

IMMEDIATE
PARLIAMENT MATTER

No.H11016/13/2016-Parl.
Government of India
M/o Water Resources, RD & GR

New Delhi, dated 10th July, 2017

Subject: Papers to be laid on the Table of Lok Sabha.

The undersigned is directed to refer to Lok Sabha Secretariat's O.M. No. 26/1/XII/2017/T dated 29th June 2017 on the subject mentioned above and to forward herewith a copy of the procedure to be followed by Ministires in connection with Parliamentary work for strict compliance.

Encl: As above



(Amit Kumar Singh)
Under Secretary to the Government of India
Tel. No. 23719033

To

All Wing Heads/ Divisional Heads of Ministry of Water Resources, RD & GR.

Chairman, CWC,/Chairman, CGWB/DG, NWDA and other Heads of Organization under this Ministry.

Copy to:

1. PPS to Secretary(WR, RD & GR)/PPS to JS(Parl.).

✓ 7. NIC cell for upload

LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE
NEW DELHI-110001

No.26/1/XII/2017/T

Dated the June 29, 2017
Ashadha 8, 1939(Saka)

OFFICE MEMORANDUM

Subject:- Papers to be laid on the Table of Lok Sabha.

The undersigned is directed to invite the attention of all the Ministries/Departments to Direction 116 of the Directions by the Speaker read with paras 6.1 to 6.24 of Chapter VI of the Brochure entitled "Government and Parliament - Procedure to be followed by Ministries in connection with Parliamentary Work", on the above subject. It has been observed that Ministries/Departments do not always adhere to the Procedure set out in the aforementioned brochure resulting in delay in the preparation of daily List of Business, and consequent late circulation of copies thereof to members etc.

2. Specific attention of the Ministries/Departments is invited to the following recommendations of the Committee on Subordinate Legislation, for strict compliance while sending notifications containing Rules/Orders for laying:-

- (i) Whenever rules framed by the Government under any Act are laid on the Table of the House, a Statement of Objects and Reasons and also a Statement containing Explanatory notes on the rules in respect thereof should also be appended thereto for the information of Members;
- (ii) When new Rules amending the original rules are laid on the Table of the House, the relevant extract from the original rules should also be attached to such rules;
- (iii) All the Orders required to be laid before the House are so laid within a period of 15 days after their publication in the Gazette if the House is in session, and if the House is not in session, the 'Order' should be laid on the Table of the House as soon as possible (but within 15 days) after the commencement of the following session; and
- (iv) Statement explaining reasons for delay caused in laying each such 'Order' on the Table of the House be appended.

3. Further, attention of the Ministries/Departments is invited to this Secretariat OM No. 26/1/VII/2011/T dated 18th May, 2011 (copy enclosed). It is requested that after laying of papers on the Table of the House, the web link of the same may be emailed to the e-mail ID computercentrelss@sansad.nic.in describing details v/z Date, Ministry, Title and the web link of the document.


4. All the Ministries/Departments are also requested to ensure that Papers required to be laid on the Table, complete in all respects (both in Hindi and English versions) **are forwarded to Lok Sabha Secretariat (Distribution Branch, Parliament House Annexe) two days in advance of the day on which the papers are proposed to be laid on the Table.**

5. **No. of Copies required:-**

Notification	45 Copies+ One Authenticated Copy (Both in Hindi and-English versions)
Report, MOU, etc.	10 Copies+ One Authenticated Copy (Both in Hindi and English versions)

5. It has also been observed that Ministries send a large number of papers for laying on the Table of Lok Sabha during the last week of the Session. Ministries/Departments are, therefore, requested to segregate the papers and send them for laying in an even flow. They may also please note that it will not be possible to accept papers at a notice shorter than two clear days during the last week of the Session.

7. All Ministries/Departments are requested to follow the above procedure.


(S. K. GANGULI)
Deputy Secretary
Tele No.23034795

Encl.: As above

Cabinet Secretariat and NITI Aayog,
All Ministries/Departments of Government of India.

LOK SABHA SECRETARIAT

Telegrams : LOKSABHA NEW DELHI
FAX : 23010796

PARLIAMENT HOUSE
NEW DELHI-110001

No. 26/1/VII/2011/T

Dated the 18th May, 2011
Vaisakha 28,1933 (Saka)

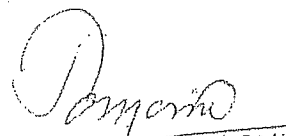
OFFICE MEMORANDUM

Subject:- Providing of internet link of the Documents/Reports/Papers to be laid on the Table of Lok Sabha.

The undersigned is directed to inform all Ministries/Departments of Government of India that the Committee under the Chairmanship of Secretary-General, Lok Sabha has decided to convert the Lok Sabha Secretariat as a paperless Office. One of the decisions taken in the Committee meeting held on 7 January, 2011 was that the Papers Laid on the Table of Lok Sabha could be uploaded on the Homepage of Lok Sabha website besides making hard copies available in the Publication Counter of Lok Sabha Secretariat.

2. It has, therefore, been decided to request all Ministries/Departments to upload and provide the website address link immediately after the document is laid on the Table of Lok Sabha so that the same can be linked to the Lok Sabha Homepage commencing from the monsoon session of Lok Sabha *i.e.* July, 2011. Further, in case of any query or help in this regard, Ministries/Departments may contact the following:-

Computer (HW & SW) Management Branch (Software Unit),
Lok Sabha Secretariat,
F 056, 'Y' Block,
Parliament Library Building,
New Delhi.
(Phone Nos. 23034561/23034576).



(JAYA KUMAR T.)
18/5/2011
ADDITIONAL DIRECTOR
Tele No.23034795

To

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