

No. 32/2013-Parl
Government of India
Ministry of Corporate Affairs

Shastri Bhawan, 5th Floor, 'A' Wing,
Dr.R.P.Road, New Delhi 110001
Dated: 03.12.2013.

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.4/2013-T; 18.11.2013	Laying of papers on the Table of Rajya Sabha – Guidelines regarding
2.	RS.5/2013-T; 18.11.2013	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/OSD/APS to MoS(I/C), CA
2. PSO/PS to Secretary
3. PPS to AS
4. PPS to JS(SP)/JS(R)/JS(M)/JS(B)
5. PS to Advisor(Cost)/EA/DII(UCN)/DII(BNH)
6. e-Governance Cell, alongwith copy of above said O.Ms. of Rajya Sabha Secretariat with request to place them on MCA website under category 'Parliament Matters'.

**PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT**

Telegram: "PARISHAD"
Fax: (91 11) 23093554 PH
E-mail : rstable@sansad.nic.in
Telephone: 23035445 /4697/4581

PARLIAMENT HOUSE
New Delhi-110001.

No.RS.4/2013-T

November 18, 2013

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 Thursday, the 5th December, 2013, papers should be delivered in the Secretariat latest by 5:00 p.m. on Friday, the 29th November, 2013. Thus, the last date for receiving papers for laying for the 230th Session will be Monday, the 16th December, 2013.
- (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:

S.NO.	GSR NO.	DATE	NOTIFICATION NO.	BRIEF SUBJECT
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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 cover page 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/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.



(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:
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RAJYA SABHA SECRETARIAT

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Chart showing last date for receiving papers for laying and days of sittings of Rajya Sabha during 230th Session

Date of sitting of Rajya Sabha	Last date for receiving papers in Rajya Sabha Secretariat [Table Office/Committee Section (Subordinate Legislation)]
05.12.2013	29.11.2013
06.12.2013	02.12.2013
09.12.2013	03.12.2013
10.12.2013	04.12.2013
11.12.2013	05.12.2013
12.12.2013	06.12.2013
13.12.2013	09.12.2013
16.12.2013	10.12.2013
17.12.2013	11.12.2013
18.12.2013	12.12.2013
19.12.2013	13.12.2013
20.12.2013	16.12.2013

D.V.V. 2013

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PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT

कार्पोरेट अफेयर्स मंत्रालय
Ministry of Corporate Affairs
संसद अनुभाग/Parliament/Section
आयची संख्या... 58(8)
Diary No.....
दिनांक... 21-11-2013
Date.....

Telegram: "PARISHAD"
Tel : 23034697/23034581
Fax: 23093554
E-mail: rstable@sansad.nic.in

PARLIAMENT HOUSE
NEW DELHI

No.RS.5/2013-T

November 18, 2013

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 Thirtieth Session of the Rajya Sabha is scheduled to commence from Thursday, the 5th December, 2013. 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 24th 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

All Ministries/Departments of the Government of India,
Prime Minister's Office, Cabinet Secretariat.