

संसदीय कार्य विभाग
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Telegram: PAKISTAN
Fax: (91 11) 23035111
E-mail: rsindia@parliament.ernet.in
Telephone: 23035111-14/7

PARLIAMENT HOUSE
New Delhi-110011

No.RS.4/2012-T

February 22, 2012

OFFICE MEMORANDUM

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

The undersigned is directed to state that it has been observed that Ministries quite often do not adhere to the prescribed time limit of 'three clear working days' for forwarding the papers to this Secretariat for laying on the Table of the Rajya Sabha during Session, resulting in avoidable delay in preparation of daily List of Business and, consequently, late circulation of copies thereof to Members and the Ministries. It has also been observed that Ministries/Departments do not adhere to the other stipulations laid down in the O.M. like supply of requisite no. of copies of Annual Reports and supporting documents; proforma indicating correct laying provision; improper authentication, etc. Therefore, to ensure smooth laying of papers, the following procedure need to be adhered to:-

- (i) The relevant papers should reach Table Office/Committee Section (Subordinate Legislation), as the case may be along with the prescribed proforma (copy enclosed) *at least three clear working days before the day on which laying thereof is sought by the Ministry/Department concerned.* For example, for items required to be laid on Tuesday, the 13th March, 2012, papers should be delivered in the Secretariat latest by 6:00 p.m. on Tuesday, the 6th March, 2012. *Thus, the last date for receiving papers for laying for the 225th Session will be Wednesday, the 16th May, 2012.*
- (ii) Where the number of Reports/Papers/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.
- (iii) *The laying provision is very important as it authorises Members of Parliament to move a motion for modification/annulment of the Notifications, etc. Ministries should, therefore, indicate the correct laying provision in the prescribed proforma. In case, the proforma is not correctly filled, the Reports/Papers/Notifications, etc. will not be processed and will be returned to the concerned Ministry.*

- (iv) If, for any particular day, any Ministry has items for laying under different Acts of Parliament or under different laying provisions of the same Act, the items under each laying provision or Act of Parliament (as the case may be) along with the Reports/Papers/Notifications, etc. should be sent **under a separate covering note**. In the 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:

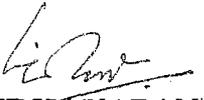
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- (v) The Reports/Papers/Notifications should be properly authenticated by the Minister concerned and the **authentication should be done on the Report/Paper/Notification itself and not on loose slips or on glossy paper where it is likely to get detached/erased.**
- (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 version of the Report/Paper/Notification is not being simultaneously laid, a Statement (in English and Hindi) giving reasons duly authenticated by the Minister may be provided.
- (viii) Twelve (12) copies each of the English and Hindi versions of the Reports/Papers complete in all respects, along with equal no. of copies of Delay Statement, Review statement etc. including one copy each thereof duly authenticated by the Minister concerned along with a forwarding letter/OM and the prescribed proforma duly filled in has to be forwarded to Table Office for laying.

2. All Ministries are accordingly requested to adhere to the above instructions strictly and forward Reports/Papers to the Table Office, Room No.33, Parliament House and Notifications to the Committee Section (Subordinate Legislation), Room No. 529, Parliament House Annexe, (with one complete set endorsed to Committee Section (Papers Laid on the Table), Room No.533, Parliament House Annexe, New Delhi) of this Secretariat for laying.

3. The Ministries 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 henceforth forwarded to this Secretariat with the prescribed proforma correctly filled in and **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 for each day of sitting of Rajya Sabha is also enclosed. The Ministries are requested to adhere to the date schedule strictly and no papers will be entertained if received after last date.

4. In case the above requirements are not met, the papers will not be included in the List of Business for the day and will be returned to the Ministry/Department.


(K. SUDHAKARAN)
JOINT DIRECTOR
TEL : 23035445

To

- (i) All Ministries/Departments of the Government of India/
Prime Minister's Office, Cabinet Secretariat and
Planning Commission
- (ii) Parliament Section of all the Ministries/Departments of
the Government of India.