



PARLIAMENT OF INDIA

**DIRECTIONS BY THE CHAIRMAN,
RAJYA SABHA UNDER THE
RULES OF PROCEDURE AND
CONDUCT OF BUSINESS
IN RAJYA SABHA**



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PREFACE

In pursuance of the provisions of Rule 266 and other rules of the Rules of Procedure and Conduct of Business in the Rajya Sabha as also under his inherent powers, the Chairman, Rajya Sabha has been issuing directions from time to time for regulating, subject to the provisions of the rules, certain matters not specifically provided for in the rules and also certain matters relating to the detailed working of the rules.

2. Words and expressions used in the Rules of Procedure and Conduct of Business in the Rajya Sabha and also in these Directions shall, unless the context otherwise requires, have the meanings assigned to them in the rules.

3. The present revised version contains all the Directions issued by the Chairman from time to time and which are in force presently.

NEW DELHI;
June 16, 2014

SHUMSHER K. SHERIFF,
Secretary-General.

C O N T E N T S

CHAPTER – 1

QUESTIONS

1. Questions Relating to Matters of Past History
2. Mention of Date in the Notice of Question
3. Ballot of the Notices of Questions
4. Questions lapsed on Termination of the Session
5. Availability of Answers in Notice Office
6. Procedure for Ministers correcting Answers to Unstarred Questions
7. Admissibility of Notices of Questions based on News Items
8. Placing of long Statements on the Table
9. Limit of Notices of Questions
10. Transfer of Questions
11. Format of Notice of Question
12. Answers to Questions by Ministries
13. Admissibility of Questions on Day-to-day Administration of Government Employees
14. Supplementaries to Starred Question
15. Joint Notice of a Starred Question
16. Maximum number of Questions of a Member in a day's List
17. Saving of Time during Question Hour
- 17A. Time for Questions

CHAPTER – 2

BILLS/RESOLUTIONS

18. Removal of Private Members' Bills from the Register of Pending Bills
19. Private Members' Bills and Resolutions (Introduction, Draw of Lot, Listing and Time Limit for Discussion)
- 19A. Priority of the Private Members' Bills
20. Regarding introduction and circulation of Government Bills

CHAPTER – 3

CALLING ATTENTION AND SPECIAL MENTIONS

21. Treatment of old Notices of Calling Attention
22. Practice and Procedure in regard to Calling Attention Notices
23. Announcement made by the Chairman regarding Calling Attention and Special Mentions
24. Time for taking up of Special Mentions

CHAPTER – 4

LIST OF BUSINESS

[http://rajyasabha.nic.in/rsnew/directions/direction2.asp - chap4](http://rajyasabha.nic.in/rsnew/directions/direction2.asp-chap4)

25. Separate List of Papers to be Laid on the Table

CHAPTER – 5

RECOGNITION OF PARLIAMENTARY PARTIES AND GROUPS

26. Recognition of Party or Group

CHAPTER – 6

PARLIAMENTARY COMMITTEES

27. Committee on Petitions to Frame Rules for its Internal Working
28. Examination of Orders and Provisions of Bills seeking to delegate powers by Committee on Subordinate Legislation
29. Minute of dissent on the Report of a Committee
30. Presentation of Report of Committee to Chairman when the Council is not in Session
31. Evidence of Officials of State Governments before the Parliamentary
32. Committees

33. Avoidance of Tours During the Budget Recess
34. Time of sittings of the Committee
35. Taking spouse/companion by Members on Parliamentary Committees Tours
36. Statement by Minister on Committee Reports
37. Evidence of officials of Ministries/Departments and Chief Executives of Public Sector Undertakings/ Banks, *etc.*, before Department-related Parliamentary Standing Committees
38. Advance Notice for Cancellation of Sitting of Committees
39. Re-iteration of Rules 294 (1) of the Rules of the Procedure and Conduct of Business in the Council of States by the Chairmen of the Parliamentary Committees
40. Strengthening of the Committee on Petitions
Confidentiality of Proceedings of Committee Meetings.

CHAPTER – 7

LAYING OF PAPERS BY PRIVATE MEMBERS

41. Laying of Papers by Private Members
42. Procedure for Laying of Papers by Private Members⁵
43. Authentication of Papers to be Laid by Private Members

CHAPTER – 8

MEMBERS/DEBATES

44. Maiden Speech by a Member

CHAPTER – 9

COMMENCEMENT AND CONCLUSION OF SITTING

45. Commencement and Conclusion of Sitting

CHAPTER - 1

QUESTIONS

1. Questions relating to matters of past history

Rule 47(2) (xvi) of the Rules of Procedure lays down that a question shall not ordinarily seek information on matters of past history. A large number of notices of questions are, however, received from Members seeking information on matters relating to past period extending to several years. Members are, therefore, requested to keep in view the provisions of this Rule while giving notices of questions and ordinarily seek information relating to a period not exceeding three years.

[R.S. Bulletin, Part-II, dated 2.7.1971]

2. Mention of date in the Notice of Question

Under Rule 40 of the Rules of Procedure of Rajya Sabha, a Member shall specify in the Notice of a Question, the date on which the Question is proposed to be placed on the list of questions for answers and that if no such date is specified, the Notice shall be returned to the Member.

[R.S. Bulletin, Part-II, dated 14.5.1974]

3. Ballot of the Notices of Questions

The present procedure of holding a ballot of the Notices of Questions received within 7 days of the date of issue of Summons for the purpose of determining their priority *inter se* will be discontinued and the procedure set out in Para given below will be followed:

"In respect of all notices of Starred Questions for any particular day received upto 3.00 P.M. of the last date of receipt of such notices under Rule 39 of the Rules of Procedure and Conduct of Business, a ballot will be held at 5.00 P.M. on that day with a view to determining the *inter se* priority of Members who have given such notices and the list of admitted Starred Questions will be prepared in accordance with the result of such ballot."

[R.S. Bulletin, Part-II, dated 14.5.1974]

4. Questions lapsed on Termination of the Session

Subject to the provision of Rule 43(1) of the Rajya Sabha Rules of Procedure, Questions in excess of five given notice of by a Member for any one day may be put down in the list of Questions on a subsequent day allotted to the group of Ministries. Notices of Questions which lapse on the termination of a Session may be returned to the Members who had given these notices.

[R.S. Bulletin, Part-II, dated 6.2.1979]

5. Availability of Answers in Notice Office

One set of answers to all the Starred Questions included in the List of Questions for the day should be kept in the Notice Office by 10.30 A.M. for perusal by the Members. However, these answers would be considered confidential and would not be treated final till the Questions are actually answered in the House.

[R.S. Bulletin, Part-II, dated 6.2.1979]

6. Procedure for Ministers correcting Answers to Unstarred Questions

The Minister shall give to the Secretary-General notice of his intention to correct the reply given to an Unstarred Question. The notice shall be accompanied by a copy of the statement proposed for correcting the answer already given.

The Secretary-General shall include the item in the List of Business on the appropriate date in the following manner :

STATEMENT CORRECTING ANSWER TO UNSTARRED QUESTION
NO. GIVEN IN RAJYA SABHA ON THE.....

SHRI/SHRIMATI.....to lay on the Table a statement (in English and Hindi) correcting answer to Unstarred Question No.....given in Rajya Sabha on the..... regarding.....

[R.S. Bulletin, Part-II, dated 17.2.1982]

7. Admissibility of Notices of Questions based on News Items

A number of questions are put saying that it has appeared in a paper whether the Government's attention has been drawn. Members must take the substance of the matter and then ask whether it is a fact or not. Members should not say whether a report has appeared in some paper and what it is.

[R.S. Debate, Part- II, dated 5.3.1987, Cols. 27-28]

8. Placing of long Statements on the Table

Sometimes, people lay very short statements on the Table of the House and some people go on reading long statements only. Small statements must be read and long statements must be placed on the Table of the House.

[R.S. Debate, Part-II, dated 30.4.1987]

9. Limit of Notices of Questions

A limit of 7 Notices of Questions per sitting per Member may be fixed and notices received in excess of 7 from a Member for a day may be kept for

subsequent sittings concerning that Ministry/Ministries in that Session. Members who intend to give notices in bulk for the entire Session may do so by indicating their *inter-se* preferences. In case no such preferences are indicated, notices in excess of 7 per day will be considered for subsequent sitting on the basis of point of time of their receipt. However, the existing limit of five admitted questions per day per Member may continue.

[R.S. Bulletin, Part-II, dated 30.3.1994]

10. Transfer of Questions

After a Question is admitted and printed, no transfer from one Ministry to another shall take place. However, if a request for the transfer of a Question from one Ministry to another is made before it is admitted and printed, Chairman shall be the final authority to decide in the matter.

[R.S. Bulletin, Part-II, dated 30.3.1994]

11. Format of Notice of Question

Text of the notice of Question should be typed or neatly handwritten on the printed standard format available in Notice Office. Notices of Questions where the text is either stapled or pasted on the standard format shall not be entertained and such notice of Questions shall be returned to Members in original.

[R.S. Bulletin, Part-II, dated 5.5.1998]

12. Answers to Questions by Ministries

Answers to all Questions given in the Rajya Sabha shall be specific and complete and each part of the Question or each item of information asked for therein shall be answered separately.

If, on his attention being drawn to an answer, the Chairman is satisfied that it does not fulfill this condition, he may direct the Minister to give a specific and complete answer to each part of the question.

[File No. RS.35/15/2000-L. dated 19.9.2000]

13. Admissibility of Questions on day-to-day administration of Government Employees

Questions which relate to matters of day-to-day administration of Government employees like their service conditions, postings, transfers, TA/DA, etc., or questions which tend to further the interest of an individual or a few individuals or private companies are not admissible.

[R.S. Bulletin, Part-II, dated 22.11.2005]

14. **Supplementaries to Starred Questions**

- (i) Members are requested to ask crisp supplementaries and Ministries are expected to give precise replies to the questions/supplementaries asked. Since Question time is limited to one hour, an endeavour should be made to ensure coverage of more questions during that time.

[R.S. Bulletin, Part-II, dated 12.3.2008]

- (ii) Two supplementaries may be allowed to the Member in whose name a Starred Question has been listed. Besides, three more Members may be allowed one supplementary each. In case of a Starred Question, which is not put or the Member in whose name it is appearing is absent, three Members may be allowed one supplementary each.

[R.S. Bulletin, Part-II, dated 3.2.2010]

15. **Joint Notice of a Starred Question**

When notice of a Starred Question is given by more than one Member, such notice shall be deemed to have been given by the first signatory only for the purpose of a draw of lots and inclusion of name in the Starred List.

[R.S. Bulletin, Part-II, dated 3.2.2010]

16. **Maximum number of Questions of a Member in a day's List**

Not more than five Questions, both Starred and Unstarred combined, by one Member, shall be placed on the lists of Questions for any one day and out of these not more than one Question shall be placed on the list of Questions for oral answer.

[R.S. Bulletin, Part-II, dated 3.2.2010]

17. **Saving of time during Question Hour**

It has been observed that during Question Hour and while asking supplementary questions, attempts are, at times, made to raise matters that go beyond the scope of the admitted questions.

Members are reminded that supplementary questions should flow from the original Question. The supplementary asked should be *brief, specific, relevant and within the scope of the main Question*. Members should seek information rather than give information or make suggestions for action. They should avoid prefacing their supplementary with an introductory statement.

Ministers are requested to give brief answers to supplementary questions and offer to provide details, if essential.

The Chair solicits cooperation of all Members and Ministers in this regard so that maximum number of Questions could be covered during Question Hour.

[R.S. Bulletin, Part-I, dated 13.8.2010]

17A. Time for Questions

Under rule 38 of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha), the first hour of every sitting, unless the Chairman directs otherwise, is available for asking and answering of questions.

In pursuance of this rule, the Chairman has now directed that from 233rd Session onwards the Question Hour shall be from 12.00 noon to 1.00 p.m.

Parliamentary Bulletin Part-II dated 11.11.2014

CHAPTER - 2

BILLS/RESOLUTIONS

18. Removal of Private Members' Bills from the Register of Pending Bills

A Private Member's Bill pending before the House shall be removed from the Register of Bills pending in the House in case the Member in charge is appointed a Minister.

[R.S. Bulletin, Part-II, dated 23.11.1995]

19. Private Members' Bills and Resolutions (Introduction, Draw of Lot, Listing and Time Limit for Discussion)

(i) *Limit on Notices for introduction of Private Members' Bills*

A Member can give a maximum of three notices for introduction of Private Members' Bills during a Session.

(ii) *Draw of lot for Private Members' Bills*

There shall be one draw of lot for all the days allotted for Private Members' Bills in a Session in which ten names shall be drawn and priority obtained therein shall be valid for the entire Session.

(iii) *Listing of Private Members' Bills*

Out of ten names drawn in the draw of lot for a Session, Bills of only five Members (excluding part-discussed Bill, if any) in order of their priority shall be included at a time in the List of Business for consideration on each day allotted for Private Members' Bills.

(iv) *Time Limit for discussion on a Private Members' Bill and Resolution*

The maximum time limit for the discussion on a Private Members', Bill or Resolution shall be two hours.

[R.S. Bulletin, Part-II, dated 2.5.1997]

19A. Priority of the Private Members' Bills

"The priority of pending Private Members' Bills to be taken up for consideration and passing in the House is determined by a single draw of lot for all the days allotted for Private Members' Bills in a Session in respect of names of Member-in-charge of Bills. The priority obtained in the draw of lot is valid for the entire Session.

If any Member whose Bill is listed for consideration and passing is absent, when called by the Chair to move his Bill for consideration, he shall lose his priority and his name shall be placed at the end of the priority list so drawn, on the subsequent days allotted for the purpose".

Parliamentary Bulletin Part-II dated 12.11.2014

20. Regarding Introduction and Circulation of Government Bills

The following Directions issued by the Chairman, Rajya Sabha prescribing the notice period for leave to introduce a Government Bill and its prior circulation to the Members are reproduced for the information of the Members:

20A. (1) A Minister desiring to move for leave to introduce a Bill shall give notice in writing of his intention to do so.

Notice for leave to introduce Government Bills.

(2) The period of notice of a motion for leave to introduce a Bill under this direction shall be five days unless the Chairman allows the motion to be made at shorter notice.

Prior circulation of Bills for introduction.

20B. No Bill shall be included for introduction in the List of Business for a day until after copies thereof have been made available for the use of Members for at least two days before the day on which the Bill is proposed to be introduced:

Provided that where the Minister desires that the Bill may be introduced earlier than two days after the circulation of copies, he shall give full reasons in a memorandum for the consideration of the Chairman explaining as to why the Bill is sought to be introduced earlier than two days and if the Chairman gives permission, the Bill shall be included in the List of Business for the day on which the Bill is proposed to be introduced.

[R.S. Bulletin, Part-II, dated 8.11.2012]

CHAPTER - 3

CALLING ATTENTION AND SPECIAL MENTIONS

21. Treatment of old Notices of Calling Attention

As announced by the Chairman in the House on 23.5.1979 in pursuance of the decision taken by the Committee on Rules at its sitting held on the 16th May, 1979, the following procedure will be followed from the next Session of the Rajya Sabha, with regard to treatment of old notices of Calling Attention:

- (i) All Calling Attention Notices received in a week will be kept alive and placed before the Chairman from day-to-day along with notices received upto 10:30 hours on the day on which the notices are put upto him;
- (ii) on the last day of the week on which the House sits, the notices received upto 10:30 hours on that day will be considered and all the notices which are not selected will be deemed to have lapsed and no intimation about this will be given to the Members;
- (iii) notices received after 10:30 hours on the last day of the week on which the House sits will be deemed to have been received for the day on which the next sitting of the House is to be held and these will be valid for the following week.

[R.S. Bulletin, Part-II, dated 23.5.1979]

22. Practice and Procedure in regard to Calling Attention Notices

Members are informed that in pursuance of certain decisions taken at the meetings of (i) the Rules Committee of the Rajya Sabha held on the 19th June, 1978 and 16th May, 1979; (ii) the Leaders of Parties and Groups held with the Chairman, on the 3rd and 21st August, 1970, and the 7th December, 1978; and (iii) the General Purposes Committee of Rajya Sabha held on the 21st March, 1975, and the announcement made by the Chairman in the Rajya Sabha on the 23rd May, 1979, the procedure and practice followed in regard to the Calling Attention Notices, is reproduced below:

- (i) All Calling Attention Notices received in a week will be kept alive and placed before the Chairman from day-to-day along with notices received upto 10:30 hours on the day on which the notices are put upto him;
- (ii) on the last day of the week on which the House sits, the notices received upto 10:30 hours on that day will be considered and all the notices which are not selected will be deemed to have lapsed and no intimation about this will be given to the Members;

- (iii) notices received after 10:30 hours on the last day of the week on which the House sits will be deemed to have been received for the day on which the next sitting of the House is to be held and these will be valid for the following week;
- (iv) a Member who initiates the Calling Attention Notice should not take more than seven minutes and other Members who are called by the Chairman should not take more than five minutes each and should restrict themselves strictly to seeking clarifications on the Calling Attention*;
- (v) other Members who may participate in the proceedings should restrict themselves to strictly seeking clarifications on points. The time to be given to a Member for this purpose will be entirely within the discretion of the Chairman;
- (vi) where a Calling Attention Notice stands in the name of a number on Members, in choosing Members who desire to seek clarifications, the first principle will be party/group. After exhausting the parties/groups whose Members have given the notice by calling one Member from each party/group, the Chairman may call Members belonging to parties/groups not in the list; and
- (vii) normally not more than one hour should be spent for discussion of Calling Attention Notice and after the expiry of that period it will be left completely to the discretion of the Chair whether he should call any other Member who desired to participate in the discussion. In any case, it should be so arranged that all the miscellaneous business on the Order Paper, other than the Legislative or other regular business, should be disposed of before the House adjourns for lunch.

#* * * * *

[R.S. Bulletin, Part-II, dated 6.7.1979]

23. **Announcement made by the Chairman regarding Calling Attention and Special Mentions**

The Chairman made the following announcement in the House on 3.7.1980:

A meeting of the leaders of various parties and groups in the Rajya Sabha was held on June 19, 1980, with a view to streamlining the procedure in regard to Calling Attention and Special Mention. After discussion, the following broad consensus was arrived at:

- (i) Not more than two notices of Calling Attention may be given by a Member for one sitting;

* Published in Parliamentary Bulletin Part-II, dated 3.7.1980.

Deleted since covered by the Rules framed subsequently.

- (ii) a Member who initiates a Calling Attention should not take more than 7 minutes. Other Members who are called by the Chairman should not take more than 5 minutes each and should restrict themselves strictly to seeking clarifications on the Calling Attention and avoid making long speeches;
- (iii) not more than one hour should be spent on a Calling Attention and when there is Question Hour, the Calling Attention should conclude sharply at 1:00 P.M.

#* * * * *

The Calling Attention, Special Mentions and the formal business on the Order Paper should be so arranged that these are ordinarily disposed of before the House adjourns for lunch so that Legislative and/or regular business included in the List of Business should commence immediately after the lunch recess.

[R.S. Bulletin, Part-II, dated 3.7.1980]

24. Time for taking up of Special Mentions

In pursuance of the provisions of Rule 266 of the Rules of Procedure and Conduct of Business in the Council of States, the Chairman, Rajya Sabha, issued the following Direction on the 8th March, 2013:

"The Special Mentions admitted for a sitting of the Council shall be taken up at 5:00 P.M. or before the House rises for the day whichever is later. Members will have the option to either read the approved text of Special Mentions or lay the same on the Table of the House."

[R.S. Bulletin, Part-II, dated 11.3.2013]

Deleted since covered by the Rules framed subsequently.

CHAPTER - 4

LIST OF BUSINESS

25. Separate List of Papers to be Laid on the Table

The Directions relating to the List of Business, issued by the Chairman, Rajya Sabha in pursuance of Rule 266 of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha), are reproduced below :

- (i) In pursuance of the provisions of Rule 29 of the Rules of Procedure and Conduct of Business in the Council of States, there shall be separate list containing the 'PAPERS TO BE LAID ON THE TABLE' which shall include the various papers to be laid by Ministers, pursuant to provisions of the Constitution, Acts of Parliament and general directions of the House or Chairman;
- (ii) the list of 'PAPERS TO BE LAID ON THE TABLE' shall be circulated as a separate document in a different colour paper along with the main List of Business for the day provided that papers being circulated at short notice may be included directly in the Supplementary List of Business as *hitherto*;
- (iii) the separate list of 'PAPERS TO BE LAID ON THE TABLE' shall be treated as part of the main List of Business for the day;
- (iv) the main List of Business shall contain the names of Minister(s) who has/have to lay the Papers entered in the separate list along with the name of the Ministries in respect of which the papers are to be laid; and
- (v) in case, the House adjourns without actually transacting the Business relating to the item, unless otherwise directed by the Chair, the Papers listed for the day may be listed in the next question day allotted to the Ministry.

[R.S. Bulletin, Part-II, dated 19.6.2001]

CHAPTER - 5

RECOGNITION OF PARLIAMENTARY PARTIES AND GROUPS

26. Recognition of Party or Group

The Chairman may recognise an association of Members as a Parliamentary Party or a Parliamentary Group for the purpose of functioning in the Council and his decision in the matter shall be final.

Conditions for Recognition

In recognising a Parliamentary Party or a Parliamentary Group the Chairman shall take into consideration the following principles:

- (i) An association of Members who propose to form a Parliamentary Party :
 - (a) shall have a distinct ideology and a common programme of Parliamentary work on which they have been elected to the Council;
 - (b) shall have an organisation both inside and outside the Council; and
 - (c) shall have at least a strength equal to the quorum fixed to constitute a sitting of the Council, that is, one tenth of the total number of Members of the Council.
- (ii) An association of Members to form a Parliamentary Group shall satisfy the conditions specified in parts (a) and (b) of clause (i) and shall have at least a strength of 15 Members.

[R.S. Bulletin, Part-II, dated 7.6.1980]

CHAPTER - 6

PARLIAMENTARY COMMITTEES

27. Committee on Petitions to frame Rules for its Internal Working

The Committee on Petitions shall determine its own procedure in connection with all matters relating to the petition referred to it including implementation of recommendations contained in its Report presented to the Council.

[Rules and Directions relating to Committee on Petitions, dated 22.6.1976]

28. Examination of Orders and Provisions of Bills seeking to delegate power by Committee on Subordinate Legislation

- (i) The Committee on Subordinate Legislation may examine all 'Orders', whether laid before the Council or not, framed in pursuance of the provisions of the Constitution or a statute delegating power to a subordinate authority, to make such orders.
- (ii) The Committee may examine provisions of Bills which seek to—
 - (a) delegate powers to make 'Orders'; or
 - (b) amend earlier acts delegating such powers, with a view to seeing whether suitable provisions for the laying of the 'Orders' before the Council have been made therein; and
- (iii) The Committee may examine any other matter relating to an 'Order' or any Question of Subordinate Legislation arising therefrom.

[R.S. Bulletin, Part-II, dated 10.4.1984]

29. Minute of dissent on the Report of a Committee

- (i) A minute of dissent on the report of a Committee shall be couched in temperate and decorous language and shall neither refer to any discussion in the Committee nor cast aspersion on the Committee or Chairman of the Committee.
- (ii)
 - (a) If in the opinion of the Chairman of the Committee, a minute of dissent contains words, phrases or expressions, which are unparliamentary, irrelevant or otherwise inappropriate, he may order such words, phrases or expressions to be expunged from the minute of dissent; and
 - (b) notwithstanding anything contained in sub-paragraph (i), the Chairman shall have the power to order expunctions in

like circumstances or to review all decisions regarding expunction from minutes of dissent and his decision shall be final.

[R.S. Bulletin, Part-II, dated 28.11.1994]

30. Presentation of Report of Committee to Chairman when the Council is not in Session

- (i) Ordinarily the report of a Committee shall be presented to the Council but in case the Committee completes its report when the Council is not in Session, the Chairman of the Committee may present it to the Chairman;
- (ii) the Chairman may order the printing, publication or circulation of the report before it is presented to the Council;
- (iii) where a report is presented to the Chairman or where its printing, publication or circulation has been ordered by the Chairman, the fact shall be published in the Bulletin;
- (iv) the Chairman may if so requested by the Committee direct that matters of factual nature or patent errors may be corrected in the report presented to him by a Committee before the report is printed, published or circulated and later presented to the Council;
- (v) the report shall be presented to the Council during the next Session at the first convenient opportunity by the Chairman or in his absence by a member of the Committee. While presenting the report, the Chairman or in his absence the Member presenting the report shall confine himself to a brief statement to the effect that the report was presented to the Chairman when the Council was not in Session and that orders for its printing, publication or circulation were given by the Chairman; and
- (vi) where the Committee ceases to exist after the presentation of the report to the Chairman, and before presentation of the report to the Council, the report shall be laid by the Secretary-General on the Table of the Council at the first convenient opportunity. While laying the report the Secretary-General shall make a statement to the effect that the report was presented to the Chairman before the Committee ceased to exist and where it was ordered by the Chairman to be printed, published or circulated, the Secretary-General shall report the fact to the Council.

[R.S. Bulletin, Part-II, dated 25.1.1996]

31. Evidence of Officials of State Governments before the Parliamentary Committees

Whenever it is felt necessary to invite an official of a State Government to appear as a witness before a Committee or to ask the State Government to produce a document or paper before the Committee, the orders of the Chairman, Rajya Sabha shall be obtained before the official or the State Government is asked to comply with the request.

In case the Chairman decides that it is not necessary to summon a particular State official as a witness, or that the State Government need not be asked to produce a paper, document or record, the Chairman of the Committee concerned may, if he thinks necessary, apprise the Committee of the Chairman's decision.

[R.S. Bulletin, Part-II, dated 10.4.1984 & 28.1.1999]

32. Avoidance of Tours during the Budget Recess

Tours be avoided during the Budget recess in view of the important and time-bound business to be transacted in Delhi in the Standing Committees.

[Circular No. R.S.2(4)(iii)-94-COM. III, dated March 9, 1994 and reproduced vide Circular No. R.S.18(1)/99- COM. II, dated March 17, 1999]

33. Time of Sitzings of the Committee

Unless the Chairman otherwise permits, no sitting of a Committee shall be held after the commencement of a sitting of the Council and before 1500 hours on the days when the Council is sitting.

[R.S. Bulletin, Part-II, dated 8.12.2000]

34. Taking of spouse/companion by Members on Parliamentary Committee Tours

No Member should take any other person during the official tours. A Member may, however, take his/her spouse on tour on medical grounds with the prior permission of the Chairman of the Committee. In exceptional cases *i.e.*, in case of extreme necessity where the Member's spouse is not able to accompany him/her on tour due to medical or other reasons, the Member may take any other person on tour with the prior permission of the Chairman through the Chairman of the Committee concerned. In such cases, the Member shall bear all expenses including boarding, lodging and transport, etc., in respect of his/her spouse or attendant. In case any person accompanies a Member without prior permission, the Member shall not only bear all the expenses of the accompanying person but would also be liable to be debarred from undertaking any further Committee tours.

[R. S. Bulletin, Part-II, dated 16.4.1987 and reproduced vide Circular No.R.S.30(1)/2003-Coord., dated 18.5.2003]

35. Statement by Minister on Committee Reports

The Minister concerned shall make once in six months a statement in the House regarding the status of implementation of recommendations contained in the reports of the Department-related Parliamentary Standing Committees of Rajya Sabha with regard to his Ministry.

[R.S. Bulletin, Part-II, dated 28.9.2004]

36. Evidence of Officials of Ministries/Departments and Chief Executives of Public Sector Undertakings/ Banks etc., before Department-related Parliamentary Standing Committees

A Department-related Parliamentary Standing Committee, in dealing with the subjects relating to the Ministry/Department under its purview, in the normal course examines only the officials of such Ministry/Department. However, sometimes it may become necessary for the Committee to seek the views of other Ministry/Department of the Government of India which does not directly fall within its purview. In such cases the representatives of such Ministry/Department could be called to appear before the Committee. However, in case Chief Executives of PSU/Bank/Organisation under such Ministry/Department are also required to be examined, orders of the Chairman, Rajya Sabha shall be obtained before such officials are asked to appear before the Committee.

[R.S. Bulletin, Part-II, dated 6.7.2006]

37. Advance Notice for Cancellation of Sitting of Committees

No sitting of a Committee shall be cancelled or rescheduled at short notice. In case such a cancellation/rescheduling is unavoidable, this shall be done by giving an advance notice of not less than three days.

[R.S. Bulletin, Part-II, dated 1.12.2010]

38. Re-iteration of Rule 294 (1) of the Rules of Procedure and Conduct of Business in the Council of States by the Chairmen of the Parliamentary Committees

At the commencement of every Committee meeting, when a new subject matter is taken up for consideration, the Chairman of the concerned Committee may draw the attention of the members of the Committee to Rule 294(1) of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha), which reads as under:

294. Declaration of Interests. Whenever a Member has a personal or specific pecuniary interest (direct or indirect) in a matter being considered by the Council or a Committee thereof, he shall declare the nature of such interest notwithstanding any registration of his interests in

the Register, and shall not participate in any debate taking place in the Council or its Committees before making such declaration.

[R.S. Bulletin, Part-II, dated 17.6.2011]

39. Strengthening of the Committee on Petitions

In the context of strengthening of the Committee on Petitions of Rajya Sabha, Hon'ble Chairman has given the following Direction dated 1st July, 2011, with regard to consideration of representations by the Committee:

"The Committee shall meet as often as necessary to consider representations, letters and telegrams from various individuals, associations, etc., which are not covered by the Rules relating to petitions, and give directions for their disposal:

Provided that representations, which fall in the following categories, shall not be considered by the Committee, but shall be filed on receipt in the Secretariat—

- (i) anonymous letters or letters on which names and/or addresses of senders are not given or are illegible; and
- (ii) endorsement copies of letters addressed to authorities other than the Chairman or House unless there is a specific request on such a copy praying for redress of the grievance."

[R.S. Bulletin, Part-II, dated 2.11.2011]

40. Confidentiality of Proceedings of Committee Meetings

The Chairman of a Committee shall read out the following before start of every evidence in a Committee meeting:

"The Proceedings of a Committee shall be treated as confidential and it shall not be permissible for a Member of the Committee or any one who has access to its proceedings to communicate, directly or indirectly, to the media any information regarding its proceedings including its report or any conclusions arrived at, finally or tentatively, before the report has been presented to the House."

[R.S. Bulletin, Part-II, dated 3.9.2012]

CHAPTER - 7

LAYING OF PAPERS ON THE TABLE BY PRIVATE MEMBERS

41. Laying of Papers by Private Members

A Private Member may lay a paper on the Table of the House when he is permitted to do so by the Chairman.

42. Procedure for Laying of Papers by Private Members

- (i) If a Private Member desires to lay a paper or document on the Table of the House, he shall give prior notice to the Chairman of his intention along with a copy of the document desired to be so laid in order to enable him to decide whether permission should be given to lay the paper or document on the Table. If the Chairman permits the Member to lay the paper or document on the Table, the Member may at the appropriate time lay it on the Table.
- (ii) If a Private Member, in the course of his speech wishes to quote from a secret or confidential or classified Government document, paper or report, he shall supply a copy thereof in advance to the Chairman and also indicate the portions thereof which he wishes to quote in order to enable the Chairman to decide whether permission should be granted. If the Chairman permits the Member to quote from the document, the Member may do so at the appropriate time. If the Chairman does not accord the necessary permission, the Member shall neither quote from the document nor refer to its contents.
- (iii) (a) A paper or document sought to be laid on the Table by a Private Member may be considered for laying on the Table only if the Member has quoted therefrom. The Member seeking to lay the same may hand it over at the Table but it shall not be deemed to have been laid on the Table unless the Chairman, after examination, accords the necessary permission.
 - (b) If the Chairman does not accord the necessary permission, the paper or document shall be returned to the Member and the fact shall be indicated in the printed Debates.

43. Authentication of Papers to be Laid by Private Members

- (i) When a Member seeks permission of the Chairman to lay a paper or document on the Table of the House under Direction No. 42, he shall record thereon a certificate in one of the following forms, as the case may be:

- (a) 'I certify from my personal knowledge that this is the original document which is authentic';
 - (b) 'I certify from my personal knowledge that this document is a true copy of the original which is authentic'; and
 - (c) 'I certify that the contents of this document are correct and based on authentic information'.
- (ii) If the paper or document consists of more than one page, the Member shall put his signature with date on every page thereof.

[R.S. Bulletin, Part-II, dated 1.4.2005]

CHAPTER - 8
MEMBERS/DEBATES

44. Maiden Speech by a Member

As per established parliamentary convention, a Member delivering a maiden speech in the House is not interrupted by other Members and is also given reasonable time by the Chair for his/her speech.

It has, however, been observed that sometimes a Member making his or her maiden speech goes beyond the normally expected time and at times speaks beyond the scope of the matter under discussion.

A Member making his/her maiden speech should, therefore, do so in a manner that does not impinge on time management for the scheduled business of the day and should not exceed 15-20 minutes.

[R.S. Bulletin, Part-II, dated 25.8.2010]

CHAPTER - 9

Commencement and Conclusion of Sitting

45. Commencement and Conclusion of Sitting :- Under rules 11 and 13 of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha), a sitting of the Council shall commence and conclude at such hour as the Chairman may direct.

In pursuance of these rules, the Chairman has now directed that from 233rd Session onwards, the time of a sitting of the Council shall be from 11.00 a.m. to 1.00 p.m. and from 2.00 p.m. to 6.00 p.m. except on Fridays when the House will reassemble after lunch at 2.30 p.m.

Parliamentary Bulletin Part-II dated 11.11.2014