

**Process to submit notice and procedure for raising Matters of Urgent Public Importance  
after Question Hour i.e. during 'Zero Hour'**

Hon'ble members are informed that an **e-portal has been put in place to facilitate members to submit their notices online to raise matters of Urgent Public Importance during 'Zero Hour'**. Members can also physically hand over the notices of 'Zero Hour' for which **printed form is available** in the Parliamentary Notice Office, Room No. G37, Ground Floor, Parliament House of India (New Building of Parliament). The following **procedure for raising** Matters of Urgent Public Importance during 'Zero Hour' shall be followed:

- (i) Notices may be given by the members **from 1000 hours of a given day to 0900 hours of the Session day** on which the members desire to raise their matters in the House;
  - (ii) The notices received upto 0900 hours on the Session day on which the members desire to raise their matters in the House would be put to computerised ballot after 0900 hours;
  - (iii) **Twenty matters**, as per their priority in the **ballot**, may be allowed to be raised on a day. However, 4-5 notices over and above these twenty matters may be allowed to be raised on the basis of their importance **at the discretion of Hon'ble Speaker**;
  - (iv) The order in which the matters will be raised shall be decided by the Hon'ble Speaker at his discretion;
  - (v) The matter proposed to be raised **should be under the jurisdiction of the Government of India** so that it would be easier for the Minister concerned to respond to it, in case she/he desires to do so;
  - (vi) Matter proposed to be raised **should not contain any statement making allegations**; and
  - (vii) Notices shall not relate to matters within the jurisdiction of Speaker.
2. Notices for Monday or first working day of a week may be given on Friday or last working day of the previous week between 1000 hours on Friday or last working day of the previous week and 0900 hours on Monday or first working day of the week.
  3. The portal will **not remain operational** from immediately after 0900 hours to 1000 hours on all Session days.
  4. Zero Hour portal will be opened from 1000 hours on Thursday, the 1<sup>st</sup> February, 2024. The portal will remain open on Saturday and Sunday for tabling notices online. **Accordingly, notices for raising matters on Friday, the 2<sup>nd</sup> February, 2024 may be given from 1000 hours on Thursday, the 1<sup>st</sup> February, 2024 to 0900 hours on Friday, the 2<sup>nd</sup> February, 2024 and all such notices so received will be balloted on Friday, the 2<sup>nd</sup> February, 2024 soon after 0900 hours.**

Kind cooperation of Hon'ble members is solicited.

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