



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN: NEW DELHI**

F. No. GAC/21-4/2017-CDN

Dated the 2nd Feb. 2017

ENDORSEMENT

Rajya Sabha Secretariat has issued three O.Ms. regarding – (i) Statement by Minister in the Rajya Sabha – supply of copies in English and Hindi (ii) Procedure for handling questions during the 242nd Session of Rajya Sabha (iii) Laying of Papers on the Table of Rajya Sabha – Guideline. The three O.Ms No. RS.5/2017-T dated 9.1.2017 and No. RS.2/2/242/2017-Q & RS.4/2017-T dated 10.1.2017 have been uploaded on the ICAR website www.icar.org.in and e-office for information.

Ajai Verma
2/2/17
(Ajai Verma)

Under Secretary (CDN and R&D)

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1. All Directors/Project Directors of all ICAR Institutes/National Research Centres/Project Coordinators/Coordinated Research Projects/Zonal Project Coordinators/Bureaux for information and strict compliance.
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5. Secy. (Staff Side), CJSC, NRC on Meat, Chengicherla, Hyderabad -500039
6. Secy. (Staff Side), HJSC, ICAR, KAB-II, Pusa, New Delhi-110012
7. Guard file/Spare copies

(2)

PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT

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PARLIAMENT HOUSE
New Delhi-110001

No.RS.4/2017-T

January 10, 2017

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 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 Tuesday, the 31st of January, 2017, papers should be delivered in the Secretariat latest by 5:00 p.m. on Tuesday, the 24th of January, 2017. Thus, the last date for receiving papers for laying for the 242nd Session will be Thursday, the 6th of April, 2017.
- (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.*

Pl circulate

SK. Vikram

..... 2/-

- (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.

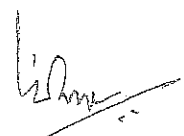
2. All Ministries are accordingly requested to adhere to the above instructions strictly and forward Annual Reports/Papers to Table Office, Room No. 33, Parliament House and all Gazette Notifications regarding Rules/Regulations to Committee Section (Subordinate Legislation), Room No. 529, Parliament 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 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, 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) 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:

ANNEXURE

RAJYA SABHA SECRETARIAT

* * * *

Chart showing last date for receiving papers for laying and days of sittings of Rajya Sabha during the 242nd Session

Date of sitting of Rajya Sabha	Last date for receiving papers in Rajya Sabha Secretariat
	[Table Office/Committee Section (Subordinate Legislation)]
31.01.2017	24.01.2017
02.02.2017	27.01.2017
03.02.2017	30.01.2017
06.02.2017	31.01.2017
07.02.2017	01.02.2017
08.02.2017	02.02.2017
09.02.2017	03.02.2017

[The House will adjourn on Thursday, the 9th February, 2017 to meet again on Thursday, the 9th March, 2017]

09.03.2017	03.03.2017
10.03.2017	06.03.2017
14.03.2017	07.03.2017
15.03.2017	08.03.2017
16.03.2017	09.03.2017
17.03.2017	10.03.2017
20.03.2017	14.03.2017
21.03.2017	15.03.2017
22.03.2017	16.03.2017
23.03.2017	17.03.2017
24.03.2017	20.03.2017
27.03.2017	21.03.2017
28.03.2017	22.03.2017
29.03.2017	23.03.2017
30.03.2017	24.03.2017
31.03.2017	27.03.2017
03.04.2017	28.03.2017
05.04.2017	29.03.2017
06.04.2017	30.03.2017
07.04.2017	31.03.2017
10.04.2017	03.04.2017
11.04.2017	05.04.2017
12.04.2017	06.04.2017

(7)

PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT

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PARLIAMENT HOUSE
NEW DELHI

No.RS.5/2017-T

January 9, 2017

OFFICE MEMORANDUM

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

The undersigned is directed to state that the Two Hundred and Forty-second Session of the Rajya Sabha is scheduled to commence from Tuesday, the 31st of January, 2017 and 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. At the time the Minister makes the Statement, copies of the Statement are circulated to the Members in the House.

2. All the Ministries/Departments of Government of India, etc., are accordingly requested to ensure that besides one authenticated copy (in English and Hindi) of the Statement 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. However, *in the case of Statements regarding Status of implementation of recommendations contained in the Reports of Department-related Parliamentary Standing Committees, to be made once in six months, in pursuance of the Direction of the Chairman, Rajya Sabha dated 24th September, 2004, besides the authenticated copy (in English and Hindi) with the Notice, only 15 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. The said Statements should be provided in the standard prescribed format and the Status of Implementation of various recommendations made by the Committees should be provided as an Annexure to the said Statement in the tabular format enclosed herewith, failing which the Statement will not be processed.*

...2/-

Sh. Vikram

4. All Ministries/Departments of the Government of India may also send along with the forwarding letter, the electronic text of the Statement (in English and Hindi) in a CD/e-mail (rstable@sansad.nic.in).


(K. SUDHAKARAN)
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,
4. Parliament Sections of all Ministries/Departments of the Government of India *with the request to circulate the O.M. to all Divisions/Sections of the Ministry/Department for strict adherence.*

Standard format for Statements regarding Status of implementation of
recommendations contained in the Reports of Department-related
Parliamentary Standing Committees

.....

STATEMENT TO BE MADE BY (NAME AND DESIGNATION OF
MINISTER) IN THE RAJYA SABHA ON (DATE) REGARDING THE
STATUS OF IMPLEMENTATION OF RECOMMENDATION
CONTAINED IN THE (REPORT NO.) REPORT OF THE DEPARTMENT-
RELATED PARLIAMENTARY STANDING COMMITTEE ON
(COMMITTEE NAME), IN PURSUANCE OF THE DIRECTION OF THE
CHAIRMAN, RAJYA SABHA DATED 24TH SEPTEMBER, 2004 UNDER
RULE 266 OF THE RULES OF PROCEDURE AND CONDUCT OF
BUSINESS IN THE COUNCIL OF STATES

(...subject matter of Statement....)

ANNEXURE

Statement showing the implementation status of recommendations made by
the Department-related Parliamentary Standing Committee on in
their ... Report

Sl. No.	Recommendations	Para Nos.	Status of implementation

RAJYA SABHA SECRETARIAT

टेलीग्राम : "परिशद"
 फैक्स :
 दूरभाष :
 वेबसाइट : <http://rajasabha.nic.in>
 ई-मेल :
 संसद भवन/संसदीय सौध,
 नई दिल्ली-110001

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

No.RS./2/ 2/242/2017-Q

Dated the 10th January, 2017OFFICE MEMORANDUM

Subject: Procedure for handling questions during the 242nd Session of Rajya Sabha.

It is informed that the 242nd Session of Rajya Sabha is scheduled to commence from 31st January, 2017. In this context, attention of the Ministries/Departments of Government of India is invited to different aspects of handling of questions at their end during the said Session, which are enumerated in the attached annexure.

2. All Ministries / Departments may also send the names and e- mail addresses of their Secretary, divisional and branch heads looking after the Parliamentary work and Nodal Officers for receiving Provisionally Admitted Questions (PAQ). In case PAQs are required to be received by other officers, name and e-mail address of such officers may also be sent at the earliest.


 (V.S.P. SINGH)
 DIRECTOR

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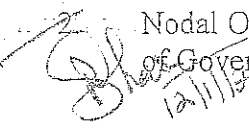
To

All the Secretaries, Ministries / Departments of Government of India, New Delhi.

Copy for information and necessary action to:

1. Parliament Sections of all the Ministries/Departments of Government of India, New Delhi.

2. Nodal Officers (for uploading answers and questions) of all Ministries/Departments of Government of India.


 Sh. Vikram

1. Response to Provisionally Admitted Starred/Unstarred Questions (PAQs)

- Provisionally Admitted Questions (PAQs) are sent to the Ministries/ Departments with a dual objective, first to enable them to initiate action for preparing the reply and, secondly, to enable them to furnish to this Secretariat, inputs at least in cases where the Ministry/Department feels that the Question does not merit admission in its name.
- In case the PAQ does not pertain to the Ministry/Department they may urgently take up the matter with the concerned Ministry/Department for transfer thereof and its acceptance.
- The Ministries/Departments are impressed upon to respond to the PAQs promptly so as to enable the Secretariat to take into consideration all the relevant inputs while finalizing the list of Questions.

2. Response to Notices of Starred / Unstarred Question Sent for Seeking Factual Information

- A copy of the notice of question as given by Member of Rajya Sabha is sent to the Ministry / Department through fax for furnishing the **factual information** so as to decide the admissibility of the questions.
- The Ministry /Department must furnish the factual information in respect of such notices of questions positively **within two days** with particular reference to the points like whether the question relates to their Ministry /Department or it seeks secret information, etc.
- In case the subject matter of such questions does not pertain to the Ministry/ Department, they may urgently take up the matter with the concerned Ministry/ Department to which the matter pertains for transfer thereof and its acceptance by that Ministry / Department, under intimation to this Secretariat.
- The Ministry/ Department may kindly note that unless the transfer of the Question is accepted by the Ministry/ Department to which it is proposed to be transferred, the question will remain in the name of the Ministry/ Department to which it is originally addressed by the Member and no transfer will be effected after a question is admitted and printed.

3. Circulation of PAQs and Printed Lists of Questions

- Circulation/sending of PAQs in hard copy format has been discontinued. Now PAQs are made available in electronic form only through E-mail. All the Ministries/ Departments are, accordingly, requested to make necessary arrangements at their end to receive PAQs in electronic form only and take further necessary action thereon immediately.
- The printed lists of questions are circulated to concerned Ministries/ Departments against whom questions are listed for that day and not to other Ministries as has been the practice earlier. However, the printed question lists will be available on Rajya Sabha website in real time for perusal of every one.

4. Supply of Answers to Questions

- The Ministries/Departments of Government of India are required to ensure that the Secretariat is supplied 290 legible copies of answers to Starred and Short Notice Questions (in separate sets of 115 for Distribution Branch and 175 for Question Branch) and 175 legible copies in English and Hindi of answers to Unstarred Questions (in separate sets of 115 for Distribution Branch and 60 for Question Branch) for being laid on the Table of the House during the aforesaid Session of the Rajya Sabha. The English and Hindi versions of the answers may be furnished on the obverse and reverse side of the paper or be stitched together.
- The Ministries/Departments are also required to ensure that all answers are received in the Secretariat by 8.00 p.m. on the previous working day from the day of the answer.
- It has been observed that sometimes copies of answers supplied by some of the Ministries/Departments are neither clear nor legible. In view of this, it is requested that:
 - Answers may be prepared using electronic typewriters, inkjet or laser printer only.
 - Copies may be prepared preferably by photocopying rather than cyclostyling or resography.
 - Underlining should be strictly avoided and italics fonts may be used instead of underlining if necessary.
 - As far as possible, Times New Roman font and font size 12 may be used.
 - In the English version of the answer, the portfolio or the name of the Minister should not further be shown in brackets in Hindi.

- When the answer contains tables, grid lines may be shown to clearly identify the rows and columns.
- Tables should be prepared separately in Hindi & English. The practice of producing the English as well as Hindi text on the same table by multiple photocopying has often been seen to produce faint and even unreadable copies.
- The words – 'RAJYA SABHA' 'STARRED (or UNSTARRED) QUESTION' 'ANSWER', 'STATEMENT' and the MAIN SUBJECT should be in capitals, bold and without gaps in-between successive letters in each word. Name(s) of the questioners and name and designation of the Minister etc. may be in capital, but not bold.
- The end of the answer/statement should be clearly indicated by a line of stars, i.e. '*****'
- A model format of answer is attached (Annexure-I).

- It has further been observed that the Ministries/Departments often do not answer each part of the question separately and clearly. In this connection, attention is drawn to the following directions of Hon'ble Chairman, Rajya Sabha issued during the course of examination of a case of breach of privilege arising out of the answer to a Parliament Question:-

"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 fulfil this condition, he may direct the Minister to give a specific and complete answer to each part of the question."

- In case, copies of the answers to be supplied are desired to be replaced or some corrections are to be carried out in those copies, necessary intimation in writing to that effect and revised copies of answers should be sent so as to reach the Question Branch, Rajya Sabha Secretariat (Room No.229 and 235), Parliament House Annexe, (Telephone Nos.23034229, 23034266, 23034235, 23034233 and 23034236) not later than 6.00 a.m. on the day on which the questions are due for answer.
- Sometimes, the Ministry Officials come to the Secretariat without any authority letter for carrying out corrections in the sets of answers on the day these are to be given in the House. It has, therefore, been decided that before allowing the concerned officials to do so, they will have to produce an authority letter to that effect signed at least by the concerned Under Secretary. If correction is of substantial nature, fresh copies of the answers will have to be supplied replacing the earlier ones.

- All the Ministries/Departments are, therefore, requested to ensure that the schedule as detailed above is strictly followed so as to avoid delay in preparing sets of answers to Questions by this Secretariat.
- The above instructions apply to the paper-copies of the answers only meant for distribution in the House etc.
- Some instances have come to the notice where it has been found that the answers to Starred Questions are not in consonance with the well established practice, whereby lengthy replies are prepared in the form of a statement which is laid on the Table of the House by the Hon'ble Minister when the turn of the Starred Question arrives during the Question Hour. In this context, kind attention is invited to the Directions of Hon'ble Chairman, dated 10th and 16th May, 1985 with reference to answer to questions which are reproduced below:

"..... The Minister will hereafter place the lengthy answer as statement on the Table of the House"

"It is rule in this House as well as in every Parliament that if the answers are long, it should be placed as a statement on the Table of the House so that the members can read the same before they come. Please follow this rule very carefully hereafter. I know it is not your mistake, but your department's. They should have placed this as a statement on the Table of the House. Please see to it that this is observed in future."

Similar instructions also find place in the Manual of Parliamentary Procedure in the Government of India. Ministries are requested to ensure that answers to Starred Questions in Rajya Sabha are in consonance with the above directions of Hon'ble Chairman, Rajya Sabha.

GOVERNMENT OF INDIA
 MINISTRY OF COMMUNICATION AND INFORMATION TECHNOLOGY
 DEPARTMENT OF POSTS
 RAJYA SABHA
 STARRED QUESTION NO
 ANSWERED ON

TATKAL MONEY ORDER YOJANA

40. SHRIMATI KUM KUM RAI

Will the Minister of COMMUNICATION AND INFORMATION TECHNOLOGY be pleased to state:-

- (a) whether Government have started/considering to start Tatkal Money Order Yojana through the Department of Post;
- (b) if so, the details thereof; and
- (c) if not, the reasons therefor?

ANSWER

THE MINISTER OF COMMUNICATIONS AND INFORMATION TECHNOLOGY
 (SHRI DAYANIDHI MARAN)

- (a) Yes, Sir.
- (b) The Department of Posts has introduced in January, 2006, the Instant Money Order (iMO) as a pilot in 24 post office locations. The iMO is a web-based domestic money transfer service between iMO post offices.
- (c) In view of (a) above, the question does not arise.

- (i) The words — "RAJYA SABHA" "STARRED" (or) "UNSTARRED QUESTION" "ANSWER" "STATEMENT" and the main subject is in capitals, bold and without gaps in between successive letters. Name(s) of the questioners and name and designation of the Minister etc. may be in capitals, but not bold.
- (ii) When the answer contains tables grid lines are shown to clearly identify the rows and columns.
- (iii) The end of the answer/statement is clearly indicated by a line of stars thus *****