

No. 18/2014-Parl  
Government of India  
Ministry of Corporate Affairs

...  
Shastri Bhawan, 5th Floor, 'A' Wing,  
Dr.R.P.Road, New Delhi 110001  
Dated: 01.07.2014.

**OFFICE MEMORANDUM**

**Subject:- (i) Laying of papers on the Table of Rajya Sabha – Guidelines regarding.**  
**(ii) Statement by Minister in the Rajya Sabha – supply of copies in English and Hindi.**


The following communications have been received from the Rajya Sabha Secretariat:-

S.No.	No.& date	Subject
1.	RS.4/2014-T; 26.6.2014	Laying of papers on the Table of Rajya Sabha – Guidelines regarding
2.	RS.5/2014-T; 26.6.2014	Statement by Minister in the Rajya Sabha – supply of copies in English and Hindi

Copies of the said O.Ms are being posted on MCA web-site for information and guidance of all concerned.

2. All Officers/Sections in the Ministry of Corporate Affairs are requested to refer the same for compliance.

Encl: As above.

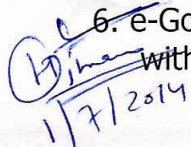
  
( J.S. Audhkhasi )  
Deputy Secretary to the Government of India  
Tel. No.2338 1615

To

1. All Officers/Sections in the Ministry of Corporate Affairs.

Copy for information to:-

1. PS to Corporate Affairs Minister, PS to MoS Corporate Affairs
2. PSO/PS to Secretary
3. PPS to AS
4. PPS to JS(SP)/JS(M)/JS(B)
5. PS to Advisor(Cost)/EA/DII(UCN)/DII(RCM)
6. e-Governance Cell, alongwith copy of above said O.M.s of Rajya Sabha Secretariat with request to place it on MCA website under category 'Parliament Matters'.

  
1/7/2014

S.No. (2) R

-7-

भारतीय संसद  
PARLIAMENT OF INDIA  
राज्य सभा सचिवालय  
RAJYA SABHA SECRETARIAT

टेलीग्राम : "परिषद्"  
फैक्स :  
दूरभाष :  
वेबसाईट : <http://rajyasabha hindi.nic.in>  
ई-मेल :  
संसद भवन/संसदीय सौध,  
नई दिल्ली-110001

कार्पोरेट कार्य मंत्रालय  
Ministry of Corporate Affairs  
संसद अनुभाग/Parliament Section  
दियरी संख्या... 24 (8) ...  
Diary No.....  
दिनांक... 27-6-2014  
Date.....

Telegram : "PARISHAD"  
Fax :  
Telephone :  
Website : <http://rajyasabha.nic.in>  
E-mail :  
Parliament House/Annexe,  
New Delhi-110001.

No.RS.5/2014-T

June 26, 2014

**OFFICE MEMORANDUM**

**Subject: Statement by Minister in the Rajya Sabha— supply of copies in English and Hindi.**

The undersigned is directed to state that as per the established practice in the Rajya Sabha, Members seek clarifications when a Minister makes a Statement in the House on a matter of urgent public importance. Members are, therefore, supplied with copies of the Statement at the time the Minister makes the Statement.

2. The Two Hundred and Thirty-second Session of the Rajya Sabha is scheduled to commence from Monday, the 7<sup>th</sup> of July, 2014. All the Ministries/Departments of Government of India, etc., are accordingly requested to ensure that besides the copy of the Statement along with the Notice, **300 copies of the English version and 150 copies of the Hindi version of the Statement proposed to be made, are supplied to this Secretariat (Table Office, Room No.33, Parliament House)** well in advance of the time when the Minister is to make the Statement.

3. *All Ministries/Departments are also requested that in the case of Statements regarding Status of implementation of recommendations contained in the Reports of Department-related Parliamentary Standing Committees in pursuance of the direction of the Chairman, Rajya Sabha dated 24<sup>th</sup> September, 2004 in accordance with the provisions of Rule 266 of the Rules of Procedure and Conduct of Business in the Council of States which are laid on the Table of the House, besides the authenticated copy (in English and Hindi) along with the Notice, only 25 copies each in English and in Hindi may be supplied to this Secretariat (Table Office, Room No.33, Parliament House) well in advance of the time when the Minister is to make the Statement.*

4. All Ministries/Departments of the Government of India may also please send along with the forwarding letter, the electronic text of the Statement (in English and Hindi) in a CD.

  
(K. SUDHAKARAN)  
JOINT DIRECTOR  
TEL.NO.: 23035445

To

1. Prime Minister's Office, Cabinet Secretariat,
2. Ministry of Parliamentary Affairs,
3. All Ministries/Departments of the Government of India.

5.No. (1) R

भारतीय संसद  
PARLIAMENT OF INDIA  
राज्य सभा सचिवालय  
RAJYA SABHA SECRETARIAT

टेलीग्राम : "परिषद"  
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Website : <http://rajyasabha.nic.in>  
E-mail :  
Parliament House/Annexe,  
New Delhi-110001.  
June 26, 2014

कारपोरेट बजट संसद सचिवालय  
Ministry of Corporate Affairs  
संसद अनुभाग/Parliament Secretariat  
डायरी संख्या... 23 (8) ...  
Diary No. ....  
दिनांक... 27-6-2014 ...  
Date.....

No.RS.4/2014-T

OFFICE MEMORANDUM

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

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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 Monday, the 7<sup>th</sup> of July, 2014, papers should be delivered in the Secretariat latest by 5:00 p.m. on Tuesday, the 1<sup>st</sup> of July, 2014. ***Thus, the last date for receiving papers for laying for the 232<sup>nd</sup> Session will be Friday, the 8<sup>th</sup> of August, 2014.***
- (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.

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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.

  
(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.

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

1. Brief purport of the matter the paper/Notification covers:
2. 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:
3. 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:
4. Whether subject to modification by the House? :
5. Period specified in the principal Act by which it is required to be laid:
6. Whether paper/Notification is being laid within the stipulated time, if not, whether any delay statement has been enclosed?:
7. Whether it has been previously laid on the Table of the Rajya Sabha and, if so, on what date?:
8. Whether English and Hindi versions are being laid together? If not, the date on which the English version was laid?:
9. Date on which the paper is proposed to be laid on the Table

## RAJYA SABHA SECRETARIAT

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**Chart showing last date for receiving papers for laying and days of sittings of Rajya Sabha during the 232<sup>nd</sup> Session**

Date of sitting of Rajya Sabha	Last date for receiving papers in Rajya Sabha Secretariat  [Table Office/Committee Section (Subordinate Legislation)]
07.07.2014	01.07.2014
08.07.2014	02.07.2014
09.07.2014	03.07.2014
11.07.2014	07.07.2014
14.07.2014	08.07.2014
15.07.2014	09.07.2014
16.07.2014	10.07.2014
17.07.2014	11.07.2014
18.07.2014	14.07.2014
21.07.2014	15.07.2014
22.07.2014	16.07.2014
23.07.2014	17.07.2014
24.07.2014	18.07.2014
25.07.2014	21.07.2014
28.07.2014	22.07.2014
30.07.2014	23.07.2014
31.07.2014	24.07.2014

<b>Date of sitting of Rajya Sabha</b>	<b>Last date for receiving papers in Rajya Sabha Secretariat</b> [Table Office/Committee Section (Subordinate Legislation)]
01.08.2014	25.07.2014
04.08.2014	28.07.2014
05.08.2014	30.07.2014
06.08.2014	31.07.2014
07.08.2014	01.08.2014
08.08.2014	04.08.2014
11.08.2014	05.08.2014
12.08.2014	06.08.2014
13.08.2014	07.08.2014
14.08.2014	08.08.2014