

MOST IMMEDIATE
PARLIAMENT MATTER

No. 20/2012-Parl
Government of India
Ministry of Corporate Affairs

...

Shastri Bhawan, 5th Floor,
'A' Wing, Dr.R.P.Road,
New Delhi 110001
Dated: 22.02.2013.

OFFICE MEMORANDUM

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

The undersigned is directed to say that Rajya Sabha Secretariat vide O.M. No. RS.4/2013-T dated 08.02.13 has forwarded Guidelines for Laying of papers on the Table of Rajya Sabha. A copy of the said O.M. has been placed 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 while Laying papers on the Table of Rajya Sabha.


(J.S. Audhkhāsi)
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/Addl. PS/APS to MoS(I/C) CA
2. Secretary/AS/JS(R)/JS(M)/Advisor(Cost)/EA/DII(UCN)
3. e-Governance Cell, alongwith a copy of above said O.M. of Rajya Sabha Secretariat to place it on MCA website under category 'Parliament Matters' in 'Employees Corner'.

S. No. 1 (R)

PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT

कार्पोरेट कार्य मंत्रालय
Ministry of Corporate Affairs.
संसद अनुभाग/Parliament Section
डायरी संख्या.....
Diary No.....
दिनांक.....
Date.....

6682

27.2.2013

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Fax: (91 11) 23093554 PH
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Telephone: 23035445 /4697

PARLIAMENT HOUSE
New Delhi-110001.

No.RS.4/2013-T

February 8, 2013

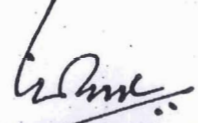
OFFICE MEMORANDUM

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 Thursday, the 21st February, 2013, papers should be delivered in the Secretariat latest by 5:00 p.m. on Friday, the 15th February, 2013. Thus, the last date for receiving papers for laying for the 228th Session will be Monday, the 6th May, 2013.
- (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.

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.



(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.

RAJYA SABHA SECRETARIAT

Chart showing last date for receiving papers for laying and days of sittings of Rajya Sabha during 228th Session

Date of sitting of Rajya Sabha	Last date for receiving papers in Rajya Sabha Secretariat [Table Office/Committee Section (Subordinate Legislation)]
21.02.13	15.02.13
22.02.13	18.02.13
26.02.13	20.02.13
27.02.13	21.02.13
28.02.13	22.02.13
01.03.13	25.02.13
04.03.13	26.02.13
05.03.13	27.02.13
06.03.13	28.02.13
07.03.13	01.03.13
08.03.13	04.03.13
11.03.13	05.03.13
12.03.13	06.03.13
13.03.13	07.03.13
14.03.13	08.03.13
15.03.13	11.03.13
18.03.13	12.03.13
19.03.13	13.03.13
20.03.13	14.03.13
21.03.13	15.03.13
22.03.13	18.03.13
22.04.13	15.04.13
23.04.13	16.04.13
25.04.13	17.04.13
26.04.13	18.04.13
29.04.13	22.04.13
30.04.13	23.04.13
02.05.13	26.04.13
03.05.13	29.04.13
06.05.13	30.04.13
07.05.13	01.05.13
08.05.13	02.05.13
09.05.13	03.05.13
10.05.13	06.05.13

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05.03.13	27.02.13
06.03.13	28.02.13
07.03.13	01.03.13
08.03.13	04.03.13
11.03.13	05.03.13
12.03.13	06.03.13
13.03.13	07.03.13
14.03.13	08.03.13
15.03.13	11.03.13
18.03.13	12.03.13
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23.04.13	16.04.13
25.04.13	17.04.13
26.04.13	18.04.13
29.04.13	22.04.13
30.04.13	23.04.13
02.05.13	26.04.13
03.05.13	29.04.13
06.05.13	30.04.13
07.05.13	01.05.13
08.05.13	02.05.13
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