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F-20019/25/2020-Coord  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
(Coordination Section)

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Room No. 5, Ground Floor, B-Wing  
Shastri Bhawan, Dr. Rajendra Prasad Marg  
New Delhi, dated: 27th October, 2020

**OFFICE MEMORANDUM**

**Subject: Measures to be followed to enable meetings of Parliamentary  
Committees in the prevailing situation induced by Covid-19 pandemic.**

The undersigned is directed to forward herewith a copy of letter no. RS.1(3)/2019-Coord. dated 07.07.2020 received from Rajya Sabha Secretariat on the above mentioned subject for necessary action/compliance.

(Rajan Bhasin)  
Under Secretary to the Government of India  
Tel: 011-23074033

Enclosure: As above

To

. All the heads of Organisations/Wings/Divisions under this Department

Copy to:

Deputy Secretary (Admin), Department of Water Resources, RD & GR

**RAJYA SABHA SECRETARIAT  
(COMMITTEE CO-ORDINATION SECTION)**

Room No. 401, PHA Extn. Building,  
New Delhi

No. RS. 1(3)/2019-Coord.

Dated the 7<sup>th</sup> July, 2020

**CIRCULAR**

**Sub: Measures to be followed to enable meetings of Parliamentary Committees in the prevailing situation induced by Covid - 19 pandemic - reg.**

Further to the minutes issued after the meeting held on May 28, 2020 regarding preparedness for enabling the meetings of the Parliamentary Committees serviced by the Rajya Sabha Secretariat and the follow up meeting held on July 6, 2020, the following measures are to be ensured by all the Committee Sections:-

- (i) The seating of Members around the table in the Committee Rooms with a minimum distance of 6 feet between them should be ensured. Members who arrive later, may be accommodated in the additional seats to be approximately provided for complying with the norm of physical distancing.
- (ii) The Ministry/Department appearing for evidence before the Committee may be advised to restrict the number of officials attending the meeting. At a time only two witnesses and two supporting officials would be allowed before the Committee.
- (iii) Ministries/Departments may be advised to provide only soft copies of the support materials including power-point presentation(s) (if any) in advance for distribution to Members.
- (iv) Committee Sections may ascertain the participation of members in the meetings of the Committees so as to be adequately prepared with necessary logistics.
- (v) For verbatim recording of the proceeding of Committee meetings, seating arrangement for four Reporters should be made inside the well of the Committee Room, with 2 Reporters on each side of the table with necessary provision of audio devices. Arrangements for audio recording of the proceedings of the Committee meetings may also be made for appropriate use.
- (vi) Arrangements for obtaining the attendance of Members who would be attending the meetings, may be made outside the Committee Room by Committee Sections.

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- (vii) Availability of hand sanitizers, masks (disposable) and gloves for the Members/witnesses/Officers and staff of the Secretariat should be ensured at the entrance of the Committee Rooms.
- (viii) The Committee Sections should restrict the number of official and supporting staff from the Section who may be present inside the Committee Room during the meeting. To provide necessary assistance, officials/support staff from the Committee Section may be positioned outside the lobby area of the Committee Room where the meeting is being held.



**(R.P. TIWARI)**  
**ADDITIONAL DIRECTOR**  
**Ph: 23035434(O)**

To:

All Officers dealing with Committees  
All the Committee Sections  
PS to Secretary-General/Secretary

} *Through intranet site only*