of cases are still pending with your Department (lists enclosed). As you are aware, the Department concerned is expected to take action on these matters within a stipulated timeframe and send suitable replies to the Members concerned/lay the copy of the Implementation Report on the Table of the concerned House in respect of assurances. The Chairman, Rajya Sabha, has also expressed concern over the long pending Special Mentions.

In order to expedite replies of pending matters under Rule 377 and Special Mentions, the Hon'ble Minister of Parliamentary Affairs and Health and Family Welfare has recently written to the Minister of Finance.

As desired by the Hon'ble Minister of Parliamentary Affairs and Health and Family Welfare, it has been decided to convene a meeting at on in room no. Parliament House to discuss these pending matters/assurances as per the lists enclosed.

I shall be grateful if you could please depute the concerned Joint Secretary/Secretaries to provide details of action taken/proposed to be taken in order to reduce the pendency.

With regards,

Yours sincerely,

()
SECRETARY

Shri
Secretary,
.....
.....
.....

ANNEX VIII-F

CHECK LIST

1. Whether the Bulletin Part-I of the two Houses *inter alia* containing the gist of matters raised under Rule 377/ Special Mentions is being received daily.
2. Whether endorsement to communications addressed to various Ministries/Departments by the Parliament Secretariats were received in the Ministry along with relevant extracts from the proceedings on the following day on which these matters were raised in the two Houses.
3. Whether the number and subject of the extracts received from the two Secretariats for each sitting of the House correspond with the gist of such matters appearing in Parliamentary Bulletins Part - I of the two Houses for those dates.
4. Whether pendency of matters raised in the two Houses was reconciled with the position of pendency of these matters as obtaining in the two Secretariats periodically, particularly at the commencement of each Parliament session.
5. Whether review of pendency of these matters was undertaken during each inter-session period and, where necessary, the meetings either in Parliament House or in the room of the Secretary of the respective Ministries, as the case may be, were convened to ensure expeditious disposal of these matters.
6. Whether on retirement, resignation or expiry of Members, matters relating to such Members were deleted and Ministries concerned informed thereof.
7. Whether on dissolution of the Lok Sabha, a circular was sent to all the Ministries/Departments informing them that all the matters pending in the Lok Sabha have lapsed on dissolution of the Lok Sabha.

ANNEX IX-A

**STANDARD LIST OF EXPRESSIONS
CONSTITUTING ASSURANCES**

1. The matter is under consideration.
2. I shall look into it.
3. Enquiries are being made.
4. I shall inform the Hon'ble Member.
5. This is primarily the concern of the State Government but I shall look into it.
6. I shall write to the State Governments.
7. I assure the House all suggestions by Hon'ble Member will be carefully considered.
8. I shall study the conditions on the spot during my tour.
9. I shall consider the matter.
10. I will consider it.
11. I will suggest to the State Government.
12. We will put the matter in the shape of a resolution.
13. I shall see what can be done about it.
14. I will look into the matter before I can say anything.
15. The suggestion will be taken into consideration.
16. The matter will be considered at the conference to be held on....
17. The matter is still under examination and if anything is required to be done it will certainly be done.
18. The matter will be taken up with the Government of.....
19. I have no information; but I am prepared to look into the matter.
20. Efforts are being made to collect the necessary data.
21. The suggestions made will be borne in mind while framing the rules.
22. If the Hon'ble Member so desires, I can issue further instructions.
23. Copy of the report, when finalised, will be placed in the Parliament Library.
24. I shall supply it to the Hon'ble Member.

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25. I think it can be done.
26. If the Hon'ble Member's allegation is true, I shall certainly have the matter gone into.
27. We shall have to find that out.
28. I shall draw the attention of the.....Government who I hope will take adequate steps in this direction.
29. It is a suggestion for action which will be considered.
30. (Discussion of Railway Budget). All the points raised by various Members will be considered and the result will be communicated to each Member.
31. Information is being collected and will be laid on the Table of the Lok Sabha/Rajya Sabha.
32. I am reviewing the position.
33. Directions by the Speaker/Chairman, Deputy Speaker/Deputy Chairman or the Vice-Chairman involving action on the part of Ministers.
34. All specific points on which information is asked for and promised.

ANNEX IX-B**MINISTRY OF PARLIAMENTARY AFFAIRS*****Revised instructions Regarding the Decentralisation of Powers
in Respect of Disposal of Cases in Each Section of Ministry of
Parliamentary Affairs***

Implementation I and II Sections

1. Assurances may be culled out after approval of Under Secretary. However, assurances relating to MPs, Ministers and the assurances relating to the Ministry of Parliamentary Affairs may be culled out after approval of Secretary.
2. The cases of extension for implementation of assurances should normally be processed after approval of the Under Secretary. However, cases in which assurances were extracted with the approval of senior officers may be processed with the approval of Joint Secretary.
3. Cases relating to dropping of assurances may be processed after obtaining the approval of Joint Secretary.
4. Cases relating to scrutinising and laying the Implementation Reports in respect of assurances should normally be decided at the level of Under Secretary. However, Implementation Reports in respect of assurances relating to MPs, Ministers and any other important Implementation Report may be laid on the Table after approval of Secretary.
5. All cases of assurances pending five years or more should be put up to Joint Secretary.
6. Recommendations of a general nature made by the Committee on Government Assurances may be processed after having the approval of Secretary.
7. Intimation about the implementation of assurances may be sent at the level of Section Officer in respect of Ministries/Departments and at the level of Under Secretary in respect of Members of Parliament.

ANNEX IX-C

INSTRUCTIONS

An assurance is required to be fulfilled within a period of three months from the date of the assurance. This time-limit has to be strictly observed. If, however, there are any genuine and practical difficulties in fulfilling the assurance within this period, the Ministry/Department may make a reference with the approval of the Minister of State in charge of the concerned Ministry/Department to the respective Committee on Government Assurances direct, with a copy to the Ministry of Parliamentary Affairs, giving specific reasons for the delay and the probable time required for fulfilling the assurance. Such requests should reach the respective Secretariats well before the expiry of the original stipulated period of three months or the expiry of any extension already sought/granted.

If the Ministry/Department feel that this does not constitute an assurance or it is not feasible to fulfil the same for any valid reasons they may write with the approval of the Minister/Minister of State in charge of the concerned Ministry/Department to the respective Committee on Government Assurances direct with a copy to the Ministry Parliamentary Affairs, requesting for the deletion of the assurance. Such requests should be based on cogent and convincing reasons.

The Implementation Report should be sent only to the Ministry of Parliamentary Affairs, addressed to the Under Secretary (Implementation) (and not to the Rajya Sabha/Lok Sabha Secretariat). No advance copies of the Implementation Reports are to be endorsed to the Rajya Sabha/Lok Sabha Secretariats.

The Implementation Report should strictly be in the 5-column Proforma enclosed herewith. The report should contain the headings shown on the top of the proforma and the matter given in columns 1 to 3 without any change whatsoever. In column 4, the Ministry may indicate how the assurance has been fulfilled, or enclose a self-contained statement for the purpose mentioning in column 4 that a statement is enclosed.

In case an assurance is not fulfilled within the stipulated time

of three months, reasons for the delay should invariably be stated in column-5 (Remarks column) of the Implementation Report. Implementation Reports found deficient in this respect will be returned to the Ministry/Department concerned.

As for the number of copies, if the assurance was given to one Member, 15 copies of the report should be furnished to this Ministry. For each additional Member, one extra copy has to be added to this number.

As all papers to be laid on the Table of the House are required to be bilingual, the Implementation Reports should be sent to this Ministry in both English and Hindi versions simultaneously.

It should be ensured that there is no discrepancy in the facts and figures stated in the English and Hindi versions.

Utmost care should be taken in the preparation of the Implementation Reports as these are to be submitted to Parliament. The reports should be neat and very legible. There should be no over-writings/interpolations/cutting or too many corrections which may make the report look shabby.

The communication forwarding the Implementation Report to this Ministry should clearly state that the report has the approval of the Minister/Minister of State in charge of the concerned Ministry/Department.

In case the Ministry/Department envisage unduly long delay in collecting the information for full implementation of the assurance, they may furnish part-Implementation Reports in the same proforma containing the information collected from time to time.

All communications addressed to this Ministry should invariably carry the telephone numbers of the officers signing the same.

ANNEX IX-D

CHECK LIST FOR LAYING OF IMPLEMENTATION REPORTS ON ASSURANCES

The Implementation Reports of the assurances are laid on the Table of the Houses by Minister/Ministers of State of Parliamentary Affairs twice during a session—once in the first week and the other in the last week.

1. Implementation Reports received from the Ministries/ Departments are scrutinized for errors and corrections are carried out wherever necessary.
2. Implementation Reports are submitted for approval (Under Secretary/Deputy Secretary Level).
3. A note is submitted about 8 days prior to the proposed date of laying seeking convenience of Hon'ble Minister of State MOS(LS) or MOS (RS) as the case may be.
4. Session-wise/Year-wise/Ministry-wise sets of Implementation Reports are prepared and stitched. In case of Rajya Sabha assurances, a quarterly status-note detailing Ministry-wise pendency position of the assurances is also attached alongwith the sets.
5. After convenience of Minister of State is received, advance intimation for including the items in the list of business for that day is sent 4-5 days ahead of the date of laying to the Table Office of Lok Sabha/Rajya Sabha and our Legislative-I Section.
6. One set of Implementation Reports is submitted to MOS 4 days in advance of the date of laying for authentication.
7. The authenticated sets along with two other sets are sent to the Table Office of the Lok Sabha/Rajya Sabha 3 days in advance of the date of laying.
8. A brief detailing the year-wise position of pendency and number of Implementation Reports being laid etc. is prepared and sent to HMPA/MO/Secretary/MPA/DS(A)/US(A) one day before the day of laying.

9. DS(A)/US(I)/SO(I-II) are present in the official gallery at the time of laying.
10. After the Implementation Reports are laid on the Table of the House, on the same day, two sets of the Implementation Reports are sent to the Secretariat of the Committee on Government Assurances (LS/RS).
11. A copy of the individual Implementation Reports in respect of the assurances are sent to the Members concerned after the laying.

After intimation is sent to the Members of Parliament, Ministries/Departments are informed about the laying of the Implementation Reports concerning them.

ANNEX X-A

**STATEMENT SHOWING THE SALARY, ALLOWANCES AND OTHER FACILITIES ADMISSIBLE TO MEMBERS OF PARLIAMENT
(As on 9.01.2004)**

S. No.	Item	Admissibility
1.	Salary	Rs. 12,000 per month
2.	Daily Allowances	Rs. 500. The MPs have to sign the register except on holidays.
3.	Other Allowances	Constituency Allowances @ Rs. 10,000 per month and Office Expense Allowances @ Rs. 14,000 per month, out of which Rs. 3000 should be for expenses on stationery items etc., Rs. 1000 p.m. for franking of letters and Lok Sabha/Rajya Sabha Secretariat may pay up to Rs. 10,000 per month to the person(s) engaged by the MP for obtaining secretarial assistance.
4.	Telephone	1,50,000 free calls per annum on all the three telephones at Delhi, constituency residence and for Internet connectivity purposes, pooled together. Trunk call bills adjusted within the monetary ceiling of 1,50,000 local calls per annum. Excess calls made over and above the quota allowed to be adjusted in the next year's quota. Members whose constituencies are 1000 km. away from Delhi have been allowed 20,000 additional free local calls. Members have also been provided Mobile

phone with the provision that the calls made from it will be adjusted against 1,50,000 free local calls already available to them.

5. Housing

Rent-free flats only (including hostel accommodation). If a Member is allotted bungalow at his request, he shall pay full normal rent if he is entitled to such accommodation.

Rent free furniture up to the monetary ceiling of Rs. 24,000 for durable furniture and Rs.6,000 for non-durable furniture. Free washing of sofa covers and curtains every three months.

Tiles in bathroom, kitchen wherever demanded by MP.
6. Water and Electricity

50,000 units of electricity per annum, 25,000 units each on Light/Power meters or pooled together. Members who have no power meters installed are allowed 50,000 units per annum on light meter and 4,000 kilolitres of water per annum beginning January every year.
7. Medical

As available to Grade-I Officers of the Central Government under CGHS.
8. Conveyance Advance

Rs. 1,00,000 on interest @ as applicable to the Central Government employees recoverable within a maximum period of five years not extending beyond the tenure of MP.
9. Travelling Allowances

Rail One 1st Class + One II Class fare.

Air: One and one-fourth air fare in any airline. Also air fare for one companion in case of a blind/physically incapacitated MP.

Steamer : One and 3/5th of the fare for the highest Class (without diet).

Road : (i) Rs. 8 per km, (ii) Minimum 120 to/fro from Delhi airport and residence at Delhi, (iii) TA by rail or by road during session/committee meetings for to and fro journeys between usual place of duty to the nearest airport when the places are not connected by mail/express and superfast trains, (iv) TA for air journey(s) during the short interval between two sittings of a Department related Standing Committee during budget session recess, limited to one air fare + DA for the days of absence, (v) Spouse of member also entitled to eight single journeys in a year, (vi) Members residing within 300 km distance from Delhi may travel by road and claim road mileage @ Rs. 8 per km, and (vii) Members from North-Eastern States of Arunachal Pradesh, Assam, Manipur Meghalaya, Mizoram, Nagaland, Sikkim, and Tripura may travel by road from their residence in the constituency/State to the nearest airport.

10. Travelling facility

(i) Railway pass for MP for travelling in AC-I Class or Executive Class of any Indian Railway. Spouse can also travel with MP in the same class. If such journey or part thereof is undertaken by air from place other than usual place of residence of the Member to Delhi and back, an MP is entitled to an amount equal to the fare by air for such journey or part thereof or the amount equal to the journey performed by air from usual place of residence of the Member to Delhi and back whichever is less, (ii) Companion can also travel with MP in AC II tier, (iii) Member having no spouse can take one person with him in AC-I/Executive Class in addition to the companion allowed in

AC-II tier, (iv) To and fro air travel for the MP from Ladakh for Member and spouse/companion, (v) To and fro air travel facility for the Member and spouse/companion between the Island and the mainland, (vi) Blind or physically incapacitated Member can take an attendant in the air/rail journey in which he himself travels in lieu of the companion in AC-II tier, (vii) Thirty two single air journeys in a year from any place to another place in India either alone or along with spouse or any number of companions or relatives within this ceiling, (viii) Spouse or companion of a Member may travel alone to join the Member eight times in a year against 32 air journeys available to the Member in a year, (ix) Steamer passes for highest class of steamer for MPs and spouse/companion (without diet), and (x) To and fro air travel when the usual place of residence is inaccessible by rail, road or steamer, between the nearest place in his constituency where there is air service and the nearest place having rail service.

11. Travelling facility to the Spouse of Member
The Spouse of a member has been allowed to and fro rail/air journeys once during each session of Parliament and twice during the Budget Session with the maximum limit of 8 such single journeys in a year.
12. Miscellaneous
Newly elected/nominated Members of Lok Sabha and Rajya Sabha reaching Delhi prior to publication of notification by Election Commission will be entitled to TA and Transit accommodation.

ANNEX X-B

**FACILITIES EXTENDED TO EX-MEMBERS OF
PARLIAMENT**

1. Pension
 - (i) Minimum pension of Rs. 3,000 per month to every person who has served for any period, as Member of Provisional Parliament or either House of Parliament and Rs. 600 per month for every year of membership of Parliament in excess of five years without any maximum ceiling.
 - (ii) Ex-MPs pension allowed irrespective of any other pension without any upper limit on the aggregate.
 - (iii) A period of nine months or more is reckoned equivalent to a complete one year for the purpose of payment of additional pension.
2. Family Pension Family pension @ Rs. 1500 p.m. for a period of five years from the date of death of the MP, to the spouse/dependent, if any.
3. Travelling Facility
 - (i) Ex-MPs along with a companion are entitled to free AC-II tier rail travel facility from one place to any other place in India, on the basis of an authorisation issued for this purpose by the concerned Secretariat of Parliament as the case may be.
 - (ii) Entitled to travel alone in any train by any railway by AC I Class in lieu of two AC-II tier journeys.
4. Medical Facilities CGH Scheme is applicable to former Members of Parliament residing in cities covered by the CGH Scheme on payment of contribution at the same rate as they were

paying as Members of Parliament. This facility can be obtained direct from the Director General (CGHS), Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi.

5. Facilities to Members of Prematurely dissolved Lok Sabha
- (a) The Members of prematurely dissolved Lok Sabha are allowed to utilise the balance of unutilised (i) free 1,50,000 telephone calls, (ii) 50,000 units of electricity, and (iii) 4,000 kls. of water during the period from dissolution of the Lok Sabha till constitution of the new Lok Sabha . In case of excess consumption of such units, the same will be allowed to be adjusted in case the member is elected to the new Lok Sabha against the quota that will be available to him.
- (b) Residential accommodation can be retained for a maximum period of one month from the date of dissolution till the constitution of the next (new) Lok Sabha.
- (c) Ex-Members of a dissolved Lok Sabha are allowed to retain the general pool residential accommodation on payment of normal licence fee, provided that such ex-Members will vacate the accommodation within a period of 15 days from the date of constitution of the new Lok Sabha. In case any ex-Member does not vacate the general pool accommodation within 15 days from the date of constitution of the next Lok Sabha, he/she will be charged damages for the entire period of overstay beyond the normal concessional period of one month.

ANNEX XI-A

संसदीय कार्य मंत्रालय
MINISTRY OF PARLIAMENTARY AFFAIRS

प्रोटोकॉल एवं कल्याण अनुभाग
Protocol and Welfare Section

ADMISSION OF MPs TO HOSPITALS IN DELHI FOR
TREATMENT

As on: 10.11.2003

Time: 11.15 A.M.

S. No.	Name of the Member	Date of Admission	Nature of illness	Nature of Hospital	Particulars of Ward, Room No. Doctor Incharge	Date of visit to the Hospital
1.	Sh. Kanshi Ram, MP (RS), BSP	16.9.2003	Brain Stroke	Batra Hospital	New Building, Room No. 535 Dr. M.L. Sindhvani	*18.9.2003
2.	Sh. Mohamad Anwarul Haque, MP (LS), RJD (D)	21.10.2003	Diabetes	AIIMS	Private Ward, No. 501 Prof. S.C. Tiwari	*24.10.2003
3.	Dr. Ram Lakhan Singh, MP(LS) BJP	22.10.2003	Gallbladder problem	AIIMS	Private Ward, Room No. 301 Dr. S.K. Acharya	*24.10.2003

* Bouquet was presented on behalf of HMPA

SECTION OFFICER(P&W)

Copy for information to: PSs to HMPA/MOSs/Secretary/DS(R&C)/US(ME)/Concerned Parl. Party Office/NIC-MPA.

ANNEX XI-B**CHECK LIST****Transportation of Dead Body of Members of Parliament**

1. Receive call from hospitals etc.
2. Carry money/exchange voucher/list of important telephone numbers.
3. Contact bereaved family members/party and find out their wishes about place of last rites, mode and time of travel etc.
4. Inform MPA/MOSs/Secretary/JS/DS(RandC).
5. Instructions to florist for wreath.
6. Arrange staff car (if possible) or alternatively Taxi.
7. Obtain Death Certificate and make copies.
8. Obtain No Objection Certificate from local Police and make copies.
9. Inform Undertaker for Coffin Box, Hearse Van etc. and tie up timing.
10. Inform Anatomy Department for Embalming.
11. (a) Accompany dead body for embalming;
(b) carry death certificate/money;
(c) receive embalmed body/obtain embalming certificate and make copies;
(d) obtain cash memo of payment of embalming charges from hospital.
12. (a) Purchase Air/Rail Tickets for accompanying persons (only one);
(b) ensure confirmation of reservation of ticket (also reservation for relatives) through Office of Minister of Civil Aviation/Railways;
(c) Keep Airport Manager/Cargo Manager/Duty Officer/Station Master (Railways) alert.
13. (a) Ascertain timing of MPA/MOSs for paying homage to departed soul and keep the wreath ready;
(b) Keep Secretary/JS/DS(RandC) informed about it.

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14. Accompany dead body up to Airport/Railway Station and Meet Duty Officer.
15. Book the Coffin (carry cash/exchange voucher/embalming certificate/NOC/ death certificate) and ensure loading of box.
16. Hand over papers (for releasing the box at destination) to accompanying persons.
17. Intimate DS(R&C)/JS/Secretary at the end of the operation.
18. Prepare a report.
19. Claim/adjust expenditure.
20. Pass and forward bill to A&P Section.

ANNEX XII-A

No.F.1-1/95-CB
Government of India
Ministry of Parliamentary Affairs

86-B, Parliament House,
New Delhi - 110 001

Dated: 9 November, 1995

OFFICE MEMORANDUM

Subject: Nomination of Members of Parliament on Committees, Councils, Boards, Commission etc. set up by the Government

As the Ministry of Home Affairs etc. are aware, the subject of 'Nomination of Members of Parliament on Committees and other bodies set up by the Government' is a subject allocated to the Ministry of Parliamentary Affairs under the Government of India (Allocation of Business) Rules made by the President under article 77(3) of the Constitution. By virtue of this, Members of Parliament are to be selected and nominated on all Government bodies by the Minister of Parliamentary Affairs only. This function has been entrusted specifically to the Minister of Parliamentary Affairs for the reasons (a) that there should be a single authority through which all nominations of Members of Parliament on various bodies set up by the Government are made, (b) the Minister of Parliamentary Affairs being the Government Chief Whip is eminently suited to discharge this function as he is in the know of the interest, aptitude, experience, suitability and availability of Members of Parliament in relation to the proposed assignments and (c) that certain uniform, fair and objective norms would be observed for equitable distribution of memberships of the various Government bodies among the Members belonging to different sections of both Houses of Parliament to avoid a situation where some Members come to be over burdened with assignments while others have none.

This Ministry has been advising the Ministries/Departments from time to time that they should not nominate Members of Parliament on Government bodies, but should leave the selection of Members and their nomination to the Minister of Parliamentary Affairs. It has been noticed of late that in spite of the above advice, some Ministries continue to nominate or select Members of Parliament and mention their names in the proposal itself which, it may be appreciated, causes embarrassment to all concerned in case these names are not found compatible with the requirements mentioned in para-1 above.

Considering all aspects of the matter, it has been decided, with the approval of the Minister of Parliamentary Affairs, to lay down clear cut guidelines on the subject, consolidating, and in supersession of, all instructions issued earlier. These GUIDELINES are stated below:

Guidelines

(1) No Ministry, except the Ministry of Parliamentary Affairs, shall nominate Members of Parliament on any Committees, Councils, Commissions, Boards, etc. (hereinafter called 'Government bodies') set up by the Government of India in any Ministry. (This does not include bodies on which Members of Parliament are to be nominated by the Speaker, Lok Sabha or Chairman, Rajya Sabha or to be elected by either House of Parliament by virtue of any statutory provisions).

(2) If the Ministry sponsoring the proposal consider any particular Member(s) of Parliament suitable for the assignment, this information with full supporting reasons, should be conveyed 'confidentially' at the Ministers' level or Secretaries' level. No names of Members of Parliament should be mentioned in the proposal. Care should be taken to ensure that the proposal is not leaked to the Members concerned before their names are approved by the Minister of Parliamentary Affairs.

(3) All proposals for nomination of MPs should be sent to the Ministry of Parliamentary Affairs, only in the proforma at Annex XII-B. Proposals sent otherwise than in this proforma will be returned to the Ministry concerned for compliance with these guidelines.

(4) The Minister of Parliamentary Affairs will select Members of Parliament for nomination. Thereafter, the Members and the

Ministry concerned will be informed about the nomination/re-nomination by this Ministry. Consent of the Members regarding their nomination is not called for. However, Members are requested to let this Ministry know, if for any reasons they find it difficult to serve on the body. Members are also informed that under the Parliament (Prevention of Disqualification) Act, 1959, they may draw only “compensatory allowance” and no other remuneration for attending the meeting of the body. “Compensatory allowance” according to the above Act means:

“Any sum of money payable to the holder of an office by way of daily allowance, such allowance not exceeding the amount of daily allowance to which a Member of Parliament is entitled under the Salary, Allowances and Pension of Members of Parliament Act, 1954 (30 of 1954), any conveyance allowance, house rent allowance or travelling allowance for the purpose of enabling him to recoup any expenditure incurred by him in performing the functions of that office”.

(5) On receipt of the communication regarding nomination of Members of Parliament, Ministries should proceed to notify their nomination and supply to them all necessary literature including the constitution, functions, programme of work, etc. of the Body under intimation to this Ministry. A copy of the Notification shall invariably be endorsed to the Ministry of Parliamentary Affairs.

(6) Proposal for nomination of Members of Parliament on a Government body should be sent to the Ministry of Parliamentary Affairs, only if the Ministry setting up the body is in a position to issue Notification regarding the nomination of the Member of Parliament soon after receipt of the communication from this Ministry. Where a Government body is to comprise representatives of any other interests, nomination of such representatives of other interests may be finalised and then only the proposal for nomination of Members of Parliament be sent to the Ministry of Parliamentary Affairs so that delay in issuing Notification by the concerned Ministry is obviated.

(7) If for any reason it is proposed not to constitute the Government body during any of the above stages, the fact should be communicated to the Ministry of Parliamentary Affairs with all the reasons for such decision.

(8) Where a Government body is proposed to be wound up or discontinued, it shall be brought to the notice of the Ministry of Parliamentary Affairs with reasons for the decision.

(9) If it is decided to curtail or extend the term of a Government body, the decision shall be communicated to the Ministry of Parliamentary Affairs, as it implies curtailment or extension of the term of the Members of Parliament nominated thereon.

(10) Even where a Member of Parliament is proposed to be nominated on a Government body in his individual capacity or as a representative of a particular class, trade, profession, institution, etc., the concurrence of the Minister of Parliamentary Affairs should be obtained.

(11) Whenever a person already serving on a Government body becomes a Member of Parliament and it is proposed to continue his membership of the body, a reference should be made to the Ministry of Parliamentary Affairs in the prescribed proforma (Annex XII-B), for approval of the Minister of Parliamentary Affairs.

(12) In cases where a Member of Parliament nominated on a Government body ceases to be a Member thereof by resignation, expiration of his term on the body or death, fresh proposals should be sent to the Ministry of Parliamentary Affairs in the prescribed proforma (Annex XII-B) for filling up the vacancy.

(13) On the dissolution of Lok Sabha, all Members of the House cease to be Members of the Government bodies on which they were nominated. In such cases, fresh proposals should be sent to the Ministry of Parliamentary Affairs for nominating Members of the new Lok Sabha in their place. The Members of the Rajya Sabha nominated on a Government body, however, continue to serve thereon till the expiration of their term on the body or the date of their retirement from the Rajya Sabha, whichever is earlier. If, however, the Ministry decides to reconstitute the body for a fresh term and communicates this decision to the Ministry of Parliamentary Affairs, nominations of Members of Lok Sabha and Rajya Sabha will be made on the body *de novo*.

(14) In the case of Rajya Sabha Members, as stated in the above guidelines, they cease to be Members of the Government bodies on their retirement from the House. In such cases also, fresh proposals are to be sent to the Ministry of Parliamentary Affairs in the prescribed proforma for filling up the vacancies.

All Ministries/Departments are requested to strictly observe the above guidelines.

Receipt of this O.M. may be acknowledged.

Sd./-

(J. B. GUPTA)

Deputy Secretary to the Government of India

Tele. No. 23034844

To

All Ministries/Departments of Government of India
(Parliament Sections) - with the request that copy of
this O.M. may please be circulated to all concerned

Copy to:

PSs to all Secretaries to the Government of India
(for being placed before Secretaries)

ANNEX XII-B

PROFORMA

**Form for seeking nomination of Members of Parliament on
Committees, Councils, Boards, Commissions, etc. set up by the
Government**

1. Name of the Committee, Council
Board, Commission, etc.
2. No. of Members of Parliament
required to be nominated
(ratio between Lok Sabha and
Rajya Sabha, if any).
3. The source of authority under
which the body is set up
(namely statute, resolution, order,
decision of the Government, etc.).
4. (i) Is the body being constituted
for the first time or being
reconstituted?
(ii) In case of reconstitution please
indicate
 - (a) the name of all the MPs
nominated earlier, and
 - (b) how and when the
vacancies have arisen.
5. The functions of the body in brief.
6. The date of expiry of the earlier term
(in case of reconstitution of the body).
7. The present term of the body from _____ to

8. The term of the Members of Parliament
to be now nominated on the body
from _____ to _____

9. The entitlements of the Members of Parliament nominated on this body:
 - (a) Honorarium,
 - (b) Travelling Allowance,
 - (c) Daily Allowance, and
 - (d) Any other allowances, perquisites, facilities etc.
10. Who will preside over the meetings of the body?
11. Name and designation (with office address and telephone no.) of the Joint Secretary/Deputy Secretary concerned with this subject in the Ministry).

Signature _____

Designation _____

Telephone No. _____

Note: Notification regarding the nomination of the Members of Parliament on this body should be issued within a reasonable time and a copy thereof endorsed to the Ministry of Parliamentary Affairs.

ANNEX XII-C

No.F.
Government of India
Ministry of Parliamentary Affairs

86-B, Parliament House,
New Delhi - 110 001

(Date)

OFFICE MEMORANDUM

Subject: Nomination of Members of Parliament on

The undersigned is directed to refer to the Ministry of Office Memorandum No. dated on the subject noted above and to state that the Hon'ble Minister of Parliamentary Affairs has nominated/re-nominated the following Members of Parliament on

S.No.	Name of Member

The above Members are being informed about his/their nomination/re-nomination on this body. But no formal consent is being called from them. It is presumed that they are willing to accept the assignment.

In view of the above, Ministry of are requested not to wait for the consent of the Members, but to proceed to notify their nomination on this body and supply to them all the necessary literature including the constitution, function and programme of work etc. of this body under intimation to this Ministry.

Members of Parliament serving on the Committees, Councils

and Boards etc. set up by the Government are entitled to get TA/DA for attending the meetings of those bodies in accordance with the provisions of the Salary, Allowances and Pension of Members of Parliament Act, 1954 as amended from time to time and the rules made thereunder. The Ministry are, therefore, advised to make suitable provisions for the purpose.

()
Deputy Secretary to the Government of India
Telephone No. 23034844

Ministry of _____

ANNEX XII-D

No.F.
Government of India
Ministry of Parliamentary Affairs

86-B, Parliament House,
New Delhi - 110 001

(Date)

From :

Deputy Secretary

To

Member of Parliament
(Lok Sabha/Rajya Sabha)

Subject: Nomination of Members of Parliament on

Sir/Madam,

I am directed to inform you that the Hon'ble Minister of Parliamentary Affairs has nominated/re-nominated you as a member on the above mentioned Committee, etc. The Hon'ble Minister hopes that you will be able to spare some of your valuable time for this assignment.

Ministry of is being requested to issue a formal notification/resolution about your nomination/re-nomination and also to supply to you all necessary information about the constitution, functions and programme of the committee, etc.

If, however, for any reason you find it difficult to serve on this committee etc., please let us know at your earliest.

You may kindly note that under the Parliament (Prevention of Disqualification) Act, 1959 (18 of 1959) you may draw only "Compensatory allowance" and no other remuneration for attending the meeting of this Committee. "Compensatory allowance" according to the above Act means:

"Any sum of money payable to the holder of an office by way of daily allowance, such allowance not exceeding the amount of daily allowance to which a Member of Parliament is entitled under the Salary, Allowances and Pension of Members of Parliament Act, 1954 (30 of 1954), any conveyance allowance, house rent allowance or travelling allowance for the purpose of enabling him to recoup any expenditure incurred by him in performing the functions of that office".

Yours faithfully,

()

Deputy Secretary to the Government of India
Telephone No. 23034844

ANNEX XII-E

Santosh Gangwar

**MINISTER OF STATE FOR PETROLEUM AND
NATURAL GAS AND PARLIAMENTARY AFFAIRS
GOVERNMENT OF INDIA SHASTRI BHAWAN,
NEW DELHI-110001**

D.O.No-2-29 (2)/2002-CB

Dated: 28.10.2002

Respected Shanta Kumar Ji,

Please refer to your D.O.No. Q-13018/2/2002-AI(RD) dated 9th September, 2002 addressed to the Minister of Parliamentary Affairs regarding nomination of Members of the Lok Sabha as Chairmen of the District Level Vigilance and Monitoring Committees of District Rural Development Agencies (DRDAs).

Minister of Parliamentary Affairs has approved the following guidelines for nomination of Members as Chairmen of the DRDAs:

1. Where there is only one Member of Lok Sabha in a district, he/she may be nominated as Chairman of the committee irrespective of the fact whether he/she is Speaker/Deputy Speaker, Lok Sabha or a Minister in the Union Council of Ministers.
2. Where there are more than one Member of the Lok Sabha in a district, Speaker, Deputy Speaker, Lok Sabha or a Minister in the Union Council of Ministers, if there is any one of these amongst Members, should be nominated as Chairman and other Member(s) may be nominated as Co-Chairman of the committee. If, however, all are Members, one who is representing maximum

geographical area of the district as a part of his/her constituency should be nominated as Chairman and the other Member(s) should be nominated as the Co-Chairman.

3. Where there is only one Member of the Lok Sabha in a district and he/she is representing more than one district, he/she may be nominated as Chairman of the committee in all districts which he/she is representing (Such situation is likely to be more in North-Eastern States where an MP is representing many districts).

I shall be grateful if the Members of the Lok Sabha are appointed as Chairmen of DRDAs as per the above guidelines.

With regards,

Yours sincerely,

Sd/-
(Santosh Gangwar)

Shri Shanta Kumar,
Minister of Rural Development,
Government of India,
New Delhi.

ANNEX XII-F

CHECK LIST

1. Whether the proposal has been received in the prescribed proforma with relevant details/copies of documents etc.
2. Availability of the Members, if any, earlier nominated on the body (in case of reconstitution/renomination).
3. To watch the Notification of the nomination of the Members of Parliament by the Ministry concerned.

ANNEX XIII-A

**DATA RELATING TO ROOMS ALLOTTED TO
THE MINISTERS**

Ground Floor:	
Standard Room: 13	
(a) Equal to Standard Room:	6,7,13,27,35,36 (with wood panelling) 39, 40, 41, 42
(b) Slightly smaller than Standard Room:	37
(c) Much smaller than Standard Room:	38, 38A
First Floor:	
(a) Bigger than Standard Room:	64A
(b) Equal to Standard Room:	68B
(c) Slightly smaller than Standard Room:	48A, 48B, 68A
(d) Small cubicles:	69A, 69B, 69C, 69D
Note: There are common entries for Rooms No. 48A and 48B; 68A and 68B; 69A to 69D.	
Second Floor:	
Rooms No.102A and 102B are half the size of Standard Room. These have been newly partitioned and furnished.	
Third Floor:	
Standard Room:105A (Half the size of Room No.13 on Ground Floor)	
(a) Equal to Standard Room (105A)	105B, 115, 115A, 116, 116A, 117, 117A, 118, 118A, 118B
(b) Slightly bigger than Standard Room (105A):	112, 112A, 112B, 113, 113A

Rooms Already Allotted:**Ground Floor**

9-12	:	PMO
14-15	:	MPA
43-44	:	Leaders of Opposition (LS and RS)
45B	:	MOS(BH)

First Floor:

56	:	MOS(SK)
64	:	MOS(SP)

ANNEX XIII-B

No.F.
Government of India
Ministry of Parliamentary Affairs

Parliament House,
New Delhi
Dated:

OFFICE MEMORANDUM

Subject: Allotment of Rooms in Parliament House to Ministers during the Session of the Lok Sabha and Session of the Rajya Sabha

The undersigned is directed to enclose a statement showing allotment of Rooms to Ministers in Parliament House for the Session of the Lok Sabha and Session of the Rajya Sabha.

Private Secretaries to Ministers concerned are requested to inspect the rooms and arrange furniture, telephone, draperies, etc., with the assistance of the Caretaker, Parliament House, and the Engineering Supervisor (Telephones), Parliament House. It is stressed that the primary responsibility for the safety of articles, instruments etc., kept in the Parliament House for the Minister's use lies with the Ministry/Department concerned. Personal staff of the Ministers may, therefore, ensure that as soon as their Ministers leave Parliament House, nothing is left unlocked in the room or the varandah adjacent thereto. Similarly the telephone, when it is not in use, may be removed from the varandah to prevent unauthorized calls being made.

In case any additions/alterations are desired to be made in the rooms allotted to the Ministers, the Ministry/Department concerned is requested to take up the matter directly with the Assistant Engineers I and III, Parliament Works Division No. I, C.P.W.D., Parliament House, New Delhi (Telephone No.23034765) for obtaining necessary estimates of expenditure involved, for issue of administrative approval and to sanction expenditure involved for execution of the additional/alteration work.

The Caretaker, Parliament House, and the Engineering Supervisor (Telephones) are being advised to arrange for furnishing of the rooms and installation of telephones etc. in consultation with Private Secretaries to Ministers or Ministries concerned.

()
 UNDER SECRETARY TO THE GOVT. OF INDIA
 TELE.NO

To

All Private Secretaries to Ministers as given in the list.

Copy forwarded for necessary action to:

1. The Caretaker, Parliament House, for furnishing the rooms allotted to Ministers in consultation with the Private Secretaries to the Ministers concerned (5 copies);
2. Engineering Supervisor (Telephones), Parliament House for installation of telephones in the rooms of Ministers in consultation with the Private Secretaries of the concerned Ministers (5 copies);
3. Lok Sabha Secretariat;
4. Rajya Sabha Secretariat;
5. The President's Secretariat;
6. The Prime Minister's Office;
7. The Cabinet Secretariat;
8. P.S. to Minister/Ministers of State for Parliamentary Affairs;
9. Additional Secretary, Lok Sabha Secretariat;
10. Assistant Director (WG), Lok Sabha Secretariat;
11. Executive Engineer, P.W.D.-II, C.P.W.D., New Delhi;
12. The Assistant Engineers I and III, Parliament Works Division No I, Parliament House, New Delhi;
13. Executive Engineer(E), Parliament Air-Conditioning Division, CPWD, Vidyut Bhavan, New Delhi;
14. The Chief Watch and Ward Officer, Lok Sabha Secretariat;
15. The Reception Officer, Parliament House, Lok Sabha and Rajya Sabha Secretariats;
16. P.P.S. to Secretary/P.S. to Joint Secretary, Ministry of Parliamentary Affairs; and
17. All Deputy Secretaries, Under Secretary (Admn.), Ministry of Parliamentary Affairs.

()
 UNDER SECRETARY
 Phone:

ANNEX XIII-C(I)

D.O.No.F.56(3)/2004-Leg.I

Dated:

As you are aware, there is a convention that at least some Ministers are always present in the two Houses when Parliament is in session. To ensure this, all the Ministers are allotted roster duties in the two Houses, by rotation, during the session period. In the ensuing session of Parliament, you have been allotted the following roster duties:

Lok Sabha :

Rajya Sabha :

I am sure that by following the past conventions and practices, and by our exemplary behaviour and performance of our duty, we will succeed in obtaining the cooperation of our allies, supporting parties and even opposition parties in our endeavour to maintain proper decorum and dignity in the two Houses and help the Presiding Officers to conduct the business of the Houses efficiently and smoothly. I trust that I will be getting your full cooperation in this regard. I would also request you kindly to fix your programme on the days of the session keeping in view your roster duties mentioned above.

With kind regards,

Yours sincerely,

(Ghulam Nabi Azad)

All Cabinet Ministers who are allotted roster duties

ANNEX XIII-C(II)

D.O.No.F.56(3)/2004-Leg.I

Dated:

As you are aware, there is a convention that at least some Ministers are always present in the two Houses when Parliament is in session. To ensure this, all the Ministers are allotted roster duties in the two Houses, by rotation, during the session period. In the ensuing session of Parliament, you have been allotted the following roster duties:

Lok Sabha :

Five minutes before the Lok Sabha is to reassemble after lunch to 3.30 p.m.

Or

From 1.30 p.m. to 3.30 p.m. in case there is no lunch.

I am sure that by following the past conventions and practices, and by our exemplary behaviour and performance of our duty, we will succeed in obtaining the cooperation of our allies, supporting parties and even opposition parties in our endeavour to maintain proper decorum and dignity in the two Houses and help the Presiding Officers to conduct the business of the Houses efficiently and smoothly. I trust that I will be getting your full cooperation in this regard. I would also request you kindly to fix your programme on the days of the session keeping in view your roster duties mentioned above.

With kind regards,

Yours sincerely,

(Ghulam Nabi Azad)

All Ministers of State who are assigned roster duties in
Lok Sabha

ANNEX XIII-C(III)

D.O.No.F.56(3)/2004-Leg.I

Dated:

As you are aware, there is a convention that at least some Ministers are always present in the two Houses when Parliament is in session. To ensure this, all the Ministers are allotted roster duties in the two Houses, by rotation, during the session period. In the ensuing session of Parliament, you have been allotted the following roster duties:

Rajya Sabha : 2.00 p.m. to 4.00 p.m.

Day(s)

I am sure that by following the past conventions and practices, and by our exemplary behaviour and performance of our duty, we will succeed in obtaining the cooperation of our allies, supporting parties and even opposition parties in our endeavour to maintain proper decorum and dignity in the two Houses and help the Presiding Officers to conduct the business of the Houses efficiently and smoothly. I trust that I will be getting your full cooperation in this regard. I would also request you kindly to fix your programme on the days of the session keeping in view your roster duties mentioned above.

With kind regards,

Yours sincerely,

(Ghulam Nabi Azad)

All Ministers of State assigned roster duties in Rajya Sabha

ANNEX XIII-D

No.F.
Government of India
Ministry of Parliamentary Affairs

Parliament House
New Delhi.

Dated:

OFFICE MEMORANDUM

Subject: Roster of Attendance of Ministers in Parliament during the Session of the Lok Sabha and Session of the Rajya Sabha

The undersigned is directed to forward, herewith, a copy of roster of attendance of Ministers in both the Houses of Parliament during the Session of the the Lok Sabha and Session of the Rajya Sabha for information and necessary action.

()
Under Secretary to the Government of India
Tele.No.....

To

1. P.S. to Hon'ble Chairman, Rajya Sabha;
2. P.S. to Hon'ble Speaker, Lok Sabha;
3. P.S. to Hon'ble Deputy Chairman, Rajya Sabha;
4. P.S. to Hon'ble Deputy Speaker, Lok Sabha;
5. P.S. to Minister of Parliamentary Affairs;
6. P.S. to Leader of the House in Lok Sabha/Rajya Sabha;
7. P.S. to all Cabinet Ministers/MOS (Independent Charge)/MOSSs;
8. P.S. to MOS ();

414 Handbook on the Working of Ministry of Parliamentary Affairs

9. P.S. to MOS ();
10. P.S. to MOS ();
11. Shri, Under Secretary, Prime Minister's Office;
12. All Ministries/Departments of the Government of India (Parliament Section);
13. P.P.S. to Secretary/P.S. to Joint Secretary, Ministry of Parliamentary Affairs; and
14. P.As. to Deputy Secretary(Legislative)/Under Secretary(Legislative), Ministry of Parliamentary Affairs;

MOS - Minister of State

PPS - Principal Private Secretary

P.S. - Private Secretary

P.A. - Personal Assistant

ANNEX XIII-E

No.F.....-Leg.II
Government of India
Ministry of Parliamentary Affairs

(Date)

OFFICE MEMORANDUM

Subject: Matters raised during Zero-Hour in Lok Sabha/Rajya Sabha

A matter concerning the Ministry of.....
was raised byduring
Zero-Hour in Lok Sabha/Rajya Sabha on

Relevant extracts from the proceedings of the House are enclosed for appropriate action.

()
Under Secretary

Ministry of
(Parliament Section)
New Delhi.

Copy, with relevant extracts, forwarded to Private Secretary to Minister ofwith the request that enclosed extracts of the proceedings of the House may be placed before the Hon'ble Minister.

()
Under Secretary

ANNEX XIII-F

D.O.No.....

Dated:

During Zero Hour in the Lok Sabha/Rajya Sabha today , Shri/Ms. raised the matter regarding Thereupon, I assured the House that I would convey it to the concerned Minister for necessary action.

Extracts of the proceedings are enclosed for information and such action as deemed fit.

With regards,

Yours sincerely,

()
Minister of Parliamentary Affairs

Shri _____
Minister of _____
Government of India,
New Delhi.

ANNEX XIII-G

MOST IMMEDIATE

It has been observed that assurances given by the Leader of the House or by me on the floor of the Houses on matters raised by Members during zero hour have not been duly conveyed to the Ministers concerned as no officer has taken note of them.

I desire that at least one senior officer of the Ministry must be present in the official gallery of each House to take note of important developments in the Houses and bring the same to my notice with necessary follow up action. I may be informed of the arrangements made in this regard.

1501/Secy
12/7


(Ghulam Nabi Azad)
Minister of Parliamentary Affairs
and Urban Development
9-7-2004

266/MPA/04
9/7/2004

Secretary
Take action
to put up with
reg. arrangements
and give full info.
9/7/04

8
9/7

JS

Md. Iqbal
A
2/5
35/6/04

1/11
13/7/04
LCC

ANNEX XIII-H

**MINISTRY OF PARLIAMENTARY AFFAIRS
(LEGISLATIVE-II SECTION)**

No. F. 17(1)/2001-Leg.II

July, 2004

Subject: Roster duties of Under Secretaries for attendance in Official Galleries of Lok Sabha/Rajya Sabha during Zero Hour

It has been decided to assign roster duties for attendance in Lok Sabha/Rajya Sabha Official Galleries during Zero hour (from 11.55 a.m. onwards) to the Under Secretaries as follows:

Day	Lok Sabha	Rajya Sabha
Monday	Under Secretary(A)	Under Secretary (C)
Tuesday	Under Secretary(RandC)	Under Secretary (L)
Wednesday	Under Secretary (C)	Under Secretary (ME)
Thursday	Under Secretary (ME)	Under Secretary (A)
Friday	Under Secretary (L)	Under Secretary (RandC)

In case an assurance is given by the Leader of the House or the Minister of Parliamentary Affairs/any other Minister/Minister of State or if there is any direction from the Presiding Officer to the Government, the Under Secretary attending in the Official Gallery may report the matter raised and the assurance/direction thereon to the Deputy Secretary (L) with copy to Addl. P.S. to HMPA for information and to Section Officer (L-II) for further necessary action. If there is no assurance, then also a report to that effect may be sent.

If any Under Secretary wishes to avail leave on the day of his duty, he/she may make his own arrangement with some other Under Secretary or Deputy Secretary, in advance and will inform the Deputy Secretary (L) about the same.

This is issued with the approval of Secretary.

Sd/-
(K.K. THAKUR)
DEPUTY SECRETARY(L)

US(A)/ US(RandC)/ US(ME)/ US(L)/US(C)

Copy to:-

Secretary/Joint Secretary/DS(A)/DS(RandC)/Addl. P.S.
to HMPA/S.O.(L-II)

ANNEX XIII - I

Dated:

To

The Secretary-General,
Lok Sabha,
New Delhi.

Sir,

I give notice of my intention to move the following Motion during the current Session of the Lok Sabha:

“That the members of this House do proceed to elect, in the manner required by sub-rule(1) of Rule 309 of the Rules of Procedure and Conduct of Business in Lok Sabha, fifteen members from among themselves to serve as members of the Committee on Public Accounts for the term ending on the 30th April, 2005”.

“That this House do recommend to Rajya Sabha that Rajya Sabha do agree to nominate seven members from Rajya Sabha for being associated with the Committee on Public Accounts of the House for the term ending on the 30th April, 2005 and do communicate to this House the names of the members so nominated by Rajya Sabha”.

Yours faithfully,

()
Minister of Parliamentary Affairs

ANNEX XIII - J

Dated:

To

The Secretary-General,
Lok Sabha,
New Delhi.

Sir,

I give notice of my intention to move the following motion during the current Session of the Lok Sabha:

“That the members of this House do proceed to elect, in the manner required by sub-rule(1) of Rule 311 of the Rules of Procedure and Conduct of Business in Lok Sabha, thirty members from among themselves to serve as members of the Committee on Estimates for the term ending on the 30th April, 2005”.

Yours faithfully,

()
Minister of Parliamentary Affairs

ANNEX XIII-K

Dated:

To

The Secretary-General,
Lok Sabha,
New Delhi.

Sir,

I give notice of my intention to move the following Motion during the current Session of the Lok Sabha:

“That the members of this House do proceed to elect, in the manner required by sub-rule (1) of Rule 312 B of the Rules of Procedure and Conduct of Business in Lok Sabha, fifteen members from among themselves to serve as members of the Committee on Public Undertakings for the term ending on the 30th April, 2005”.

“That this House do recommend to Rajya Sabha that Rajya Sabha do agree to nominate seven members from Rajya Sabha for being associated with the Committee on Public Undertakings of the House for the term ending on the 30th April, 2005 and do communicate to this House the names of the members so nominated by Rajya Sabha”.

Yours faithfully,

()
Minister of Parliamentary Affairs

ANNEX XIII-L

Dated:

To

The Secretary-General,
Lok Sabha,
New Delhi.

Sir,

I give notice of my intention to move the following Motion during the current Session of the Lok Sabha:

“That the members of this House do proceed to elect, in the manner required by sub-rule (1) of Rule 331 B of the Rules of Procedure and Conduct of Business in Lok Sabha, twenty members from among themselves to serve as members of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes for the term ending on the 30th April, 2005”.

“That this House do recommend to Rajya Sabha that Rajya Sabha do agree to nominate ten members from Rajya Sabha for being associated with the Committee on the Welfare of Scheduled Castes and Scheduled Tribes of the House for the term ending on the 30th April, 2005 and do communicate to this House the names of the members so nominated by Rajya Sabha”.

Yours faithfully,

()
Minister of Parliamentary Affairs

ANNEX XIII-M

Dated:

To

The Secretary-General,
Rajya Sabha,
New Delhi.

Sir,

I give notice of my intention to move the following Motion during the current Session of the Rajya Sabha:

“That this House concurs in the recommendation of the Lok Sabha that the Rajya Sabha do agree to nominate seven Members from Rajya Sabha to associate with the Committee on Public Accounts of the Lok Sabha for the term ending on the 30th April, 2005, and do proceed to elect in such manner as the Chairman may direct, seven Members from among the Members of the House to serve on the said Committee”.

Yours faithfully,

()
Minister of State for Parliamentary Affairs

ANNEX XIII-N

Dated:

To

The Secretary-General,
Rajya Sabha,
New Delhi.

Sir,

I give notice of my intention to move the following Motion during the current Session of the Rajya Sabha:

“That this House concurs in the recommendation of the Lok Sabha that the Rajya Sabha do agree to nominate seven Members from Rajya Sabha to associate with the Committee on Public Undertakings of the Lok Sabha for the term ending on the 30th April, 2005 and do proceed to elect in such manner as the Chairman may direct, seven Members from among the Members of the House to serve on the said Committee.”

Yours faithfully,

()
Minister of State for Parliamentary Affairs

ANNEX XIII-O

Dated:

To

The Secretary-General,
Rajya Sabha,
New Delhi.

Sir,

I give notice of my intention to move the following Motion during the current Session of the Rajya Sabha:

“That this House resolves that the Rajya Sabha do join the Committee of both the Houses on the Welfare of Scheduled Castes and Scheduled Tribes for the term ending on the 30th April, 2005, and do proceed to elect, in accordance with the system of proportional representation by means of the single transferable vote, ten Members from among the Members of the House to serve on the said Committee.”

Yours faithfully,

()
Minister of State for Parliamentary Affairs

ANNEX XIII-P

D.O.No.5(1)/2004-Leg.II

Dated:

I enclose a list of issues likely to be raised during the forthcoming session of Parliament.

It is requested that a brief note on each one of them concerning your Ministry may be sent to the PMO, with endorsement to this Ministry, for use by hon'ble PM/hon'ble Minister of Parliamentary Affairs.

Yours sincerely,

()
Secretary

Secretary,
Ministry of,
Government of India,
New Delhi.

ANNEX XIV-A

**STATEMENT SHOWING THE DETAILS OF ALL
INDIA WHIPS' CONFERENCES HELD BY THE
MINISTRY OF PARLIAMENTARY AFFAIRS**

Sl. No.	No. of AIWC	Place where held	Date and year of Conference	Remarks
1	First	Indore	13 th September, 1952	Held under the auspices of the Congress Party in Parliament
2	Second	Mysore	15 th and 16 th January, 1955	Inaugurated by Shri K. Hanumanthayya, Chief Minister of Mysore
3	Third	Srinagar	24 th and 25 th September, 1956	Inaugurated by Shri G.M. Bakshi, Prime Minister of Kashmir
4	Fourth	The Council Hall, Bombay	24 th and 25 th October, 1962	Inaugurated by Shri Y.B. Chavan, Chief Minister of Maharashtra
5	Fifth	Vidhan Soudha, Bangalore	4 th to 6 th January, 1966	Inaugurated by Shri N. Nijalingappa, Chief Minister of Mysore
6	Sixth	Himachal Bhavan, Shimla	4 th to 6 th October, 1967	Inaugurated by Dr. Y.S. Parmar, Chief Minister of Himachal Pradesh
7	Seventh	Rajaji Hall, Madras	21 st to 23 rd September, 1969	Inaugurated by Shri M. Karunanidhi, Chief Minister of Tamil Nadu.
8	Eighth	Vidhan Sabha Bhavan, Bhopal	3 rd and 4 th November, 1972	Inaugurated by Shri S.N. Sinha, Governor, Madhya Pradesh.
9	Ninth	Legislative Assembly Hall, Shimla	27 th and 28 th October, 1983	Inaugurated by Shri Vir Bhadra Singh, Chief Minister of Himachal Pradesh.

Contd.

Sl. No.	No. of AIWC	Place where held	Date and year of Conference	Remarks
10	Tenth	Main Committee Room Parliament House Annexe, New Delhi.	26th November, 1988	Inaugurated by Dr. M Thambi Durai, Deputy Speaker, Lok Sabha.
11	Eleventh	Banquet Hall, Vidhan Soudha, Bangalore.	17th to 19th January, 1994	Inaugurated by Shri M. Veerappa Moily, Chief Minister of Karnataka.
12	Twelfth	*S.K.I.C.C., Srinagar	21st and 22nd August, 1997	Inaugurated by Dr. Farooq Abdulla, Chief Minister of Jammu and Kashmir.

* Sher-I-Kashmir International Conference Centre, Srinagar