

S. No. 1 (CR) 13/2016 - P-nd / L

PARLIAMENT OF INDIA  
RAJYA SABHA SECRETARIAT

Fax: (91 11) 23093238 PH  
E-mail : [rstable@sansad.nic.in](mailto:rstable@sansad.nic.in)  
Telephone: 23035445 /4697/4581

28(8)  
11/2/16

PARLIAMENT HOUSE  
New Delhi-110001

No.RS.4/2016-T

February 8, 2016

**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 Wednesday, the 24<sup>th</sup> of February, 2016, papers should be delivered in the Secretariat latest by 5:00 p.m. on Thursday, the 18<sup>th</sup> of February, 2016. ***Thus, the last date for receiving papers for laying for the 238<sup>th</sup> Session will be Monday, the 9<sup>th</sup> of May, 2016.***
- (vi) 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.

.....2/-

- (vii) *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.*
- (viii) 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:

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

- (ix) 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 cover page where it is likely to get detached/erased.**
- (ix) 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.
- (x) 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.
- (xi) **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/O.M. 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 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. 529, Parliament House Annexe, for laying. One complete set may be endorsed to Committee Section (Papers Laid on the Table), Room No. 533, Parliament House Annexe, New Delhi for their information and record.

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 (Annexure). 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.

5. 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 without any delay.

  
(K. SUDHAKARAN)  
DIRECTOR  
Tele: 23035445

To

- (i) All Ministries/Departments of the Government of India/Prime Minister's Office and Cabinet Secretariat
- (iii) 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.

4

**PROFORMA TO BE ATTACHED TO THE O.M. FORWARDING PAPERS TO BE LAID ON  
THE TABLE OF RAJYA SABHA**

3. Brief purport of the matter the paper/Notification covers:
  4. Statutory or other requirement under which the paper is to be laid on the Table: (and not the Statutory Provision under which it has been issued/made).
    - (i) in the case of Central Govt. Notification, name of the Act and section which provides for laying should be clearly stated:
    - (ii) in the case of State Govt. Notification, the laying provision in the State Act should be reproduced:
  10. Whether published in the Gazette, if so,
    - (i) G.S.R./S.O./S.R.O. number of Notification published in the Gazette:
    - (ii) Date, Part and Section of the Gazette:
  11. Whether subject to modification by the House? :
  12. Period specified in the principal Act by which it is required to be laid:
  13. Whether paper/Notification is being laid within the stipulated time, if not, whether any delay statement has been enclosed?:
  14. Whether it has been previously laid on the Table of the Rajya Sabha and, if so, on what date?:
  15. Whether English and Hindi versions are being laid together? If not, the date on which the English version was laid?:
  16. Date on which the paper is proposed to be laid on the Table:
-

## RAJYA SABHA SECRETARIAT

\* \* \* \*

**Chart showing last date for receiving papers for laying and days of sittings of Rajya Sabha during the 238<sup>th</sup> Session**

Date of sitting of Rajya Sabha	Last date for receiving papers for laying in Rajya Sabha Secretariat  [Table Office/Committee Section (Subordinate Legislation)]
24.02.2016	18.02.2016
25.02.2016	19.02.2016
26.02.2016	22.02.2016
01.03.2016	24.02.2016
02.03.2016	25.02.2016
03.03.2016	26.02.2016
04.03.2016	29.02.2016
08.03.2016	02.03.2016
09.03.2016	03.03.2016
10.03.2016	04.03.2016
11.03.2016	07.03.2016
14.03.2016	08.03.2016
15.03.2016	09.03.2016
16.03.2016	10.03.2016
<b><i>[The House will adjourn on Wednesday, the 16<sup>th</sup> March, 2016 to meet again on Monday, the 25<sup>th</sup> April, 2016]</i></b>	
25.04.2016	18.04.2016
26.04.2016	19.04.2016
27.04.2016	21.04.2016
28.04.2016	22.04.2016
29.04.2016	25.04.2016
02.05.2016	26.04.2016
03.05.2016	27.04.2016
04.05.2016	28.04.2016
05.05.2016	29.04.2016
06.05.2016	02.05.2016
09.05.2016	03.05.2016
10.05.2016	04.05.2016
11.05.2016	05.05.2016
12.05.2016	06.05.2016
13.05.2016	09.05.2016

69