

## **PROCEDURE/ INSTRUCTIONS FOR HANDLING PARLIAMENTARY WORK**

The instructions detailed below shall be strictly observed for handling parliamentary work:

### **1. QUESTION DAYS**

Days allotted to this Ministry for answering the Parliamentary Questions in the Rajya Sabha and Lok Sabha are as under:-

Rajya Sabha: MONDAY

Lok Sabha: THURSDAY

\*days may change as and when Parliament of India decides-

### **2. APPROVAL OF DRAFT REPLIES TO STARRED AND UNSTARRED QUESTIONS**

File relating to **Starred Questions** will be put up by Wing Heads through Secretary (WR,RD&GR) to Hon'ble Minister of Jal Shakti and File relating to **Unstarred Questions** will be put up by Wing Heads through Additional Secretary (WR,RD&GR) or equivalent, to Hon'ble MOS(WR,RD&GR) or as per instructions issued from time to time.

### **3. ADVANCE NOTICES OF THE QUESTION/CALLING ATTENTION MOTIONS**

As soon as advance notice of a Question is received in Parliament Section, it shall be sent on the same day to the concerned Joint Secretary/Commissioner /Director/Dy. Commissioner and Section. Notice of Short Notice question, Calling Attention Motion, etc. shall also be sent on the same day to the concerned Joint Secretary/Commissioner /Director/Dy. Commissioner and Section and Copies thereof to Secretary (WR,RD&GR).

### **4. INITIAL ACTION AFTER RECEIPT OF ADVANCE NOTICE:**

Joint Secretaries or equivalent officers/Commissioners will ensure the following action on immediate basis on the same day under intimation to Parliament Section;

a. Where it is clear that the subject matter of a question does not concern the Department of Water Resources, RD&GR as per the Government of India (Allocation of Business) Rules, the Branch Officer concerned will ring up his counterpart in the Department to which the Question belongs and request him to accept the transfer of the Question. If the transfer is agreed to, the fact of the transfer will be communicated on telephone to the Lok Sabha Secretariat/Rajya Sabha Secretariat followed by a written communication to the Question Branch of the said Secretariat.

If, however, the Officer in the other Department does not agree to accept the Question, the Branch Officer concerned will bring the matter to the notice of officers at appropriate level so as to resolve the issue without any delay. When the Department concerned declines to accept the transfer, the

Question may be answered under compulsion, but thereafter, the matter should be pursued with the concerned Department, requesting it to accept future Questions on the subject.

b. If the subject matter pertains to some other Section/Desk in the Department, the notice of the Question will not be returned to Parliament Section, its transfer to the appropriate Section will be settled at the Section/Branch level. Should he fail, the higher officer (DS/Director/JS) should resolve the issue without any delay under intimation to Parliament Section.

c. Where two or more officers/Sections are concerned with a question, the Officer/Section/Desk concerned with part (a) of the Question shall deal with the Question and co-ordinate the reply after obtaining relevant information from others concerned.

## **5. ADMISSIBILITY OF QUESTIONS**

It has been observed that many a time questions are admitted in disregard of rule 41 of the Rules of Procedure and Conduct of Business in Lok Sabha and Rule 47 of the Rules of Procedure and Conduct of Business in Rajya Sabha (**Annexure-A-I and A-II respectively**). For instance, Questions those relate to matters which are not of all India importance or interest or are not primarily the concern of the Govt. of India are admitted. Similarly, some of the Questions admitted repeat in substance the questions already answered in the same House. In such cases the contents of the questions should be carefully scrutinized and the issue should be taken up immediately with the Lok Sabha Secretariat/Rajya Sabha Secretariat. Specific provisions of the above mentioned Rules those are attracted should be cited while requesting to Lok Sabha Secretariat/Rajya Sabha Secretariat to disallow the Question(s). Such references should be made at the level of the concerned Joint Secretary or equivalent Officer under intimation to Parliament Section.

## **6. FURNISHING OF FACTS TO LOK SABHA/RAJYA SABHA SECRETARIAT**

The Lok Sabha Secretariat/ Rajya Sabha Secretariat asks for facts in certain cases for deciding the admissibility of Questions. All Officers/Sections/Desks must ensure that the facts in respect of such Questions are communicated to the concerned Secretariat within the time limit stipulated by them, for consideration of the Speaker/Chairman for deciding on the admissibility of the Question. If, however, it is not possible to furnish the facts within the stipulated time limit, an interim reply explaining reasons for delay should be immediately furnished to the Lok Sabha Secretariat / Rajya Sabha Secretariat. Clarifications, where necessary, in regard to a Question should be sought from the Lok Sabha Secretariat/Rajya Sabha Secretariat, and not directly from the Member concerned. Factual notes shall be personally checked and cleared by concerned Joint Secretary Level Officer. Depending on the sensitivity of the matter, these shall also be shown to Secretary / Minister of State (Jal Shakti)/ Minister (Jal Shakti).

## **7. DRAFTING OF REPLIES:**

While drafting replies to Questions, the following aspects inter alia, shall be specifically borne in mind:

a. Preparation of a tentative draft reply and draft Note for Supplementaries (Times New Roman font of size 12 may be used), where necessary, shall be undertaken immediately on receipt of the provisionally admitted question. The draft reply so prepared shall be reviewed on receipt of the printed list of admitted Question and, if necessary, revised so that it conforms to the admitted form of the Question.

b. While submitting a draft reply, each part of the Question should be correctly reproduced (Strictly as given in the printed text, even if there are mistakes in the printed text) or photocopies and replies there to set out in parallel columns against each part. In case of starred questions, the position of the Question in the printed list should invariably be distinctively indicated on the top right hand corner of the draft reply as also on the top right hand corner of the file cover. The admitted Question number, the subject of the Question and the date of reply shall also be indicated on the printed slip. A model format of Answer is attached (**Annexure-I**).

c. Whenever the reply to Starred Question is lengthy (exceeds 5 or 6 lines) or contains statistical information, it should be laid on the Table of the House concerned in the form of a statement to the answer to that question. The statement will be titled as below:

**“Statement referred to in reply to Part(s) (a),(b)..... of Starred Question No. due for answer on ..... in the Lok Sabha/Rajya Sabha.” In the case of Unstarred Question, there is no need to say so specifically.**

d. The assurances are generally not given in reply to a Starred Question. The Division concerned should, therefore, refrain from furnishing assurances in reply to a Starred Question. Where the Division feels that reply to a Starred Question shall result in assurance only, this may be brought to the notice of Joint Secretary/Director-in-Charge of concerned Secretariat of the Parliament immediately on receipt of the Provisionally Admitted Question.

e. Annexures to the replies to Parliament Questions are sometimes lengthy and are received in Parliament Section late. It, therefore, becomes very difficult for Parliament Section to type out such lengthy statements afresh and then furnish the complete reply along with the replies to other questions to the Lok Sabha Secretariat/Rajya Sabha Secretariat within the specific time-frame. The concerned Sections/Desk should, therefore, furnish the text of reply and Annexures (Statement and/or tabular statement) to the replies on email (in A-4 Size word format) to Parliament Section so that any delay in furnishing replies to the Lok Sabha/Rajya Sabha Questions is obviated. All the Divisional Heads will, therefore, ensure that these instructions are strictly followed by them/Sections under their control.

f. After approval of the draft at the level of Secretary in case of Starred Question and by the Joint Secretaries or equivalent officers/Commissioners in case of the Unstarred Question, a copy each of the draft reply and the Note for Supplementaries (in the case of a Starred Question) shall be sent to Hindi Section, for its translation in advance.

g. In case of any change(s) made by Hon’ble Minister / MoS (Jal Shakti) in the proposed reply to a Question, the file shall be shown through the concerned JS before the reply is finally typed and issued by Parliament Section.

h. While answering questions use of uncommon technical abbreviations should be avoided and in case their use is felt necessary, these should invariably be preceded by their full form followed by

the abbreviation in the bracket in the first instance. Answers to all questions shall be specific and complete and each part of the question or each item of information asked for therein shall be answered separately

i. It is advised to avoid quoting/referring website while framing the replies and provide the requisite information in the replies itself.

j. According to the instructions issued by the Lok Sabha Secretariat/Rajya Sabha Secretariat, all the Ministries/Departments are required to provide the set of answers to Parliament Questions to the Lok Sabha Secretariat/Rajya Sabha Secretariat by 5.00 P.M. on the previous working day of the day of answer. The Parliament Unit will also upload the answers(doc./docx.format ) and the complete Question & Answer (in PDF format) both in Hindi and in English on the Parliament Question Answer Publishing System.

## **8. NOTES FOR SUPPLEMENTARIES/BRIEF WITH INDEX AND TIME SCHEDULE**

In respect of Starred Questions, the concerned Joint Secretaries or equivalent officers/Commissioners shall furnish 10 copies of the 'Notes for supplementaris/Briefs' to Parliament Section by evening of previous working day of the scheduled briefing meeting by Hon'ble Minister (Jal Shakti)/Minister of State (Jal Shakti).

In case, Notes for Supplementaries/Briefs are not made available to Parliament Section by evening on the specified days, Parliament Section will prepare and dispatch the Question pads to Ministers/Senior Officers without waiting for the Note for Supplementaries from concerned Joint Secretaries or equivalent officers/Commissioners. It would then be the responsibility of the concerned Joint Secretary or equivalent officers to ensure sending copies of the same direct to the Ministers/Senior Officers for being added to the relevant Parliament pads.

In order to facilitate hassle-free use of the Note for Supplementaries, concerned Joint Secretary or equivalent officers will ensure that an index of the contents with proper flagging and details of the questioner is attached on top of each copy of the Note for Supplementaries as per following proforma:

NOTE FOR SUPPLEMENTARIES TO RAJYA SABHA/LOK SABHA STARRED QUESTION  
NO. DUE FOR ANSWER ON \_\_\_\_\_

### INDEX

| S.NO. | ITEM                   | PAGE NO. |
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\*given by way of illustration only. Headings and page Nos. should be mentioned as per actual contents.

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|                  |                       |       |
|------------------|-----------------------|-------|
|                  | DETAILS OF QUESTIONER |       |
| NAME OF THE M.P. | STATE                 | PARTY |

### **9. TIME SCHEDULE FOR FURNISHING PAPERS BY PARLIAMENT SECTION**

Parliament Section shall distribute tentative and printed text of Parliament Questions to concerned Joint Secretaries immediately.

Joint Secretaries/Equivalent officers will detain required Officers/staff for duty (including on holidays) to ensure that admitted versions of Questions are received and promptly attended to. In case there is nobody to receive these Questions in office, the printed text will be made available to them by the Parliament Section only in the morning on next working day.

### **10. TIME SCHEDULE FOR SUBMISSION OF PARLIAMENT QUESTION FILES.**

Following time schedule for submission of Parliament Question files shall be adhered to

| <u>Activity</u>                                   | <u>Monday</u>                     | <u>Thursday</u>                  |
|---|-----------------------------------|----------------------------------|
|   | <u>Rajya Sabha Question Day</u>   | <u>Lok Sabha Question Day</u>    |
| Question to be approved                           | <b><u>By Thursday</u></b>         | <b><u>By Tuesday</u></b>         |
| One copy each in Pad for Minister & PS to be sent | <b><u>By Thursday Morning</u></b> | <b><u>By Tuesday Morning</u></b> |

It shall be ensured by Parliament Section that Pads for Starred Questions are sent to Minister of Jal Shakti and concerned Minister of State and Senior Officers on **Thursday Evening** for Rajya Sabha and **Tuesday Evening** for Lok Sabha.

PS/Addl. PSs to Hon'ble Minister of Jal Shakti and Hon'ble MOS (Jal Shakti) and Sr. PPSs/PSs to Senior Officers will also ensure that pads for Starred Questions sent by Parliament Section are immediately brought to the notice of Hon'ble Minister/MOS(JS) and Senior Officers for their perusal well in advance of the briefing meeting. They should also check the contents of the pad with reference to the final list of questions.

### **11. BRIEFING MEETINGS;**

Secretary /Addl. Secretary (WR,RD&GR) and concerned Joint Secretaries/other Officers shall attend the Briefing Meetings as required.

### **12. HINDI TRANSLATION**

To adhere to the time schedule indicated above, translation of draft replies shall be undertaken well in time. Translation of draft replies in Hindi will begin as soon as advance copies of draft replies

duly approved by JS/Secy.(WR,RD&GR) are sent by Parliament Section to Hindi Section. Hindi version of replies shall be finalized by Hindi Division only after Hon'ble Minister of Jal Shakti and Hon'ble MOS (Jal Shakti) has approved the draft replies. The responsibility to correct hindi version will be on Hindi Division.

### **13. SPECIAL INSTRUCTIONS FOR JOINT SECRETARIES/Equivalent officers**

The following aspects shall be noted and strictly adhered to by all Joint Secretaries:

- i. All concerned officers shall remain available for attending to Parliamentary work. No other work will be accorded higher priority unless specific approval for doing so has been obtained from Secretary (WR,RD&GR).
- ii. During the Parliament Session concerned Joint Secretaries/Equivalent officers shall invariably be available for briefing at short notice. Any deviation from this requirement would need the prior approval of the Secretary (WR,RD&GR).
- iii. While preparing replies to the Parliament Questions, it shall be ensured by the concerned Joint Secretary that there is no contradiction/inconsistency in the answer proposed and those, if any, given earlier, unless the facts have changed during the period.
- iv. It shall be the responsibility of Joint Secretary concerned to ensure that the files containing replies to the Starred Question which are submitted to Hon'ble Minister of Jal Shakti and Hon'ble MOS (Jal Shakti) are get cleared on the same day on which the files are submitted to Hon'ble Minister of Jal Shakti and Hon'ble MOS (Jal Shakti) and will leave office only after these files are cleared by Hon'ble Minister of Jal Shakti and Hon'ble MOS (Jal Shakti)
- v. Joint Secretary and other Officers concerned with a Starred Question shall be available in the Official Gallery of Lok Sabha/Rajya Sabha, fully prepared to provide such information as may be required by Hon'ble Minister of Jal Shakti and Hon'ble MOS (Jal Shakti) in the House.
- vi. Concerned Joint Secretary attending Parliament in connection with the reply to a Question or any other Parliamentary business shall, immediately on returning from Parliament, furnish a report to Secretary (WR,RD&GR), if there is something important or sensitive.
- vii. No Officer shall undertake any tour during the Parliament Session without the prior approval of Secretary (WR,RD&GR).
- viii. Mistakes or delays in answering Questions will not be accepted. The actual wording of Questions, as given in the Printed Texts, shall be reproduced as such, without any alterations.
- ix. All replies will be clear and unambiguous. The language used should be such as would not be construed as an Assurance unless it is specifically so intended. The expressions compiled by the Ministry of Parliamentary Affairs which are construed as Assurances in Lok Sabha and Rajya Sabha are given in (Annexure- B-I).

x. While Hindi Section/Hindi Staff under Director (OL) are responsible for correct preparation of the Hindi Version, it will be the responsibility of concerned Joint Secretary to ensure that the Hindi version corresponds in all respects to the answer as approved in English.

#### **14. FINAL CHECKING OF REPLIES**

**Branch Officer concerned should either himself or through Desk Officer/Section Officer check both the English and Hindi Versions of the approved Starred/Unstarred Question on the day preceding the Question Day,** to correct any mistake in the reply sent to the Lok Sabha Secretariat/Rajya Sabha Secretariat. If any mistake is detected, it should immediately be reported to Parliament Section. In case any correction are required to be carried out in the answer sets, concerned Under Secretary may depute officials **with necessary authority letter signed by him/her** to that effect addressed to the Lok Sabha Secretariat/Rajya Sabha Secretariat, on the Question Day.

#### **15. SHORT NOTICE QUESTIONS**

Short Notice Questions are put only in regard to matters of public importance/urgent nature. It is within the discretion of the Minister either to accept or not to accept such Questions. Whenever Notices of such Questions are received, the matter shall be immediately placed before Hon'ble Minister of Jal Shakti and Hon'ble MOS (Jal Shakti). The Lok Sabha Secretariat/Rajya Sabha Secretariat should also be intimated at the earliest whether the Minister is willing to answer such Questions at short notice.

#### **16. SUO-MOTO STATEMENTS/CALLING ATTENTION NOTICES ETC.**

Approved Statements by the Ministers (both suo-moto statements and statements in respect of Calling Attention Notices) shall be made available to Parliament Section at least 5 hours in advance, for preparation of the Hindi version, making the required number of copies and delivering to the Parliament House. A copy of any statement made in Parliament shall be sent to Cabinet Secretariat and PMO by concerned Joint Secretaries or equivalent officers/Commissioners immediately.

#### **17. MATTERS RAISED BY WAY OF SPECIAL MENTION IN RAJYA SABHA & UNDER RULE 377 IN LOK SABHA**

According to the existing instructions, a reply is required to be sent to the Members concerned **within one month** of the matter having been raised in the Lok Sabha/Rajya Sabha under intimation to the Lok Sabha Secretariat/Rajya Sabha Secretariat, the Ministry of Parliament Affairs and the Parliament Section. All Joint Secretaries Wing Heads shall ensure that Special Mention in Rajya Sabha and Matters Raised in Lok Sabha are disposed of within the prescribed time limit of one month.

#### **18. MATERIAL TO BE FURNISHED TO PARLIAMENTARY COMMITTEES**

Various Parliamentary committees have the power to require production of papers, records and other relevant material for examination of the issues pending before them. It is, therefore, necessary that precise factual information is sent to these Committees. All Officers/Sections/Desk

shall ensure that replies/material are sent to the Committee with the approval of Secretary (WR,RD&GR). Depending on the sensitivity of the material, approval of Hon'ble Minister of Jal Shakti and Hon'ble MOS (Jal Shakti) shall also be obtained.

## **19. LAYING OF PAPERS**

Instructions pertaining to laying of papers issued by Rajya Sabha and Lok Sabha Secretariats from time to time shall be strictly followed.

All Sections/Desks should ensure that requisite number of copies of papers to be laid on the table of Lok Sabha/Rajya Sabha in the prescribed proforma may be sent to concerned House of Parliament endorsing a copy to Parliament Section well in time .

## **20. LEGISLATIVE/NON-LEGISLATIVE PROPOSALS**

Before commencement of every Session, the Ministry of Parliamentary Affairs calls for legislative proposals, if any, to be taken up during the Parliament Session. The proposals sent are assigned priorities by the Ministry of Parliamentary Affairs. Once priorities are assigned, Joint Secretaries or equivalent officers/Commissioners concerned shall ensure that timely action, i.e. Cabinet's approval. President's approval, where necessary, drafting/introduction of the Bill, etc is taken. Joint Secretary concerned shall regularly report the progress made in respect of the legislative/non-legislative proposals to Secretary (WR,RD&GR) and also submit a detailed brief in respect of the Bills proposed to be brought forward/taken up for consideration during the session to Hon'ble Minister of Jal Shakti and Hon'ble MOS (Jal Shakti) / Secretary(WR) at least a week before the commencement of the Session. **A copy of the brief shall also be sent to Parliament Section.**

## **21. DEALING WITH BILLS**

The proposals that have to be brought in the form of Bills before Parliament have to be processed and prepared for passing of Bill strictly in accordance with the instructions issued by the Ministry of Parliamentary Affairs vide D.O. No. F.63(1)/99 Leg.I dated 18.1.99 (**Annexure-C**)

All Joint Secretaries should carefully note the above instructions for strict compliance. Any default of, or deviation from, these instructions shall be attributed to the concerned Joint Secretary.

the above instructions are in addition to the instructions regarding handling/disposal of Parliament Question as contained in the Manual of Office Procedure and the Rules of Procedure and Conduct of Business in Lok Sabha/Rajya Sabha. All the instructions **should be followed scrupulously**. For clearing any doubt in regard to procedures in Parliament, Concerned Divisions of Ministry of Parliamentary Affairs, Secretariat of Parliament should be consulted.

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MODEL FORMAT

GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY  
**RAJYA SABHA**  
**STARRED QUESTION NO-40**  
ANSWERED ON- 20.02.2006

**TATKAL MONEY ORDER YOJANA**

40. SHRIMATI KUM KUM RAI.

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

- (a) Whether Government have started/considering to start Tatkal Money Order Yojana through the Department of Post ;
- (b) If so, the details thereof; and
- (c) If not, the reasons therefor?

**ANSWER**

THE MINISTER OF COMMUNICATIONS AND INFORMATION TECHNOLOGY  
(SHRI DAYANIDHI MARAN)

(a) Yes, Sir.

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

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

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(i) The words- "RAJYA SABHA" 'STARRED' (or) 'UNSTARRED QUESTION' 'ANSWER' 'STATEMENT' and the HEADING is in capitals, bold and without gaps in-between successive letters. Name(s) of the questioners and name and designation of the Minister etc. may be in capitals, but not in bold.

(ii) When the answer contains tables, grid lines are shown to clearly indentify the rows and columns.

(iii) The end of the answer/statement is clearly indicated by a line of stars i.e.

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**EXTRACTS TAKEN FROM RULES OF PROCEDURES AND CONDUCT OF BUSINESS  
IN THE LOK SABHA**

**ADMISSIBILITY OF QUESTIONS**

**41.** (1) Subject to the provisions of sub-rule (2), a question may be asked for the purpose of obtaining information on a matter of public importance within the special cognizance of the Minister to whom it is addressed.

2. The right to ask a question is governed by the following conditions, namely:—

- i. it shall be clearly and precisely expressed and shall not be too general incapable of any specific answer or in the nature of a leading question;
- ii. it shall not bring in any name or statement not strictly necessary to make the question intelligible;
- ii. if it contains a statement the member shall make himself responsible for the accuracy of the statement;
- iii. it shall not contain arguments, inferences, ironical expressions, imputations, epithets or defamatory statements;
- iv. it shall not ask for an expression of opinion or the solution of an abstract legal question or of a hypothetical proposition;
- v. it shall not ask as to the character or conduct of any person except in his official or public capacity;
- vi. it shall not ordinarily exceed 150 words;
- vii. it shall not relate to a matter which is not primarily the concern of the Government of India;
- viii. it shall not ask about proceedings in the Committee which have not been placed before the House by a report from the Committee.
- ix. it shall not reflect on the character or conduct of any person whose conduct can only be challenged on a substantive motion;
- x. it shall not make or imply a charge of a personal character;
- xi. it shall not raise questions of policy too large to be dealt with within the limits of an answer to a question;
- xii. it shall not repeat in substance questions already answered or to which an answer has been refused;
- xiii. it shall not ask for information on trivial matters;
- xiv. it shall not ordinarily ask for information on matters of past history;

...2/-

- xvi. it shall not ask for information set forth in accessible documents or in ordinary works of reference;
- xvii. it shall not raise matters under the control of bodies or persons not primarily responsible to the Government of India;
- xviii. it shall not ask for information on matter which is under adjudication by a court of law having jurisdiction in any part of India;
- xix. it shall not relate to a matter with which a Minister is not officially concerned;
- xx. it shall not refer discourteously to a friendly foreign country;
- xxi. it shall not seek information about matters which are in their nature secret, such as composition of Cabinet Committees, Cabinet discussions, or advice given to the President in relation to any matter in respect of which there is a constitutional, statutory or conventional obligation not to disclose information;
- xxii. it shall not ordinarily ask for information on matters which are under consideration of a Parliamentary Committee; and
- xxiii. it shall not ordinarily ask about matters pending before any statutory tribunal or statutory authority performing any judicial or quasi judicial functions or any commission or court of enquiry appointed to enquire into, or investigate, any matter but may refer to matters concerned with procedure or subject or stage of enquiry, if it is not likely to prejudice the consideration of the matter by the tribunal or commission or court of enquiry.

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**EXTRACTS TAKEN FROM RULES OF PROCEDURES AND CONDUCT OF BUSINESS  
IN THE COUNCIL OF STATES**

**47. Conditions of admissibility of questions**

1. Subject to the provisions of sub-rule (2) of this rule, a question may be asked for the purpose of obtaining information on a matter of public importance within the special cognizance of the Minister to whom it is addressed.
2. The right to ask a question is governed by the following conditions:-
  - i. it shall be pointed, specific and confined to one issue only;
  - ii. it shall not bring in any name or statement not strictly necessary to make the question intelligible;
  - iii. if it contains a statement the member shall make himself responsible for the accuracy of the statement;
  - iv. it shall not contain arguments, inferences, ironical expressions, imputations, epithets or defamatory statements;
  - v. it shall not ask for an expression of opinion or the solution of an abstract legal question or of a hypothetical proposition;
  - vi. it shall not ask as to the character or conduct of any person except in his official or public capacity;
  - vii. it shall not ordinarily exceed 100 words;
  - viii. it shall not relate to a matter which is not primarily the concern of the Government of India;
  - ix. it shall not ordinarily ask for information on matters which are under the consideration of a Parliamentary Committee;
  - x. it shall not ask about proceedings in a Parliamentary Committee which have not been placed before the Council by a report from that Committee;
  - xi. it shall not reflect on the character or conduct of any person whose conduct can only be challenged on a substantive motion;
  - xii. it shall not make or imply a charge of a personal character;
  - xiii. it shall not raise questions of policy too large to be dealt within the limits of an answer to a question;
  - xiv. it shall not repeat in substance questions already answered or to which an answer has been refused;
  - xv. it shall not ask for information on trivial matters;
  - xvi. it shall not ordinarily seek information on matters of past history;
  - xvii. it shall not require information set forth in accessible documents or in ordinary works of reference;
  - xviii. it shall not raise matters under the control of bodies or persons not primarily responsible to the Government of India;
  - xix. it shall not ask for information on a matter which is under adjudication by a court of law having jurisdiction in any part of India;

- xx. it shall not relate to a matter with which a Minister is not officially connected;
- xxi. it shall not refer discourteously to a friendly foreign country;
- xxii. it shall not seek information about matters which are in their nature secret.

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## **ANNEXURE-B-I STANDARD LIST OF EXPRESSIONS CONSTITUTING ASSURANCES IN LOK SABHA / RAJYA SABHA**

*(As approved by the Committee on Government Assurances of the Lok Sabha at its sitting held on 9.4.1954)*

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 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 State Governments.
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 Hon'ble Member.
25. I think it can be done.
26. If the Hon'ble Members' allegation is true, I shall certainly have the matter gone into.
27. We shall have to find that out.
28. I will 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. 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 House.
32. I am reviewing the position.

*NOTE : All directions by the Speaker, Deputy Speaker or the Chairman involving action on the part of Ministers, will be complied with as assurance.*

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ANNEXURE-C

D.O. NO. F.63(1)/99-LEG.I

S.A.T. RIZVI  
TEL. NO. 3017663  
3034644

SECRETARY

MINISTRY OF PARLIAMENTARY AFFAIRS  
PARLIAMENT HOUSE NEW DELHI-110001

DATED 18.01.1999

As the nodal coordinating Ministry in respect of Government Business in Parliament, we have noticed that legislative proposals (Bills) have to be processed sometimes with the utmost expedition with the result that the administrative Ministries/Department concerned have inevitably to get involved physically and otherwise in order to ensure timely action. This involvement extends to those areas of activity also which are looked after, say, by the LS/RS Secretariats, the Law Ministry (Legislative Department), and the Government Press. For example, situations have arisen in which a Bill is required to be introduced, considered and passed in both the Houses in a couple of days or so. The experience of the Ministry of Parliamentary Affairs in such cases has been that unless the administrative Ministries/Departments step in very effectively and associate themselves with the performance of certain tasks which are normally performed fairly mechanically by the other concerned, the time target can never be met. This is because the Lok Sabha/Rajya Sabha Secretariats, the Law Ministry (Legislative Department) and the Government Press dealing simultaneously with the matters relating to several Ministries etc. are used to working in an environment and in accordance with procedures which do not normally permit priority action in individual cases almost at any stage. I am, therefore, enumerating in the annexure for your benefit the series of steps that would need to be taken unfailingly whenever your Ministry/Department becomes keen, for any reason whatsoever, to ensure introduction, consideration and passing of a Bill in the shortest possible time. You will kindly note that a fairly good amount of footwork is involved in the series of steps that I have listed. Experience shows that the best solution in any circumstance of this nature would be to make a couple of responsible officials of the Ministry incharge of various steps, and to ensure timely action, a vehicle may also be placed at their disposal. Needless to add that in a situation calling for urgent/time bound action, you will also like to talk to the Lok Sabha/Rajya Sabha Secretariat at the appropriate level, Secretary, Legislative Department and the Director of Government Press to keep track of the developments. The redeeming feature is that both the secretariats are always willing to extend their full cooperation at all levels.

With best regards.

Yours sincerely,  
Sd/ (S.A.T. Rizvi)

All Secretaries of the Ministries/Department.

STEPS REQUIRED TO ENSURE INTRODUCTION, CONSIDERATION AND PASSING OF A BILL IN BOTH THE HOUSES IN THE SHORTEST POSSIBLE TIME.

1. Preparation of the proof copy of a Bill is the first stage. This copy in both English and Hindi versions becomes available with the Legislative Department soon after the draft Bill has been finalised. The proof copy has to be brought to the Secretariat of the Lok Sabha or, as the case may be, the Rajya Sabha by the quickest possible means after it has been obtained from the Legislative Department at the earliest opportunity.
2. The LS/RS Secretariat carry out a preliminary scrutiny of the Bill (proof copy) and allocate a Bill number. This work is done in the Legislative Branch-I of the Lok Sabha and the Bill Office of the Rajya Sabha. Somebody is needed to see that no time is lost in this work.
3. The proof copies of the Bill(English/Hindi versions) are, thereafter, transmitted to the Printing Section of the LS/RS Secretariat and from there the proof copies are taken to the GOI Press, Minto Road, for printing. Here again somebody must remain present to see that the proof copies reach the GOI Press by the quickest possible means and in the shortest possible time and that no time is really lost in the passage of the proof copies from one section to the other in the LS/RS Secretariat.
4. Somebody is required to liaise with the GOI Press to ensure that no time is lost in printing the Bill and that time parameter in this respect is firmly determined.
5. The representative of the administrative Ministries/Departments should collect 25 copies of the printed Bill (Hindi/English versions) from the GOI. Press at the earliest opportunity leaving the other copies of the Bill with the GOI. Press who cannot hand over the remaining copies to the administrative Ministry/Department representative in any case as these copies are supposed to be lifted by the LS/RS Secretariat physically from the GOI. Press.
6. 25 copies collected as above are to be utilised for preparing a set of two authenticated copies of the Bill to be authenticated by the Minister for supplying to the LS/RS Secretariat, and for taking up the work of scrutiny of the printed copies by the Legislative Department (in respect of English version) and by the O.L. Division in the Ministry of Law (in respect of Hindi version) and for other purposes as required

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D.O. NO. F.63(1)/99-LEG.I

S.A.T. RIZVI TEL. NO. 3017663  
3034644

SECRETARY MINISTRY OF PARLIAMENTARY AFFAIRS  
PARLIAMENT HOUSE NEW DELHI-110001

DATED 18.01.1999

You are no doubt aware that quite a few procedural formalities have to be completed before a legislation (Bill) is introduced or is taken up for consideration and passing in either House. These formalities are laid down in (i) the Constitution of India, (ii) the Rules of Procedure and conduct of Business in Lok Sabha/Rajya Sabha and (iii) the Directions by the Speaker Lok Sabha/Chairman Rajya Sabha.

2. As the nodal coordinating Ministry for the conduct of Government Business in Parliament, our experience has not been very encouraging in that very often the Ministries/Departments do not adhere to the rules and regulations aforesaid in a timely fashion leading to avoidable delays and not unoften to embarrassment of the Government. Timely adherence to the rules of procedure is, therefore, a must and while ample time is still available before the Budget Session takes off, the Ministries/Departments should try to become fully conversant with the above rules and the procedural requirements which are to be complied with at each stage of legislation.

3. You have a full-fledged Parliament Section in your Ministry/Department whose officials have been trained by this Ministry and who have all the rule books with them. It is they who should be fully involved in order to ensure that all the procedural requirements are met as scheduled at each stage. Whenever in doubt your senior officers incharge of Parliamentary work can consult the officers of this Ministry. Also when required, the Lok Sabha/Rajya Sabha Secretariats can also be consulted at appropriate levels. I think it is necessary to ensure above all that your Parliament Section functions effectively and in a responsible manner.

4. I would nevertheless like to bring to your notice certain matters which ought to be dealt with carefully while preparing a legislation. These are listed in the annexure. **ALL THE DOCUMENTS LISTED IN THE ANNEXURES ARE REQUIRED TO BE ATTACHED TO THE MAIN BODY OF THE BILL.** You will like to know that in the absence of any of these documents, if required, the Lok Sabha/Rajya Sabha Secretariat may find it difficult to agree to the circulation of the Bill in the Lok Sabha/Rajya Sabha. By the same token, these Secretariats may not include the introduction of such a Bill in the list of their business for a specified day despite the request made by this Ministry for such inclusion.

5. The Bill can be divided into two categories, namely, 'Money Bills' and 'other Bills' 'Money Bills' can be introduced only in the Lok Sabha. Other Bills' can be introduced in either House of the Parliament. The administrative Ministries/Departments are expected to consult the Ministry of Parliamentary Affairs for the introduction of the Other Bills in this or that House.

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6. For the introduction of a Bill in either House, the motion is required to be moved for leave to introduce the Bill and for this the period of notice prescribed is seven days. You are expected to ensure that this time limit is invariably met. Similarly a Bill is supposed to remain in circulation in either House for a period of two days before it can be introduced. This time limit should also be kept in mind by the Ministries/Departments sponsoring Bills. No doubt, there is a provision for seeking relaxation of the rules laying down the above time limits but it will be advisable not to seek such relaxations as a matter of course since any such request by a Minister to the Speaker, Lok Sabha/Chairman, Rajya Sabha is likely to place him in an inconvenient position. After all, with several Bills in hand at a time the Members of Parliament have to be allowed time, even if of two days only, to go through a Bill before they react in either House at the time of its introduction or when it is taken up for consideration and passing.

7. An important requirement besides the ones referred to above is with regard to seeking of prior recommendation/sanction of the President for the introduction or for the consideration/passing of Bills in the two Houses. Articles 3, 117(1), 117(3); 274 and 349 (Presidential Sanction) of the Constitution deal with this matter. It is the responsibility squarely of the administrative Ministry to obtain President's recommendations, well in time wherever such recommendations are indeed required. You are advised to consult the Law Ministry in this respect. What has to be noted is that unless the fact of Presidential recommendation having been received by the administrative Ministry has been communicated, to the Speaker, Lok Sabha/Chairman, Rajya Sabha, the two Secretariats may not include the Bill in the list of business for a specified day despite this Ministry's request for such inclusion.

8. Presidential recommendation becomes necessary at the stage of consideration and passing also under Article, 117(3). You may like to know that the Presidential recommendation under 117(3) wherever required has to be obtained separately in respect of both the Houses, i.e. before your Bill is taken up for consideration and passing in either

;House. This would mean that after having obtained Presidential recommendation in respect of the first House (LS or RS) to which a Bill goes the right occasion for seeking Presidential recommendation would arise as soon as the printed copy of the Bill a passed in the first House has become available.

9. You will, therefore, see that in the absence of Presidential recommendation/sanction, the matters are bound to get delayed often giving rise to serious embarrassment to the Government. This aspect of the procedure may, therefore, be carefully monitored. And since this Ministry is to be kept informed in this regard well in time, you are kindly advised to ensure that alongside the copies of the notices for the introduction or for the consideration and passing of a Bill forwarded to us in this Ministry, an intimation should invariably be sent regarding seeking of and receipt or otherwise of Presidential recommendation/sanction, or, as the case may be, the inapplicability of any of the four Articles of the Constitution enumerated in para 7 of this letter.

With best regards.

All Secretaries of the Ministries/Department.

Yours sincerely,  
Sd/ (S.A.T. Rizvi)

## CERTAIN MATTERS TO BE DEALT WITH CAREFULLY WHILE FORMULATING A LEGISLATIVE PROPOSAL

The administrative Ministry should prepare in consultation with the Law Ministry (Legislative Department), the following:-

- a. A Statement of Objects and Reasons popularly called SOR. This has to be signed by the Minister incharge.
- b. A Financial Memorandum drawn up in consultation with the Ministry of Finance.
- c. A Memorandum regarding delegated legislation.
- d. Notes on clauses where the Bill happens to be of a somewhat complicated nature.

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