

Welcome to the Presentation on



Parliamentary Procedure of India



Objectives

At the end of the session, the participants will be able to:-

- **Describe functions of Parliament Unit**
- **Describe the process of drafting answers of Parliament Questions and Note for Supplementary**
- **Guide subordinates about constituting an “Assurance” and the process of fulfilling the Assurance**
- **Describe processes for dealing with different motions received from the Parliament**

Loksabha & Rajya Sabha



LABEL FOR FILE: LOK SABHA

लोक सभा के लिए तारांकित प्रश्न
STARRED QUESTION
FOR
LOK SABHA

QUESTION NO. : 186

PRIORITY NO. : 6

उत्तर दिनांक

FOR ANSWER ON 4-12-96

REGARDING Power Tariff for
Agricultural Sector

LABEL FOR FILE: RAJYA SABHA

राज्य सभा के लिए तारांकित प्रश्न

STARRED QUESTION

FOR

RAJYA SABHA

QUESTION NO. : 279

PRIORITY NO. : 19

उत्तरार्थ दिनांक

FOR ANSWER ON 13-3-97

REGARDING Delay in clearance
of Power Projects



Parliament of India

President

LOK SABHA

(550 + 2)

1100 TO 1800

RECESS: 1300 - 1400

RAJYA SABHA

(238 + 12)

1100 TO 1700

RECESS: 1300 - 1430



Parliament Unit

- **Director/DS(Parliament) – US(Parl) – SO(Parl) – Parliament Assistant**
- **Nerve Centre for Parliament matters**
- **Adviser to the Minister/Secretary**
- **Internal Coordination**
- **Coordination with MPA/LSS/RSS**
- **Contact with MPs**
- **Liaison with other Parliament Units**



Parliamentary Terms

- **Session-Period during which the Parl. sits;**
- **Quorum-Minimum No. for valid transaction;**
- **Adjournment-Postponement of sitting;**
- **Prorogation-Termination of the session;**
- **Dissolution-End of the life of Lok Sabha;**
- **Table of the House**
- **Leader of the House**
- **Select Committee**



Parliamentary Terms (contd.)

- **Private Member**
- **Questions**
- **Parliamentary Committee-appointed/elected/ nominated by the Speaker;**
- **Well of the House**
- **Zero Hour**
- **List of Business**
- **Presiding Officer**
- **Motion**



Parliament Questions

- **To elicit information on matters of public importance**
- **To focus on the omissions and commissions of the executive**
- **To gauge public opinion**



Types of Questions

- **Starred: Answered orally on the floor of the House; Supplementary questions;**
- **Unstarred: Written answers placed on the Table of the House;**
- **Short Notice: matters of public importance;**



Admissibility of Questions

- **Character/Conduct of any person**
- **Abstract legal/hypothetical questions**
- **Information available/Actions being taken**
- **Repetitions**
- **Subjudice**
- **Discourteous to foreign nation**
- **Secret**
- **Weaken the unity and integrity**



Types of Question: differences

Points of Difference	Starred Question	Unstarred Question	Short Notice Question
Nature of Reply	Written for original question. Oral answer for supplementary	Written answer. No supplementary	Oral answers with supplementary
Notice Period	Minimum: 10 days Maximum: 21 days	Minimum: 10 days Maximum: 21 days	Less than 10 days
Days	Fixed days allotted	Fixed days allotted	Any day of the week

Types of Question: differences

Points of Difference	Starred Question	Unstarred Question	Short Notice Question
Maximum number of questions per day	20 + Questions transferred/ postponed	230 + maximum 25 relating to States under the President's Rule	ONE
Time	During Question Hour	During Question Hour	Immediately after answering of Starred Question
Colour of Paper	LS: Green	LS: White	LS: Pink
	RS: Pink	RS: Yellow	RS: White



Assurances

- **Promises/Undertakings made by the Minister**
- **Not an assurance if the information can not be disclosed in public interest**
- **To be fulfilled within 3 months**
- **Register of assurances to be maintained**
- **Implementation reports**



Standard List of expressions which constitute assurance

- **The matter is under consideration**
- **I shall look into it**
- **Enquiries are being made**
- **I shall inform the Hon'ble Member**
- **This is primarily the concern of the State Govt. but I shall look into it**
- **I shall write to the State Govts.**
- **All suggestions made by the Hon'ble Members will be incorporated**



Standard List of expressions which constitute assurance(2)

- **I shall see what can be done in the matter**
- **The matter will be taken up with the concerned State Govts.**
- **Efforts are being made to collect necessary data**
- **I think it can be done**
- **We shall have to find that out**
- **Information is being collected and will be laid on the Table of the House**
- **The position is being reviewed**



Handling of Questions

- **Transfer of non-related questions**
- **Gather facts**
- **Draft a precise, unambiguous and complete reply for each part**
- **Prepare a Note for Supplementary questions for SQ and SNQ**
- **Not more than 15 seconds of reading**



Handling of Questions(2)

- **Ensure availability of documents mentioned in reply in the Parl Library**
- **Reply in Hindi when original in Hindi**
- **Replies to be sent to LS/RS Sectt before 3.00 PM on the working day preceding the Question day**
- **No advance publicity for the reply**



Handling of Questions(3)

- **One Copy of the reply to be authenticated by the Minister in charge**
- **English and Hindi Copies of reply to be furnished to PIB**
- **5 Copies of all papers to Translation Branch of LS/RS Sectt.**



Half-an-hour Discussion

- **Notice to SG 3 days in advance, in writing**
- **Maximum 2 discussions a day**
- **No voting**
- **Maximum 4 supplementary questions by 4 MPs**



Rule 377 in LS and Special Mention in RS

- **Notice to SG in Standard Format**
- **Not more than 250 words in Notice**
- **8 matters per sitting**
- **1 definite issue**
- **Union Govt's responsibility only**
- **Not defamatory, incriminatory, not on earlier admitted motion, not subjudice, not for local concern**



Calling Attention Notice

- **To seek authoritative statement from the Minister**
- **Matter of urgent nature**
- **Notice in writing by 10.00 AM**
- **Not more than 2 Notices per MP/Sitting**
- **1 Clarificatory question**



Action on Calling Attention Notice

- **Decide admissibility within 24 hours with LS/RS Sectt**
- **Inform LS/RS Sectt if the Minister wants to make suo moto statement/on which date**
- **Draft statement to be made by the Minister**



Departmentally related Standing Committee

- **Total 24 Standing Committees**
- **Membership is for 1 year**
- **Minister is not to be a Member**
- **Not more than 45 (30 LS + 15 RS) Members**
- **Members may give a dissent Note**
- **Reports have persuasive value**



Departmentally related Standing Committee: Functions

- **To consider Demands for Grants**
- **To examine Bills referred to it**
- **To consider Annual Report**
- **To consider National Basic Long Term Policy Documents**
- **Not to interfere in day to day administration**



Consultative Committee

- **Constituted by the M/Parliamentary Affairs**
- **Size as per strength of Political Parties**
- **In consultation with Opposition Parties**
- **Forum for informal discussion**
- **Advisory but normally accepted**
- **Meeting to be held during or in between sessions**
- **1 meeting to be held outside Delhi**
- **Non-Member MP can also suggest an agenda item**



Public Accounts Committee

- **To examine statement of accounts of GoI, State Corporations, Trading & Manufacturing Schemes, Concerns & Projects and the Report of CAG**
- **To check that the expenditure are met under appropriate rules and funds provided for it**
- **Not more than 22 (15 LS + 7 RS) Members**
- **Minister can not be a Member**
- **Term of office is 1 year**



Estimates Committee

- **To report what economies, improvements, efficiency or administrative reforms may be effected**
- **To suggest alternative policies to bring about efficiency and economy in administration**
- **To suggest laying out of money for implementation of policy**
- **To suggest form of presentation of estimates in the House**
- **Not more than 30 Members**



Legislation: Pre-drafting Stage

- **Consult all concerned**
- **Seek general advice of Law Ministry**
- **Prepare a Note for Cabinet in consultation with the M/Law to:**
 1. **State the need, scope and object of Legislation**
 2. **Views of other Departments**
 3. **All implications**



Legislation: Post-Drafting Stage

- **Prepare a statement of object and reasons to be signed by the Minister**
- **Prepare a Notes on Clauses**
- **Prepare Financial Memo in consultation with Finance Ministry**
- **Consult Law Ministry on all above points**
- **Write to Law Ministry after Cabinet approval as:**
 1. **Complete details of Legislation**
 2. **Entire background material**
 3. **All other details**
- **Administrative Dept will not attempt a draft of the Bill**



Standing Committees of Parliament

- Business Advisory Committee (LS & RS)
- Committee on Private Members' Bills and Resolutions (Only LS)
- Committee on Petitions (LS & RS)
- Committee on Estimates (Only LS)
- Committee on Privileges (LS & RS)
- Committee on Subordinate Legislation (LS & RS)
- Committee on Government Assurance (LS & RS)
- Committee on Absence of Members from the Sitzings of the House (Only LS)



Standing Committees of Parliament(2)

- Rules Committee (LS & RS)
- General Purposes Committee (LS & RS)
- House Committee (LS & RS)
- Public Accounts Committee (Only LS)
- Committee on Public Undertakings (Only LS)
- Library Committee (Only LS)
- Committee on the Welfare of SC/ST (Only LS)
- Committee on Papers Laid on the Table (LS & RS)
- Committee on MPLAD Scheme (Only RS)
- Committee on Provision of Computers of MPs(RS)
(only RS)



Joint Committee

- Joint Committee on Salaries and Allowances of Members of Parliament
- Joint Committee on offices of Profit
- Committee on the Empowerment of Women
- Joint Parliamentary Committee on the functioning of Wakf Boards
- Joint Committee on Security in Parliament House Complex



List of Departmentally related Standing Committees

Sl. No	Name of the Committee	Ministries/Departments
1.	Committee on Commerce	Commerce & Industry
2.	Committee on Home Affairs	<ol style="list-style-type: none">1. Home Affairs2. Development of NE Region
3.	Committee on Human Resources	<ol style="list-style-type: none">1. Human Resources Development2. Youth Affairs & Sports

List of Departmentally related Standing Committees(2)

Sl. No	Name of the Committee	Ministries/Departments
4.	Committee on Industry	<ol style="list-style-type: none">1. Heavy Industries & Public Enterprises2. Small Scale Industries3. Agro & Rural Industries
5.	Committee on Science and Technology, Environment & Forests	<ol style="list-style-type: none">1. Science & Technology2. Space3. Ocean Development4. Atomic Energy5. Environment & Forests



List of Departmentally related Standing Committees(3)

Sl. No	Name of the Committee	Ministries/Departments
6.	Committee on Transport, Tourism and Culture	<ol style="list-style-type: none">1. Civil Aviation2. Road Transport & Highways3. Shipping4. Tourism5. Culture
7.	Committee on Health & Family Welfare	Health & Family Welfare

List of Departmentally related Standing Committees(4)

Sl. No	Name of the Committee	Ministries/Departments
8.	Committee on Personnel, Public Grievances, Law & Justice	<ol style="list-style-type: none">1. Law & Justice2. Personnel, Public Grievances & Pensions
9.	Committee on Agriculture	<ol style="list-style-type: none">1. Agriculture2. Food Processing Industries

List of Departmentally related Standing Committees(5)

Sl. No	Name of the Committee	Ministries/Departments
10.	Committee on Information Technology	<ol style="list-style-type: none">1. Communications & IT2. Information & Broadcasting
11.	Committee on Defence	Defence
12.	Committee on Energy	<ol style="list-style-type: none">1. Non-Conventional Energy Sources2. Power

List of Departmentally related Standing Committees(6)

Sl. No	Name of the Committee	Ministries/Departments
13.	Committee on External Affairs	<ol style="list-style-type: none">1. External Affairs2. Non-Resident Indian Affairs
14.	Committee on Finance	<ol style="list-style-type: none">1. Finance2. Company Affairs3. Planning4. Statistics & Programme Implementation

List of Departmentally related Standing Committees(7)

Sl. No	Name of the Committee	Ministries/Departments
15.	Committee on Food Consumer Affairs and Public Distribution	Consumer Affairs, Food and Public Distribution
16.	Committee on Labour	1. Labour and Employment 2. Textiles
17.	Committee on Petroleum & Natural Gas	Petroleum & Natural Gas



List of Departmentally related Standing Committees(8)

Sl. No	Name of the Committee	Ministries/Departments
18.	Committee on Railways	Railways
19.	Committee on Urban Development	<ol style="list-style-type: none">1. Urban Development2. Urban Employment and Poverty Alleviation
20.	Committee on Water Resources	Water Resources

List of Departmentally related Standing Committees(9)

Sl. No	Name of the Committee	Ministries/Departments
21.	Committee on Chemicals and Fertilisers	Chemicals & Fertilisers
22.	Committee on Rural Development	<ol style="list-style-type: none">1. Rural Development2. Panchayeti Raj
23.	Committee on Coal and Steel	<ol style="list-style-type: none">1. Coal and Mines2. Steel
24.	Committee on Social Justice and Empowerment	<ol style="list-style-type: none">1. Social Justice and Empowerment2. Tribal Affairs