I/94953/2024

Government of India / भारत सरकार
Ministry of Jal Shakti / जल शक्ति मंत्रालय
Department of Water Resources, River Development and Ganga Rejuvenation /
जल संसाधन नदी विकास और गंगा संरक्षण विभाग
*****

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated: 2nd April, 2024

OFFICE MEMORANDUM

Subject: Laying of papers on the Table of Rajya Sabha in electronic form - reg.

The undersigned is directed to forward a copy of Ministry of Parliamentary Affairs' DO No. F.19(1)/2021-Leg.I dated 12.03.2024 along with its enclosures on the above subject informing that the digital/electronic laying of official papers on the Table of Rajya Sabha has been implemented from the second part of the Budget Session, 2022 of Parliament and that will go a long way to not only save paper and speed up digitization of all the papers being laid and made available to Members for their use, but will also pave the way for easy and faster compliance of the whole paper laying process for all stakeholders.

2. All Wings/Organizations/Division Heads under DoWR, RD & GR, are requested to follow the directions of Rajya Sabha Secretariat strictly and ensure that all papers pertaining to Rajya Sabha Secretariat may be laid on the Table of Rajya Sabha through digital /electronic mode as directed by the Rajya Sabha Secretariat.

3. It may also be ensured that the Reports/Papers/Notifications, etc. to be laid on the Table of Rajya Sabha are required to be forwarded to them along with the prescribed proforma filled in correctly **at least three clear working days before the date on which they are proposed to be laid** . It may please be noted that no papers will be entertained by the Rajya Sabha Secretariat after due date.

Encl.: As above.

2/4/2024

(Narayanan Bhattadiri K.P.)
Under Secretary to the Government of India
Tel. No. 011-23719033/23716252

To

1. All Wings Head, WR, RD & GR
2. All Organizations, WR, RD & GR

2662093

उमंग नरूला
सचिव
UMANG NARULA
SECRETARY

OFFICE OF SECRETARY (WR. RDS) 2658504 13/03/24

सत्यमेव जयते

G20 भारत 2023 INDIA
वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE

भारत सरकार
संसदीय कार्य मंत्रालय
जी-62, संसद भवन
नई दिल्ली-110001
GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS
G-62, SANSAD BHAVAN
NEW DELHI-110001

D.O.No.F.19(1)/2021-Leg.I

Dated: 12th March, 2024

Dear Secretary,

As you are aware, digital/electronic laying of official papers on the Table of Rajya Sabha has been implemented from the second part of the Budget Session, 2022 of Parliament.

Digital/electronic laying of papers will go a long way to not only save paper and speed up digitisation of all the papers being laid and made available to Members for their use, but will also pave the way for easy and faster compliance of the whole paper laying process for all stakeholders. However, till date the Rajya Sabha Secretariat has not received any paper in digital format for laying on the Table of the Rajya Sabha. I am enclosing a copy of Rajya Sabha Secretariat letter No. RS.4/2022-T dated March 09, 2022 regarding **'Laying of papers on the Table of Rajya Sabha'** for guidance and compliance.

Your Ministry/Department may like to examine the whole paper laying process being followed for laying papers on the Table of Rajya Sabha and put in place the requisite system for digital laying on priority basis before the start of the next Session.

With regards,

Yours sincerely,

(Umang Narula)

JS (A/Parl.)

Pl. review and discuss. Good move.

DS (Parl.)

To

Secretary,
Government of India
All Ministries/Departments

14/3

अ०स० (संसद)

14/3/2024
SO (PNIF)

Tel. : 011-23083855, 23083856 Fax : 011-23017663
website : http://www.mpa.gov.in E-mail : secympa@nic.in

PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT

Fax: (91 11) 23093238 PH
E-mail : rstable@sansad.nic.in
Telephone: 23034697/4581

PARLIAMENT HOUSE
New Delhi-110001

No.RS.4/2022-T

March 09, 2022

OFFICE MEMORANDUM

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

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The undersigned is directed to invite reference to this Secretariat O.M. of even number dated January 18, 2022 on the above subject and to inform that, it has been decided to introduce laying of papers electronically on the Table of the Rajya Sabha from the second part of the 256th Session. However, the provision of laying of papers in the physical form shall also continue. Accordingly, to ensure smooth laying of papers, the Ministries/Departments are requested to adhere to the following guidelines scrupulously:—

(i) The relevant papers, in **electronic or physical form**, should reach Table Office/Committee Section (Subordinate Legislation), as the case may be, along with the duly filled in prescribed Proforma (Annexure-I) ***at least three clear working days before the day on which laying thereof is sought by the Ministry/Department concerned.*** For example, for papers required to be laid on **Monday, the 14th of March, 2022**, should be delivered in the Secretariat latest **by 5:00 p.m.** on **Tuesday, the 8th of March, 2022.** ***Thus, the last day for receiving papers for laying for the 256th Session will be Monday, the 4th of April, 2022.***

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

(vii) ***Mentioning of the laying provision is very important as it authorizes Members of Parliament to move a motion for modification/annulment of the Notifications, etc. Ministries/Department should, therefore, indicate the correct laying provision in the prescribed Proforma (Annexure–I). In case, the Proforma is not correctly filled, it will not be possible to process the Reports/Papers/Notifications etc. and the same will be returned to the Ministry concerned.***

..2/-

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

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

(v) The Reports/Papers/Notifications proposed to be laid should be properly authenticated by the Minister concerned and the *authentication in case of physical laying of papers should be done on the Report/Paper/Notification itself and not on loose slips or on the glossy cover page where it is likely to get detached/erased. The Report/Paper/Notification meant for laying, unless enclosed with the fully filled Proforma (Annexure-I), will not be accepted by the Secretariat. The procedure for digital authentication and electronic submission of papers is at Annexure-II and may be followed accordingly.*

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

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

(viii) **For laying of the reports/papers/documents in physical form, one (1) copy (both in English and Hindi) duly authenticated by the Minister concerned along with one (1) spare copy (both in English and Hindi) have to be forwarded to Table Office.**

(ix) **For laying of reports/papers/documents in ELECTRONIC/DIGITAL FORMAT, one (1) copy, duly authenticated digitally (through digital/electronic signature) of all relevant documents may be sent at e-mail rs. plottable@sansad.nic.in within the specified time frame.**

(x) **For laying of Gazette Notification in physical format, Two (2) copies (both in English and Hindi) duly authenticated by the Minister concerned along with Three (3) spare copies (both in English and Hindi) have to be forwarded to Committee Section (Subordinate Legislation). The Soft copies of the documents may also be e-mailed at rs.subcom@sansad.nic.in**

(xi) **For laying of Gazette Notifications in ELECTRONIC/DIGITAL FORMAT, one (1) copy, duly authenticated digitally (through digital/electronic signature) of all relevant documents along with one (1) spare copy may be sent at e-mail : rs. plotsub@sansad.nic.in within the specified time frame.**

..3/-

2. All Ministries/Departments are accordingly requested to adhere to the above instructions strictly and forward **Annual Reports/Papers to Table Office, Room No. 33, Parliament House AND all Gazette Notifications regarding Rules/Regulations to Committee Section (Subordinate Legislation), Room No. 405, PHA Extension Building, for physical laying and at rs.plottable@sansad.nic.in and rs.plotsub@sansad.nic.in respectively for laying in electronic form. One complete set of Reports/Papers sent to Table Office may also be forwarded to Committee Section (Papers Laid on the Table), Room No. 529, Parliament House Annexe, New Delhi (email : rsc4copl@sansad.nic.in)** for necessary action at their end.

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

4. Further, keeping in view the prevailing COVID-19 situation, certain guidelines have been framed by the Secretariat and enclosed as **Annexure – IV**, for strict adherence by the officials of Ministries/Departments visiting Parliament Complex to deliver Reports/documents.

5. **In case the above requirements are not met, it will not be possible to include the papers in the List of Business for the day and will be returned to the Ministry/Department.**

6. **All Ministries/Departments are also requested to upload the soft copies of all the Reports/Papers/Documents *etc.* pertaining to their Ministry/Department on their website immediately after they are laid on the Table of the House.**

09/03/2022

(DEEPAK KALRA)
DEPUTY SECRETARY

To

(i) Prime Minister's Office;
(ii) Cabinet Secretariat;
(iii) All Ministries/Departments of the Government of India;
(iv) Parliament Sections of all the Ministries/Departments of the Government of India **with the request to circulate the Office Memorandum to all Divisions/Sections in the Ministry/Department for strict adherence.**

4928–5091
10/3/22

पटल कार्यालय/TABLE OFFICE
वितरण शाखा कृपया तत्काल जारी करें।
Distribution Branch may issue immediately

9/3/22

RAJYA SABHA SECRETARIAT
(Legislative Section)

Sub.: Digital laying of official papers on the Table of Rajya Sabha from the 2nd part of the current Session (256th) of Rajya Sabha.

Ref.: Ministry of Parliamentary Affairs D.O. No. 19/L/2021-Leg-I dated the 16th December, 2021.

With reference to the above cited letter addressed to Secretary-General, Rajya Sabha by Secretary, Ministry of Parliamentary Affairs and the meeting held on 6th January, 2022 in the room of Secretary-General, Rajya Sabha, it is informed that Hon'ble Chairman, Rajya Sabha had issued Direction regarding digital laying of official papers on the Table of Rajya Sabha which will be implemented from the 2nd part of the current Session (256th) of Rajya Sabha.

2. A copy of the Direction of the Chairman, Rajya Sabha is enclosed for your perusal. The detailed procedure regarding digital laying will be informed to Ministries/ Department of Government of India in due course.

O/C

(AMIT KUMAR)
DEPUTY SECRETARY
Ph.:23034706
09.03.2022

10/3/22

Ministry of Parliamentary Affairs (Kind Attention: Shri Gyanesh Kumar, Secretary, MPA) Room No. 40, Parliament House.
RSS ID No.: 21/02/2018-L Dated the 9th March, 2022

ANNEXURE I

PROFORMA TO BE ATTACHED TO THE O.M. FORWARDING, IN PHYSICAL/ELECTRONIC FORM PAPERS/NOTIFICATIONS TO BE LAID ON THE TABLE OF RAJYA SABHA

1.	Brief purport of the matter the paper/Notification covers	:
2.	Statutory or other requirement under which the Paper/Notification is to be laid on the Table: **(NOT the Statutory Provision under which it has been issued/made).** (iii) In the case of Central Govt. Notification, name of the Act and section which provides for laying should be clearly stated (iv) In the case of State Govt. Notification, the laying provision in the State Act should be reproduced	:
3.	Whether published in the Gazette, if so, (iii) G.S.R./S.O./S.R.O. number of Notification published in the Gazette (iv) Date, Part and Section of the Gazette	:
4.	Whether subject to modification by the parliament?	:
5.	Period specified in the principal Act by when it is required to be laid	:
6.	Whether paper/Notification is being laid within the stipulated time, if no, whether any delay statement has been enclosed?	:
7.	Date on which previous Paper/Notification was laid on the Table of Rajya Sabha.	:
8.	Whether English and Hindi versions are being laid together? If not, the date on which the English/Hindi version was laid?	:
9.	Date on which the Paper/Notification is proposed to be laid on the Table of Rajya Sabha	:
10.	Contact Details of Nodal Person	Name/Designation – Ph Number-

ANNEXURE II

PROCEDURE FOR SUBMISSION OF PAPERS/GAZETTE NOTIFICATIONS IN ELECTRONIC FORM FOR LAYING ON THE TABLE OF THE RAJYA SABHA

The following instructions may be followed by Ministries/Departments for submitting the papers in electronic form for laying on the Table of Rajya Sabha:-

8. The Ministries/Departments may submit their papers electronically to rs.plottable@sansad.nic.in in respect of Annual Reports/Audited Accounts etc., dealt with by Table Office.
9. The Ministries/Departments shall ensure that each paper being forwarded to the Secretariat electronically is duly authenticated by the Minister concerned through electronic signature including digital signature, without which, it will be rejected summarily by the Secretariat.
10. The digital authentication of each document/paper shall be done in such a manner that the electronic/digital signature of the Minister concerned appears on the top right hand corner of the first page of it.
11. While submitting papers, reports, etc for laying, the Ministries/Departments shall also attach duly filled-in Proforma as at Annexure- I.
12. The authenticated papers, reports, etc meant for laying should be in PDF/A format only. The papers received in any other format will be summarily rejected/returned by the Secretariat.
13. Separate PDF/A format files should be forwarded in respect of all the attached documents, (like AR, AAs, Delay Statement and Review Statement, etc) and they should not be together in a single file. Care should be taken that to forward the papers to the correct email id as indicated above. This Secretariat will not take any responsibility for the papers sent to incorrect email id.
14. For laying of Gazette Notifications in electronic form, one digitally authenticated copy (both in English and Hindi) and one clear copy of all the documents may be sent to rs.plotsub@sansad.nic.in, which has been created exclusively for receiving Notification for laying in electronic format. While sending the requisite documents to the said email, it may kindly be ensured that :-
    - (iv) All documents (Both in English and Hindi) sent by the Ministry for laying must be in separate files as attachments to the forwarding email, so that they are easily identifiable.
    - (v) The Ministry may refer to the checklist enclosed and ensure that all the necessary documents are attached in the e-mail as separate files. In case, any requisite document is found missing, the email will be sent back and the request for laying will not be accepted.
    - (vi) The Ministry may clearly specify G.S.R. No. / S.O. No./S.R.O. No. etc. in the subject of the e-mail and may refrain from sending repetitive e-mails of the same Notification so as to avoid confusion.

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CHECK LIST FOR MINISTRY FOR GAZETTE NOTIFICATIONS

I. G.S.R. No /SO No/ SRO No:-

S. No.	Documents	ENGLISH	HINDI	FILE NAMES (Both Hindi and English)
01.	Gazette Notification (Digitally Authenticated by the Minister)	☐	☐	
02	Proforma (Digitally Signed by Officer in-charge)	☐	N.A.	
03	Delay Statement, if any (Digitally Authenticated by the Minister)	☐	☐	
04	Any other document (Type of Document) 1. 2. 3.	 ☐ ☐ ☐	 ☐ ☐ ☐	

ANNEXURE III

RAJYA SABHA SECRETARIAT

* * * *

Chart showing the days of sittings of Rajya Sabha and last date for receiving papers for laying during the second part of 256th Session

Date of sitting of Rajya Sabha	Last date for receiving papers in Rajya Sabha Secretariat [Table Office/Committee Section (Subordinate Legislation)]
14.03.2022	08.03.2022
15.03.2022	09.03.2022
16.03.2022	10.03.2022
17.03.2022	11.03.2022
21.03.2022	14.03.2022
22.03.2022	15.03.2022
23.03.2022	16.03.2022
24.03.2022	17.03.2022
25.03.2022	21.03.2022
28.03.2022	22.03.2022
29.03.2022	23.03.2022
30.03.2022	24.03.2022
31.03.2022	25.03.2022
01.04.2022	28.03.2022
04.04.2022	29.03.2022
05.04.2022	30.03.2022
06.04.2022	31.03.2022
07.04.2022	01.04.2022
08.04.2022	04.04.2022

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ANNEXURE IV

GUIDELINES FOR STRICT ADHERENCE REGARDING SUBMISSION OF ANNUAL REPORTS (ARs) /AUDITED ACCOUNTS (AAs), ETC IN TABLE OFFICE, RAJYA SABHA

- Ministries/Departments may strictly adhere to the guidelines laid down in O.M. sent by Table Office to all Ministries/Departments. In case of doubt, before coming to Parliament House for depositing the papers, the Ministries /Departments concerned are requested to telephonically ascertain the requirements about the papers to be laid by them from Table Office, Rajya Sabha Secretariat (011-23034581/23034697) and after ascertaining only they may visit the Parliament House, so that frequent visits/contacts may be avoided as far as possible, in the Covid-19 situation;
- The timing for submission of papers in Table Office, Rajya Sabha is from 3.00 P.M to 5.00 P.M. Kindly adhere to the timelines.
- The number of persons likely to visit from the Ministries/Departments to deposit the papers may be kept at bare minimum, preferably only one person may come if the papers to be brought for laying are not much.
- The Ministries/Departments concerned while sending their official (s) for submission of papers, may kindly ensure that the official(s) so designated do not have Covid-19 symptoms and he/she should carry a final certificate of Covid-19 vaccination. It may be noted that the Reception Office, Parliament House is now functioning near Iron Gate-3 (Talkatora Road-II), Sansad Marg.
- The official(s) so deputed have to take adequate precautionary measures like maintaining social distancing, wearing face mask properly, hand gloves etc.
- The Official (s) so designated may enter Parliament House Building from Building Gate No. 4/12, Parliament House and after thermal screening and sanitizing their hands at the entrance, proceed towards Table Office, Rajya Sabha , Room No. 33, Ground Floor, Parliament House;
- In order to facilitate timely collection of papers and also to adhere to social distancing norms, etc, a token system has been introduced. Official (s) from the Ministries/Departments coming to Table Office may collect the token from Table Office and, thereafter, wait for their turn for submission of papers;

- The Official (s) of the Ministries/ Departments concerned may ensure that the authenticated copies of the ARs/AAs (in English and Hindi), delay statement (in Hindi and English) and Review Statement (in Hindi and English) are duly signed and stamped;

- The officials (s) of the Ministries/ Departments concerned are advised to furnish a duly filled in Proforma in respect of the papers required to be laid. Submission of fully filled in Proforma is a pre requisite and without it the papers may not be accepted.

- As regards the number of copies to be furnished by Ministries/ Departments for digital/physical laying, the following may kindly be noted:

Item to be laid	Number of copies to be furnished	
	Digital	Physical
Annual Reports and Audited Accounts	One copy (Both English and Hindi) duly authenticated (through electronic signature including digital signature) by the Minister concerned.	Only 1 authenticated copy (Both English and Hindi) + 1 spare copy (Both English and Hindi)

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