

CHAPTER - 1**QUESTIONS****1. Maximum number of Questions of a Member in a day's List**

Not more than five questions, both Starred and Unstarred combined, by one Member, should be placed on the lists of questions for any one day and out of these not more than three questions should be placed on the list of questions for oral answers.

[R.S. Bulletin, Part-II, dated 14.11.1962]

2. Limit of Notices of Questions

A limit of 7 Notices of Questions per sitting per Member may be fixed and notices received in excess of 7 from a Member for a day may be kept for subsequent sittings concerning that Ministry/Ministries in that Session. Members who intend to give notices in bulk for the entire Session may do so by indicating their inter-se preferences. In case no such preferences are indicated, notices in excess of 7 per day will be considered for subsequent sitting on the basis of point of time of their receipt. However, the existing limit of five admitted questions per day per Member may continue.

[R.S. Bulletin Part-II, dated 30.3.1994]

3. Limit on the Number of Questions in a day's Starred Question list

- (i) Not more than 30 questions should be placed on the list of questions for oral answers on any one day; and

[R.S. Bulletin, Part-II, dated 14.11.1962]

- (ii) Not more than twenty questions, *instead* of thirty as at present shall be placed on the list of questions for oral answers on any one day.

[R.S. Bulletin, Part-II, dated 17.10.1978]

4. Ballot of the Notices of Questions

The present procedure of holding a ballot of the notices of questions received within 7 days of the date of issue of summons for the purpose of determining their priority *inter se* will be discontinued and the procedure set out in para given below will be followed.

“In respect of all notices of Starred Questions for any particular day received upto 3.00 P.M. of the last date of receipt of such notices under Rule 39 of the Rules of Procedure and Conduct of Business, a ballot will be held at 5.00 P.M. on that day with a view to determining the inter se priority of Members who have given such notices and the list of admitted Starred Questions will be prepared in accordance with the result of such ballot.”

[R.S. Bulletin, Part-II, dated 14.5.1974]

5. Notice Period

After reviewing the prevailing position regarding Questions, Chairman, Rajya Sabha, is pleased to give the

following directions under Rule 266 of the Rules of Procedure and Conduct of Business in the Rajya Sabha:-

"Under Rule 39 of the Rules of Procedure and Conduct of Business in the Rajya Sabha, notices of Questions shall be given with not less than 15 not more than 21 clear days' notice."

The notices of Questions should, accordingly, be given not earlier than 21 clear day's and not shorter than 15 clear days' from the date for which the notice of Question is marked. Notices of Questions received before 21 clear days shall not be accepted in the Notice Office and in case the same are received through the Mail Box, no action shall be taken on such notices and the same shall be returned to the Members in original. Instruction issued vide Parliamentary Bulletin Part-II No.35718, dated the 24th June, 1996, permitting Members to give notices of Questions for the entire Session in one bulk stand modified accordingly.

The above directions of the Chairman, Rajya Sabha, shall come into effect from the 5th July, 1996, and the notices of questions received upto the 4th July, 1996 shall be dealt with as per the procedure prevailing prior to the adoption of the above direction.

[R.S. Bulletin, Part-II, dated 4.7.1996]

6. Removal of restriction of maximum period for giving Notices of Questions

"Under Rule 39 of the Rules of Procedure and Conduct of Business in the Rajya Sabha, notices of Questions shall be given with not less than 15 and not more than 21 clear days notice.

The notices of Questions should, accordingly, be given not earlier than 21 clear days and not shorter than 15 clear days from the date for which the notice of Question is marked. Notices of Questions received before 21 clear days shall not be accepted in the Notice Office and in case the same are received through the Mail Box, no action shall be taken on such notices and the same shall be returned to the members in original."

Members are informed that the Hon'ble Chairman, Rajya Sabha has now decided to do away with the restriction of maximum period of 21 days for giving notices of Questions with immediate effect. Hereafter, Members may give notices of Questions for any date, immediately after issue of Summons.

[R.S. Bulletin Part-II, dated 5.5.1998]

7. Format of Notice of Question

"Text of the notice of Question should be typed or neatly handwritten on the printed standard format available in Notice Office. Notices of Question where the text is either stapled or pasted on the standard format shall not be entertained and such notice of Questions shall be returned to Members in original."

[R.S. Bulletin Part-II, dated 5.5.1998]

8. Mention of Date in the Notice of Question

Under rule 40 of the Rules of Procedure of Rajya Sabha, a Member shall specify in the notice of a Question, the date on which the Question is proposed to be placed on the list of questions for answers and that if no such date is specified, the notice shall be returned to the Member.

[R.S. Bulletin, Part-II, dated 14.5.1974]

9. Joint Notice of a Starred Question

When notice of a Starred Question is given by more than one Member, such notice shall be deemed to have been given by the first signatory for the purpose of ballot.

[R.S. Bulletin Part-II, dated 14.5.1974]

10. Questions lapsed on Termination of the Session

Subject to the provision of rule 43(1) of the Rajya Sabha Rules of Procedure, Questions in excess of five given notice of by a Member for any one day may be put down in the list of Questions on a subsequent day allotted to the group of Ministries. Notices of questions which lapse on the termination of a Session may be returned to the Members who had given these notices.

[R.S. Bulletin, Part-II, dated 6.2.1979]

11. Availability of Answers in Notice Office

One set of answers to all the Starred Questions included in the List of Questions for the day should be kept in the Notice Office by 10.30 A.M. for perusal by the Members. However, these answers would be considered confidential and would not be treated final till the questions are actually answered in the House.

[R.S. Bulletin, Part-II, dated 6.2.1979]

12. Clubbing of Names of Members to a Starred Question and Short Notice Question

Names of not more than two Members shall be clubbed to a Starred Question instead of three as at present. Besides the first name which will be in accordance with the result of the ballot, the name of the other Member clubbed will be in the order in which his notice was received in point of time. The same procedure shall also be followed in respect of the Short Notice Questions.

[R.S. Bulletin, Part-II, dated 5.11.1980]

13. Procedure for Ministers correcting Answers to Unstarred Questions

The Minister shall give to the Secretary-General notice of his intention to correct the reply given to an Unstarred Question. The notice shall be accompanied by a copy of the statement proposed for correcting the answer already given.

The Secretary-General shall include the item in the List of Business on the appropriate date in the following manner :-

STATEMENT CORRECTING ANSWER TO UNSTARRED QUESTION NO..... GIVEN
IN RAJYA SABHA ON THE.....

SHRI/SHRIMATI.....to lay on the Table a statement (in English and Hindi) correcting
answer to Unstarred Question No.....given in Rajya Sabha on the.....
regarding.....

[R.S. Bulletin, Part-II, 17.2.1982]

14. Admissibility of Notices of Questions based on News Items

"I would like to make one observation. I find that a number of questions are put saying that it has appeared in a paper whether the Government's attention has been drawn. Instead of the newspapers giving publicity to politicians, politicians are giving publicity to the newspapers. You must take the substance of the matter and then ask whether it is a fact or not. You should not say whether a report has appeared in some paper and what it is. You may note it for further reference. If some such question comes hereafter, I will not allow it."

[R.S. Debate, Part II, dated 5.3.1987 Cols. 27-28]

15. Placing of long Statements on the Table

"I will tell you there are people who err on both sides. Sometimes people lay very short statements on the Table of the House and some people go on reading long statements only. I am giving this direction that small statements must be read and long statements must be placed on the Table of the House."

[R.S. Debate, Part-II, dated 30.4.1987, cols. 15-16]

16. Transfer of Questions

After a Question is admitted and printed, no transfer from one Ministry to another shall take place. However, if a request for the transfer of a Question from one Ministry to another is made before it is admitted and printed, Chairman shall be the final authority to decide in the matter.

[R.S. Bulletin, Part-II, dated 30.3.1994]

17. Answers to Questions by Ministries

Answers to all questions given in the Rajya Sabha shall be specific and complete and each part of the question or each item of information asked for therein shall be answered separately.

If, on his attention being drawn to an answer, the Chairman is satisfied that it does not fulfill this condition, he may direct the Minister to give a specific and complete answer to each part of the question.

[File No.Rs.35/15/2000-L. dated 19.9.2000]

CHAPTER - 2

BILLS

18. Removal of Private Members' Bills from the Register of Pending Bills

The following direction by the Chairman, Rajya Sabha, is reproduced for the information of the Members:—

‘A Private Member’s Bill pending before the House shall be removed from the Register of Bills pending in the House in case the member in charge is appointed a Minister.’

[R. S. Bulletin, Part-II, dated 23.11.1995]

19. Directions regarding Private Members' Bills

The following Directions by the Chairman, Rajya Sabha are reported for the information of the Members: —

(1) Limit on Notices for introduction of Private Members' Bills

A member can give a maximum of three notices for introduction of Private Members' Bills during a Session.

(2) Draw of lot for Private Members' Bills

There shall be one draw of lot for all the days allotted for Private Members' Bills in a Session in which ten names shall be drawn and priority obtained therein shall be valid for the entire Session.

(3) Listing of Private Members' Bills

Out of ten names drawn in the draw of lot for a Session, Bills of only five members (excluding part-discussed Bill, if any) in order of their priority shall be included at a time in the List of Business for consideration on each day allotted for Private Members' Bills.

(4) Time Limit for discussion on a Private Members' Bill

The maximum time limit for the discussion on a Private Members Bill shall be two hours.

[R. S. Bulletin, Part-II, dated 2.5.1997]

CHAPTER - 3**CALLING ATTENTION AND SPECIAL MENTIONS****20. Treatment of old Notices of Calling Attention**

As announced by the Chairman in the House today, (23.5.1979) in pursuance of the decision taken by the Committee on Rules at its sitting held on the 16th May, 1979, the following procedure will be followed from the next session of the Rajya Sabha, with regard to treatment of old notices of Calling Attention:-

- (i) "all Calling Attention Notices received in a week will be kept alive and placed before me from day to day along with notices received upto 10.30 hours on the day on which the notices are put up to me;
- (ii) on the last day of the week on which the House sits, the notices received upto 10.30 hours on that day will be considered and all the notices which are not selected will be deemed to have lapsed and no intimation about this will be given to the members;

- (iii) notices received after 10.30 hours on the last day of the week on which the House sits will be deemed to have been received for the day on which the next sitting of the House is to be held and these will be valid for the following week.”

[R.S. Bulletin Part-II dated 23.5.1979]

21. Practice and Procedure in regard to Calling Attention Notices

Members are informed that in pursuance of certain decisions taken at the meetings of (i) the Rules Committee of the Rajya Sabha held on the 19th June, 1978 and 16th May, 1979 (ii) the Leaders of Parties and Groups held with the Chairman, on the 3rd and 21st August, 1970, and the 7th December, 1978 and (iii) the General Purposes Committee of Rajya Sabha held on the 21st March, 1975, and the announcement made by the Chairman in the Rajya Sabha on the 23rd May, 1979, the procedure and practice followed in regard to the Calling Attention Notices, is reproduced below:-

- (i) all Calling Attention Notices received in a week will be kept alive and placed before the Chairman from day to day along with notices received upto 10:30 hours on the day on which the notices are put up to him;
- (ii) on the last day of the week on which the House sits, the notices received upto 10.30 hours on that day will be considered and all the notices which are not selected will be deemed to have lapsed and no intimation about this will be given to the Members;
- (iii) notices received after 10.30 hours on the last day of the week on which the House sits will be deemed to have been received for the day on which the next sitting of the House is to be held and these will be valid for the following week;
- (iv) a Member who initiates the calling attention notice should not take more than five minutes;
- (v) other Members who may participate in the proceedings should restrict themselves to strictly seeking clarifications on points. The time to be given to a Member for this purpose will be entirely within the discretion of the Chairman;

- (vi) where a calling attention notice stands in the name of a number of members, in choosing members who desire to seek clarifications, the first principle will be party/group. After exhausting the parties/groups whose members have given the notice by calling one Member from each party/group, the Chairman may call Members belonging to parties/groups not in the list.
- (vii) normally not more than one hour should be spent for discussion of calling attention notice and after the expiry of that period it will be left completely to the discretion of the Chair whether he should call any other member who desired to participate in the discussion. In any case, it should be so arranged that all the miscellaneous business on the Order Paper, other than the Legislative or other regular business, should be disposed of before the House adjourns for lunch.

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[R.S. Bulletin Part-II dated 6.7.1979]

22. Announcement made by the Chairman regarding Calling Attention and Special Mentions

The Chairman made the following announcement in the House today (3.7.1980):

"I have to inform the Hon'ble Members that a meeting of the leaders of various parties and groups in the Rajya Sabha was held on June 19, 1980, with a view to streamlining the procedure in regard to Calling Attention and Special Mention. After discussion, the following broad consensus was arrived at:-

- (i) Not more than two notices of Calling Attention may be given by a member for one sitting;
- (ii) A member who initiates a Calling Attention should not take more than 7 minutes. Other members who are called by the Chairman should not take more than 5 minutes each and should restrict themselves strictly to seeking clarifications on the Calling Attention and avoid making long speeches;
- (iii) Not more than one hour should be spent on a Calling Attention and when there is Question Hour, the Calling Attention should conclude sharply at 1-00 P.M.

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The Calling Attention, Special Mentions and the formal business on the Order Paper should be so arranged that these are ordinarily disposed of before the House adjourns for lunch at 1.15 P.M. Legislative and/or regular business included in the List of Business should commence immediately after the lunch recess.

I have also consulted the members of the Panel of Vice-Chairmen in the matter and we propose to follow the above procedure strictly hereafter. I hope and trust that Hon'ble Members will co-operate with the Chair so that the important items of Calling Attention and Special Mention are disposed of timely and smoothly.

[R. S. Bulletin Part-II dated 3.7.1980]

CHAPTER - 4
LIST OF BUSINESS

23. Separate List of Papers to be Laid on the Table

The following directions relating to the List of Business, issued by the Chairman, Rajya Sabha in pursuance of rule 266 of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha), are reproduced below :—

- (i) In pursuance of the provisions of rule 29 of the Rules of Procedure and Conduct of Business in the Council of States, there shall be separate list containing the 'PAPERS TO BE LAID ON THE TABLE' which shall include the various papers to be laid by Ministers, pursuant to provisions of the Constitution, Acts of Parliament and general directions of the House or Chairman;
- (ii) The list of 'PAPERS TO BE LAID ON THE TABLE' shall be circulated as a separate document in a different color paper alongwith the main List of Business for the day provided that papers being circulated at short notice may be included directly in the Supplementary List of Business as hitherto;
- (iii) The separate List of 'PAPERS TO BE LAID ON THE TABLE' shall be treated as part of the main List of Business for the day;
- (iv) The main List of Business shall contain the names of Minister/s who has/have to lay the Papers entered in the separate list alongwith the name of the Ministries in respect of which the papers are to be laid; and

In case, the House adjourns without actually transacting the Business relating to the item, unless otherwise directed by the Chair, the Papers listed for the day may be listed in the next question day allotted to the Ministry.

[R.S. Bulletin, Part-II, dated 19.6.2001]

CHAPTER - 5
**RECOGNITION OF PARLIAMENTARY
PARTIES AND GROUPS**

24. Recognition of Party or Group

The Chairman may recognise an association of Members as a Parliamentary Party or a Parliamentary Group for the purpose of functioning in the Council and his decision in the matter shall be final.

Conditions for recognition

In recognising a Parliamentary Party or a Parliamentary Group the Chairman shall take into consideration the following principles:-

- (i) An association of Members who propose to form a Parliamentary Party :-
 - (a) shall have a distinct ideology and a common programme of Parliamentary work on which they have been elected to the Council;
 - (b) shall have an organisation both inside and outside the Council; and

- (c) shall have at least a strength equal to the quorum fixed to constitute a sitting of the Council, that is, one tenth of the total number of Members of the Council.
- (ii) An association of Members to form a Parliamentary Group shall satisfy the conditions specified in parts (a) and (b) of clause (i) and shall have at least a strength of 15 Members.

[R.S. Bulletin, Part-II, dated 7.6.1980]

CHAPTER - 6**PARLIAMENTARY COMMITTEES****25. Committee on Subordinate Legislation**

- "(1) The Committee on Subordinate Legislation may examine all 'Orders', whether laid before the Council or not, framed in pursuance of the provisions of the Constitution or a statute delegating power to a subordinate authority, to make such orders.
- (2) The Committee may examine provisions of Bills which seek to—
- (i) Delegate powers to make 'Orders', or
 - (ii) Amend earlier acts delegating such powers, with a view to see whether suitable provisions for the laying of the 'Orders' before the Council have been made therein.
- (3) The Committee may examine any other matter relating to an 'Order' or any Question of Subordinate Legislation arising there from."

[R.S. Bulletin Part-II dated 10.4.1984]

26. Evidence of officials of Ministries/Departments and Chief Executives of Public Sector Undertakings/Banks etc. before Department-related Parliamentary Standing Committees

A Department-related Parliamentary Standing Committee, in dealing with the subjects relating to the Ministry/Department under its purview, in the normal course examines only the officials of such Ministry/Department. However, sometimes it may become necessary for the Committee to seek the views of other Ministry/Department of the Government of India which does not directly fall within its purview. In such cases the representatives of such Ministry/Department could be called to appear before the Committee. However, in case Chief Executives of PSU/Bank/Organisation under such Ministry/Department are also required to be examined, orders of the Chairman, Rajya Sabha shall be obtained before such officials are asked to appear before the Committee."

[R.S. Bulletin Part-II dated 6.7.2006]

27. Evidence of Officials of State Governments before the Parliamentary Committees

“Whenever it is felt necessary to invite an official of a State Government to appear as a witness before a Committee or to ask the State Government to produce a document or paper before the Committee, the orders of the Chairman, Rajya Sabha shall be obtained before the official or the State Government is asked to comply with the request.

In case the Chairman decides that it is not necessary to summon a particular State official as a witness, or that the State Government need not be asked to produce a paper, document or record, the Chairman of the Committee concerned may, if he thinks necessary, apprise the Committee of the Chairman's decision.”

[R.S. Bulletin Part-II dated 10.4.1984 & 28.1.1999]

28. Avoidance of Tours During the Budget Recess

“Tours be avoided during the budget recess in view of the important and time-bound business they will have to transact in Delhi in the Standing Committees.”

[CIRCULAR NO. RS.2(4)(iii)-94-COM.III DATED MARCH 9, 1994 AND REPRODUCED VIDE CIRCULAR NO. RS.18(1)/99-COM.II DATED MARCH 17, 1999]

29. Parliamentary Committees Tours

No Member of a Parliamentary Committee shall take with him/her on official tours of the Committee any member of his/her family, guest, relation or attendant. If on medical grounds, a Member desires to take any person with him/her on such tours he/she should obtain the written permission of the Chairman, Rajya Sabha in the matter.

[R.S. Bulletin, Part-II, dated 16.4.1987]

30. Minute of dissent on the Report of a Committee

- (1) A minute of dissent on the report of a Committee shall be couched in temperate and decorous language and shall not refer to any discussion in the Committee nor cast aspersion on the Committee or Chairman of the Committee.
- (2) (i) If in the opinion of the Chairman of the Committee, a minute of dissent contains words, phrases or expressions, which are unparliamentary, irrelevant or otherwise inappropriate, he may order such words, phrases or expressions to be expunged from the minute of dissent.
- (ii) Notwithstanding anything contained in sub-paragraph (1), the Chairman shall have the power to order expunctions in like circumstances or to review all decisions regarding expunction from minutes of dissent and his decision shall be final.

[R.S. Bulletin, Part-II, dated 28.11.1994]

31. Presentation of Report of Committee to Chairman when the Council is not in Session

- (1) Ordinarily the report of a Committee shall be presented to the Council but in case the Committee completes its report when the Council is not in Session, the Chairman of the Committee may present it to the Chairman.
- (2) The Chairman may order the printing, publication or circulation of the report before it is presented to the Council.
- (3) Where a report is presented to the Chairman or where its printing, publication or circulation has been ordered by the Chairman, the fact shall be published in the Bulletin.

- (4) The Chairman may if so requested by the Committee direct that matters of factual nature or patent errors may be corrected in the report presented to him by a Committee before the report is printed, published or circulated and later presented to the Council.
- (5) The report shall be presented to the Council during the next Session at the first convenient opportunity by the Chairman or in his absence by a member of the Committee. While presenting the report, the Chairman or in his absence the member presenting the report shall confine himself to a brief statement to the effect that the report was presented to the Chairman when the Council was not in session and that orders for its printing, publication or circulation were given by the Chairman.
- (6) Where the Committee ceases to exist after the presentation of the report to the Chairman, and before presentation of the report to the Council, the report shall be laid by the Secretary-General on the Table of the Council at the first convenient opportunity. While laying the report the Secretary-General, shall make a statement to the effect that the report was presented to the Chairman before the Committee ceased to exist and where it was ordered by the Chairman to be printed, published or circulated, the Secretary-General shall report the fact to the Council.

[R.S. Bulletin, Part-II, dated 25.1.1996]

32. Time of sittings of the Committee

“Unless the Chairman otherwise permits, no sitting of a Committee shall be held after the commencement of a sitting of the Council and before 1500 hours on the days when the Council is sitting”.

[R.S. Bulletin, Part-II, dated 8.12.2000]

33. Statement by Minister on Committee Reports

The Minister concerned shall make once in six months a statement in the House regarding the status of implementation of recommendations contained in the Reports of the Department-related Parliamentary Standing Committees of Rajya Sabha with regard to his Ministry.

[R.S. Bulletin, Part-II, dated 28.09.2004]

CHAPTER-7

“LAYING OF PAPERS ON THE TABLE BY PRIVATE MEMBERS

34. Laying of papers by private members

A private member may lay a paper on the Table of the House when he is permitted to do so by the Chairman.

35. Procedure for laying of papers by private members

(i) If a private member desires to lay a paper or document on the Table of the House, he shall give prior notice to the Chairman of his intention along with a copy of the document desired to be so laid in order to enable him to decide whether permission should be given to lay the paper or document on the Table. If the Chairman permits the member to lay the paper or document on the Table, the member may at the appropriate time lay it on the Table.

(ii) If a private member, in the course of his speech wishes to quote from a secret or confidential or classified

Government document, paper or report, he shall supply a copy thereof in advance to the Chairman and also indicate the portions thereof which he wishes to quote in order to enable the Chairman to decide whether permission should be granted. If the Chairman permits the member to quote from the document, the member may do so at the appropriate time. If the Chairman does not accord the necessary permission, the member shall not quote from the document nor refer to its contents.

(iii) (a) A paper or document sought to be laid on the Table by a private member may be considered for laying on the Table only if the member has quoted therefrom. The member seeking to lay the same may hand it over at the Table but it shall not be deemed to have been laid on the Table unless the Chairman, after examination, accords the necessary permission.

(b) If the Chairman does not accord the necessary permission, the paper or document shall be returned to the member and the fact indicated in the printed Debates.

36. Authentication of papers to be laid by private members

(i) When a member seeks permission of the Chairman to lay a paper or document on the Table of the House under direction 2, he shall record thereon a certificate in one of the following forms, as the case may be:-

(a) 'I certify from my personal knowledge that this is the original document which is authentic.'

(b) 'I certify from my personal knowledge that this document is a true copy of the original which is authentic.'

(c) 'I certify that the contents of this document are correct and based on authentic information.'

(ii) If the paper or document consists of more than one page, the member shall put his signature with date on every page thereof."

[R.S. Bulletin, Part-II, dated 01.04.2005]

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