

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: 03.02.2014.

OFFICE MEMORANDUM

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

The following communication has been received from the Rajya Sabha Secretariat:-

S.No.	No.& date	Subject
1.	RS.4/2014-T; 20.01.2014	Laying of papers on the Table of Rajya Sabha – Guidelines regarding

Copy of the said O.M. is 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.M. of Rajya Sabha Secretariat with request to place it on MCA website under category 'Parliament Matters'.

जे. एस. औद्यखासी/J.S. Audhkhasi
उप सचिव/Deputy Secretary
कारपोरेट कार्य मंत्रालय
Ministry of Corporate Affairs
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

S. No. 23 (R)

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PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT

कार्पोरेट कार्य मंत्रालय
Ministry of Corporate Affairs
संसदीय अनुभाग/Parliament Section
दफ्तरी संख्या... 1 (87) ...
Diary No.
दिनांक 30-1-2014
Date

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Telephone: 23035445 /4697/4581

PARLIAMENT HOUSE
New Delhi-110001.

No.RS.4/2014-T

January 20, 2014

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 Wednesday, the 5th February, 2014, papers should be delivered in the Secretariat latest by 5:00 p.m. on Thursday, the 30th January, 2014. Thus, the last date for receiving papers for laying for the second part of the 230th Session will be Monday, the 17th February, 2014.
- (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.

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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.

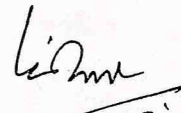
Sd/-
(K. SUDHAKARAN)
JOINT DIRECTOR
TEL : 23035445

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.

Copy forwarded to :-

- 1. P.S. to Secretary-General
- 2. Committee Section (Subordinate Legislation)
- 3. Committee Section (Papers Laid on the Table)


(K. SUDHAKARAN)
JOINT DIRECTOR

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**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

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

Date of sitting of Rajya Sabha	Last date for receiving papers in Rajya Sabha Secretariat [Table Office/Committee Section (Subordinate Legislation)]
05.02.2014	30.01.2014
06.02.2014	31.01.2014
07.02.2014	03.02.2014
10.02.2014	04.02.2014
11.02.2014	05.02.2014
12.02.2014	06.02.2014
13.02.2014	07.02.2014
18.02.2014	12.02.2014
19.02.2014	13.02.2014
20.02.2014	14.02.2014
21.02.2014	17.02.2014