

S. No. 1 (P)

PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT

कार्पोरेट कार्य मंत्रालय
Ministry of Corporate Affairs
संसद अनुभाग/Parliament
सचिवालय/Secretariat
24-01-2018

Fax: (91 11) 23093238 PH
E-mail : rstable@sansad.nic.in
Telephone: 23034697/4581

PARLIAMENT HOUSE
New Delhi-110001

No.RS.4/2018-T

January 15, 2018

OFFICE MEMORANDUM

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

The undersigned is directed to state that to ensure smooth laying of papers, the Ministries/Departments are requested to adhere to the following procedure scrupulously:—

- (i) The relevant papers should reach Table Office/Committee Section (Subordinate Legislation), as the case may be along with the duly filled in 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 papers required to be laid on Friday, the 2nd of February, 2018, papers should be delivered in the Secretariat latest by 5:00 p.m. on Monday, the 29th of January, 2018. ***Thus, the last date for receiving papers for laying for the 245th Session will be Monday, the 2nd of April, 2018.***
- (ii) Where the number of Papers/Reports/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, it will not be possible to process the Reports/Papers/Notifications etc. and the same will be returned to the concerned Ministry.***

.....2/-

- (iv) If, for any particular day, any Ministry has papers for laying under different Acts of Parliament or under different laying provisions of the same Act, the papers under each laying provision or Act of Parliament (as the case may be) 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:

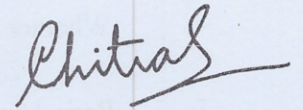
S.NO.	GSR NO.	DATE	NOTIFICATION NO.	BRIEF SUBJECT
-------	---------	------	---------------------	---------------

- (v) The Reports/Papers/Notifications proposed to be laid 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) **Eleven (11) 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. 405, PHA Extension Building, for laying. **One complete set may be endorsed to Committee Section (Papers Laid on the Table), Room No. 529, Parliament House Annexe, New Delhi** for its information and record.

.....3/-

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/Departments 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, it will not be possible to include the papers 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.



(CHITRA G.)
DEPUTY SECRETARY
Tel: 23035445

To

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

**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

* * * * *

Chart showing last date for receiving papers for laying and days of sittings of Rajya Sabha during the 245th Session

Date of sitting of Rajya Sabha	Last date for receiving papers in Rajya Sabha Secretariat [Table Office/Committee Section (Subordinate Legislation)]
02.02.2018	29.01.2018
05.02.2018	30.01.2018
06.02.2018	31.01.2018
07.02.2018	01.02.2018
08.02.2018	02.02.2018
09.02.2018	05.02.2018

[The House will adjourn on Friday, the 9th February, 2018 to meet again on Monday, the 5th March, 2018]

05.03.2018	26.02.2018
06.03.2018	27.02.2018
07.03.2018	28.02.2018
08.03.2018	01.03.2018
09.03.2018	05.03.2018
12.03.2018	06.03.2018
13.03.2018	07.03.2018
14.03.2018	08.03.2018
15.03.2018	09.03.2018
16.03.2018	12.03.2018
19.03.2018	13.03.2018
20.03.2018	14.03.2018
21.03.2018	15.03.2018
22.03.2018	16.03.2018
23.03.2018	19.03.2018
26.03.2018	20.03.2018
27.03.2018	21.03.2018
28.03.2018	22.03.2018
02.04.2018	23.03.2018
03.04.2018	26.03.2018
04.04.2018	27.03.2018
05.04.2018	28.03.2018
06.04.2018	02.04.2018
