

CHAPTER II

GENERAL

41. Parliamentary Terms.—There is always a disposition on the part of the members to use in their speeches parliamentary words and phrases. But such words and phrases are scattered over in various books on Parliamentary Procedure and are not to be found in one single book and at one place. The following is the list (not exhaustive) of such expressions as are important and commonly used, and a note has been added to each expression explaining as briefly as possible its meaning and implication:

(1) “Act”.—A Bill passed by both the Houses of Parliament and assented to by the President.

(2) “Adjournment of the debate”.—Adjournment on a motion adopted by the House, of the debate on a Motion/Resolution/Bill on which the House is then engaged to a future day or *sine die* as specified in the motion.

(3) “Adjournment of the House”.—An adjournment terminates the sitting of the House which meets again at the time appointed for the next sitting. An adjournment also signifies brief break of the sitting of the House which re-assembles at the appointed time on the same day.

(4) “Adjournment *sine die*”.—Termination of a sitting of the House without any definite date being fixed for the next sitting.

(5) “Agenda paper”.—This is equivalent to the List of Business issued under rule 31(1) and contains items of business to be taken up by the House in the order in which they stand in it.

(6) “Appropriation Bill”.—A Bill passed annually (or at various times of the year) providing for the withdrawal or appropriation from and out of the Consolidated Fund of India of moneys by Lok Sabha and moneys charged on the Consolidated Fund for the services of a financial year or a part thereof.

(7) “Ballot”.—A method applied to determine the relative precedence of Private Members’ Bills and Resolutions, notices for Half-an-Hour discussions, Questions, Adjournment Motions,

Calling Attention, or any other notice given by more than one Member simultaneously on the same subject for being taken up at the same sitting.

[Rules 27, 28, 55, 57, 197, 377 and Directions 3 to 9]

(8) “Bill”.—The draft of a legislative proposal which, when passed by both the Houses of Parliament and assented to by the President, becomes an Act.

(9) “Budget”.—Annual financial statement of the estimated receipts and expenditure of the Government of India in respect of a financial year.

The Budget is presented in Lok Sabha in two parts, namely, the Railway Budget pertaining to Railway Finance and the General Budget which gives an overall picture of the financial position of the Government of India excluding the Railways.

[Article 112 and Rule 204]

(10) “Bulletin”.—Bulletin means the Bulletin of the House. It is published in two parts, Part I containing a brief record of the proceedings of the House at each of its sittings; and Part II containing information on any matter relating to or connected with the Business of the House or Committees or other matter which in the opinion of the Speaker may be included therein.

[Rule 2]

(11) “Calendar of Sittings”.—A provisional Calendar of Sittings circulated to Members along with the summons for a session showing the days on which Lok Sabha is to sit and the nature of business to be transacted by it.

(12) “Casting Vote”.—The vote cast by the Speaker, or person acting as such in the House and by the Chairperson or person acting as such in a Committee in the case of an equality of votes on a matter.

The Speaker in giving casting vote may state one’s reasons for taking the side in whose favour he votes but is not bound to give such reasons. He/She almost always votes in such a way as to maintain the *status quo* or to postpone the settlement of the question.

[Article 100(1) and Rule 262]

(13) “Closure”.—In order to bring a debate to a close, a member may rise and move “That the question be now put”. The acceptance of a closure motion lies within the discretion of the Speaker. Before he accepts it, he considers whether the question before the House has received adequate debate or not, whether or not the views of the Opposition have been adequately expressed before the House. The Speaker also intervenes by restricting the closure to occasions when a motion is made not in abuse of the rules of the House or infringement of the rights of the minority. Such a motion is generally made at the conclusion of a speech and also at times whilst a member is addressing the House and the Speaker may accept it immediately or within a few minutes after a proposal to this effect is made to the House. The convention is to leave to the Speaker much discretion as to the time and circumstances in which closures should with propriety be granted. The discretion that the Speaker exercises in the matter of accepting a proposal for closure or in refusing it is entirely absolute and is not open to debate. No debate is allowed on a closure motion. When a closure has been moved and carried, it is not considered to be in order to reflect upon the moving of the closure. Neither time nor motive of closure can be discussed. The effect of a closure is that the original question is put forthwith and decided without further amendment or debate save as otherwise provided in the rules.

[Rule 362]

(14) “Contingent Notice”.—Notice of a motion or resolution or Bill which if admitted, may be included in the List of Business with a suitable footnote that it would be taken up only after the conclusion of the business on which that notice is contingent.

[Rule 333]

(15) “Crossing the floor”.—Passing between the member in possession of the House and the Chair. To cross the floor, is a breach of Parliamentary etiquette.

[Rule 349(IV)]

(16) “Cut motion”.—A motion for the reduction of a demand for grant by or to a specified amount. The three kinds of cut motions are:—

- (i) Disapproval of policy cut—when the motion moved is “that the amount of the demand be reduced to Re. 1”;
- (ii) Economy cut—when the motion moved is “that the amount of the demand be reduced by a specified amount”; and

- (iii) Token cut—when the motion moved is “that the amount of the demand be reduced by Rs. 100”.

[Rule 209]

(17) “Demand for Grant”.—The estimate of expenditure in respect of a Ministry/Department not charged upon the Consolidated Fund of India, placed for approval before the House on the recommendations of the President.

[Article 113(2) and (3), Rule 206]

(18) “Dilatory motions”.—Motions for the adjournment of the debate on Bills, motions or resolutions etc. or motions to retard or to delay the progress of a business under consideration of the House. Debate on such motions should be restricted to the matter contained in such motions.

[Rule 341]

(19) “Division”.—The mode of arriving at a decision on a proposed measure or question by recording votes for or against it.

[Rule 367]

(20) “Expunction”.—Deletion of words, phrases or expressions from the proceedings or records of the House by an order of the Speaker or from the proceedings or records of a Committee by an order of the Chairman of the Committee or the Speaker as being defamatory or indecent or unparliamentary or undignified.

[Rule 380 and Direction 64]

(21) “Finance Bill”.—A Bill ordinarily introduced each year to give effect to the financial proposals of the Government of India for the following financial year and includes a Bill to give effect to supplementary financial proposals for any period.

[Rule 219]

(22) “Financial Bill”.—Financial Bills can be divided into two categories—

- (i) In the first category are Bills which *inter alia* contain provisions for any of the matters specified in sub-clauses (a) to (f) of clause (1) of Article 110 of the Constitution. Such a Bill cannot be introduced except on the recommendation of the President and a Bill making such provisions cannot be introduced in Rajya Sabha, and

- (ii) In the second category of Financial Bills are those Bills containing *inter alia* provisions which if enacted and brought into operation would involve expenditure from the Consolidated Fund of India. Such Bills cannot be passed by either House of Parliament unless the President has recommended to that House the consideration of the Bill.

[Article 117]

- (23) "Gazette".—The Gazette of India.

[Rule 2]

(24) "Guillotine".—Putting by the Speaker of outstanding question or questions relating to the business in hand on expiry of the time allotted for its discussion. Unlike closure, the guillotine to be applied is not preceded by any motion. On the last of the allotted days at the appointed time, the Speaker puts every question necessary to dispose off all the outstanding matters in connection with the demands for grants. The guillotine concludes the discussion on demands for grants.

[Rules 208(2) and 291]

(25) "Hear, hear".—This exclamation by members during the progress of a debate has been sanctioned by long parliamentary usage; but if it is used with immoderation or with undesirable intonation, it is declared to be out of order by the Chair.

(26) "Leader of the House".—The Prime Minister, if he/she is a Member of the House, or a Minister who is a member of the House and is nominated by the Prime Minister to function as the Leader of the House.

[Rule 2]

(27) "Leader of the Opposition".—A Member of the House who is for the time being the Leader in that House of the party in opposition to the Government having the greatest numerical strength and recognised as such by the Speaker.

Explanation—When there are two or more parties in opposition to the Government, having the same numerical strength, the Speaker shall, having regard to the status of parties recognise any one of the leaders of such parties as the Leader of the Opposition and such recognition shall be final and conclusive.

[Salary and Allowances of Leaders of Opposition in Parliament Act, 1977, Act No. 33 of 1977]

(28) "Lobby".—(i) The covered corridors immediately adjoining the Chamber and coterminous with it is known as Inner and Outer lobbies. The Inner Lobby functions as the Division Lobby as and when votes are to be recorded in the Lobby. The 'Ayes' lobby is situated to the right of the Speaker's Chair and 'Noes' to its left.

(ii) Where the votes are not recorded either by the automatic vote recorder or by distribution of 'Aye' or 'No' slips in the House, Members may be asked to go to the division lobbies to record their votes.

[Rules 2, 367, 367A, 367AA and 367B]

(29) "Maiden Speech".—This is the first speech of a member elected for the first time in a new House. Such a member is, as a matter of courtesy, called upon by the Speaker to make his maiden speech in preference to others rising to speak at the same time. This privilege is, however, not extended by the Chair unless claimed within the term of the House to which the member was first returned.

(30) "Member".— Means a member of the House of the People (Lok Sabha).

(31) "Member in charge of the Bill".—The member who has introduced the Bill and any Minister in the case of a Government Bill.

[Rule 2]

(32) "Message".—A communication from the President to a House or Houses of Parliament under Articles 86(2) and 111 of the Constitution and a communication sent from one House of Parliament to the other House.

[Articles 86(2) and 111 and Rules 23, 97, 103, 108, 153, 236 and 237 etc.]

(33) "Money Bill".—A Bill containing *only* provisions dealing with all or any of the matters specified in sub-clauses (a) to (g) of Clause (1) of Article 110 of the Constitution. Such a Bill cannot be introduced except on the recommendation of the President and a Bill making such provisions cannot be introduced in Rajya Sabha.

[Articles 109, 110 and 117]

(34) "Motion".—It is a formal proposal made to the House by a member that the House do something, order something to be done or express an opinion with regard to some matter, and is so phrased as to be capable of expressing a decision of the House.

All motions moved in the House are classified into three broad categories namely 'Substantive', 'Substitute' and 'Subsidiary' Motions, which are defined in the succeeding paragraphs.

(i) Substantive Motion.—It is a self-contained independent proposal submitted for the approval of the House and drafted in such a way as to be capable of expressing a decision of the House, *e.g.*, all Resolutions are substantive motions.

(ii) Substitute Motion.—Motions moved in substitution of the original motion for taking into consideration a policy or situation or statement or any other matter. Such motions, though drafted in such a way as to be capable of expressing an opinion by themselves are not strictly speaking substantive motions inasmuch as they depend upon the original motion.

(iii) Subsidiary Motion.—It is a motion which depends upon or relates to another motion or follows upon some proceedings in the House. By itself it has no meaning and is not capable of stating the decision of the House without reference to the original motion or proceedings of the House.

Subsidiary Motions are further divided into:—

- (a) Ancillary Motion.
- (b) Superseding Motion.
- (c) Amendment.

(a) Ancillary Motion.—A motion which is recognised by the practice of the House as the regular way of proceeding with various kinds of business. The following are examples of ancillary motions:—

- (i) That the Bill be taken into consideration.
- (ii) That the Bill be passed.

(b) Superseding Motion.—A motion which though independent in form, is moved in the course of debate on another question and seeks to supersede that question. In that class fall all the dilatory motions. The following motions are superseding motions in relation to the motion for taking into consideration a Bill:—

- (i) That the Bill be recommitted to a Select Committee.
- (ii) That the Bill be recommitted to a Joint Committee of the Houses.
- (iii) That the Bill be re-circulated for eliciting further opinion thereon.
- (iv) That the consideration of the Bill or the debate on the Bill be adjourned *sine die* or to some future date.

(c) Amendment.—A subsidiary motion which interposes a new process of question and decision between the main question and its decision. Amendments may be to the clause of a Bill, to a Resolution or to a Motion, or to an amendment to a clause of a Bill, Resolution or Motion. The object of an amendment is either to modify a question before the House with a view to increasing its acceptability, or to present to the House a different proposition as an alternative to the original question.

[Direction 41]

(35) “Motion of Thanks”.—A formal motion moved in the House expressing its gratitude for the Address delivered by the President under Article 87(1) of the Constitution to both Houses of Parliament assembled together. It provides an opportunity for the discussion of the matters referred to in the Address.

[Article 87(1) and Rule 17]

(36) “Naming a Member”.—The drawing of attention of the House by the Speaker to the conduct of a member(s) who disregards the authority of the Chair or abuses the rules of the House by persistently and wilfully obstructing the business thereof, with a view to action being taken to suspend them from the service of the House for a period not exceeding the remainder of the session.

[Rule 374]

However, in the event of grave disorder occasioned by a member coming into the well of the House or abusing the rules of the House persistently and wilfully obstructing its business by shouting slogans or otherwise, such member shall, on being named by the Speaker, stand automatically suspended from the service of the House for five consecutive sittings or the remainder of the session, whichever is less.

[Rule 374A]

(37) “Order, order”.—The Speaker sometimes says this to call the House to order, or to ask the House to hear the Chair or a member in possession of the floor. Generally, this is done under various circumstances some of which are noted below:—

- (i) If the member seeking to intervene is not allowed to interrupt.
- (ii) If the member speaking is found to be irrelevant.
- (iii) If a member rises to speak when he/she should not.
- (iv) If a member is in any manner disorderly.

(v) If there is noise and confusion in the House and the Chair wants that order should prevail.

(vi) If there is an occasion for the Speaker to speak on a matter of procedure at any time.

(38) “Ordinance”.—A law made by the President in exercise of the powers vested in him by Article 123 of the Constitution.

[Article 123]

(39) “Panel of Chairpersons”.—The panel of ten members of Lok Sabha nominated by the Speaker, any one of whom may preside over the House in the absence of the Speaker and the Deputy Speaker when so requested by the Speaker or in her/his absence by the Deputy Speaker.

[Rule 9]

(40) “Papers laid on the Table”.—(i) Means the papers or documents laid on the Table of the House for the purpose of bringing them on the record of the House by a Minister or by a private member or by the Secretary-General with the permission of the Speaker in pursuance of the provisions of the Constitution or the Rules of Procedure or Directions by the Speaker or an Act of Parliament and the Rules and Regulations made thereunder. All papers so laid on the Table are either printed as part of the proceedings of the House or placed in the Library.

(ii) A member wishing to raise any point regarding delay in laying or any other matter about a paper to be laid on the Table should through a written communication refer it to the Committee on Papers laid on the Table and not raise it in the House.

[Rule 305C]

(41) “Point of order”.—(i) A point relating to the interpretation or enforcement of the Rules of Procedure or such Articles of the Constitution as regulate the business of the House, raised in the House for the decision of the Chair.

(ii) As soon as a point of order is raised, the member who is in possession of the floor should give way and resume his seat.

(iii) A member should not raise a point of order—

(a) to ask for information; or

(b) to explain his position; or

(c) when a question on any motion is being put to the House;
or

(d) which may be hypothetical; or

(e) that Division Bells did not ring or were not heard.

(iv) The decision of the Speaker as to whether a point raised is a point of order is final.

[Rule 376]

(v) The following procedure should be followed for raising points of order:—

(a) A member who has a point of order should stand up and say “point of order”. He should not proceed to formulate it until the member is identified by Chair. Only after he has been identified, he should proceed to speak on his point of order;

(b) While formulating his point of order a member should quote the specific rule or provision of Constitution relating to procedure of the House which may have been ignored or neglected or violated;

(c) No member should rise or speak either standing or sitting, when Speaker is on his feet. The Speaker should be heard in silence and any member wanting to speak should rise only after the Speaker has sat down and he has called the member to speak;

(d) Matters on which the Speaker cannot give any relief should not be the subject of a point of order, should a member desire to have a clarification from a Minister or object to any statement which a Minister might have made, he should say so in the House with the permission of the Speaker and should not raise it in the garb of a point of order.

(42) “Precincts of the House”.—Means and includes the Chamber, the Lobbies, the Galleries and except for the purposes of rule 374, the following places in Parliament House Estate:—

- (i) The Central Hall and its Lobbies;
- (ii) Members’ Waiting Rooms;
- (iii) Committee Rooms;
- (iv) Parliament Library;
- (v) Members’ Refreshment Rooms, Dining Rooms and Banquet Hall;
- (vi) Lok Sabha Offices located in Parliament House, Parliament House Annexe, Parliament Library Building and Outer Reception Offices of Parliament House and Parliament House Annexe;

- (vii) Corridors and passages connecting or leading to the various rooms referred to above; and
- (viii) Parliament House Estate and approaches to the Parliament House and Parliament House Annexe.

Explanation—‘Parliament House Estate’ includes—

(a) all buildings, structures, installations, lawns and vacant land adjoining Parliament House, Parliament House Annexe and Outer Reception Office; and

(b) plot No. 118 (between Red Cross Road, Raisina Road and Parliament House) and plot No. 115 where now Parliament Library Building is located (between Talkatora Road, Pant Marg and Parliament House) which are under the control of the Speaker.

[Rule 2 and Direction 124]

A member can remain within the ‘Precincts of the House’ when the House or any Committee of which she/he is a member, is sitting and for a reasonable time before or after that. If a Member wants to remain there beyond an hour after House or Committee has adjourned to meet on a subsequent day, specific permission of the Speaker has to be sought for the purpose. Permission given to a member to remain within precincts of the House can be withdrawn by the Speaker at any time. The precincts of the House cannot be used by members for any demonstration, *dharna*, strikes, fasts or for the purpose of performing any religious ceremony.

It is not permissible to use the Chamber of the House for any purpose other than the sittings of the House. The Speaker has ruled that ‘No Member is allowed to escort under any circumstances, inside the Chamber of Lok Sabha, any non-member, including near relatives, ex-members, or members of the other House, before or after the sitting of the House and that under no circumstances the Lok Sabha Chamber should be used by anyone for holding a press conference or for briefing the press correspondent etc.’.

Except for the Security Staff, who take possession of the Chamber, none is permitted to remain in the Lok Sabha Chamber after the House rises for the day.

(43) “Proposing the Question”.—(i) When a member moving a certain motion has concluded the speech, the Chair proposes the question to which the motion relates in the following form:—

‘Motion moved’: and reads the text of the motion.

(ii) The discussion on the question commences after the question has been proposed by the Chair.

[Rule 365]

(44) “Private Member”.—Means a member other than a Minister.

[Rule 2]

(45) “Prorogation”.—The termination of a session of the House by an order made by the President under Article 85(2) (a) of the Constitution.

[Article 85]

(46) “Putting the Question”.—When debate on a question is closed, the Speaker, rising from the Chair, states or reads the question to the House, beginning with “The Question is, that”.

[Rule 364]

(47) “Question Chart”.—It is the chart circulated to members, along with the Summons for a session. It indicates the first and the last days for receiving notices of questions for the days on which there is Question Hour and the dates for holding ballots.

(48) “Question Hour”.—The first hour of a sitting of the House normally allotted for asking and answering of questions.

(49) “Question of Privilege”.—A question involving a breach of privilege either of a member or of the House or of a Committee thereof or a contempt of the House.

[Rule 222]

(50) “Quorum”.—The minimum number of members required to be present at a sitting of the House or the Committee for valid transaction of its business. The quorum to constitute a sitting of the House is one-tenth of the total number of members of the House and in respect of a Committee, it is one-third of the total number of members of the Committee.

[Article 100(3) and Rule 259(1)]

(51) “Resolution”.—A self-contained independent proposal submitted for the approval of the House and drafted in such a way as to be capable of expressing a decision of the House. A resolution may be in the form of a declaration of opinion; or a recommendation; or may be in a form so as to record either approval or disapproval

by the House of an act or policy of Government; or convey a message; or command urge or request an action; or call attention to a matter or situation for consideration by Government; or in such other form as the Speaker may consider appropriate.

[Rule 171]

(52) "Roll of Members".—A register in which newly elected Members sign after making and subscribing the oath or affirmation and before taking their seats for the first time in the House.

[Rule 6]

(53) "Session".—A session of Lok Sabha comprises the period commencing from the date and time mentioned in the order of the President summoning Lok Sabha, and ending with the day on which the President prorogues or dissolves Lok Sabha.

(54) "Sitting of the House".—A sitting of the House is duly constituted when it is presided over by the Speaker or Deputy Speaker or any other member competent to preside over a sitting of the House under the Constitution or the Rules of Procedure and Conduct of Business in Lok Sabha.

[Rule 11]

(55) "Short Notice Question".—A question relating to a matter of public importance of an urgent character asked with notice shorter than ten clear days.

[Rule 54]

(56) "Starred Question".—A question to which a member wishes to have an oral answer on the floor of the House and which is distinguished by an asterisk.

[Rule 36]

(57) "Statutory Resolution".—A resolution in pursuance of a provision in the Constitution or an Act of Parliament.

[Direction 9B]

(58) "Subordinate Legislation".—Rules, regulations or orders having the force of law, framed by the executive or other subordinate authority in pursuance of the power conferred on it by the Constitution or delegated to it by an Act of Parliament.

(59) "Summons".—An official communication issued by the Secretary-General of Lok Sabha to the members of Lok Sabha

informing them of the place, date and time of commencement of a session of Lok Sabha.

[Rule 3]

(60) "Suspension from the service of the House".—When a member(s) is suspended from the service of the House under Rule 374 or Rule 374A, the following consequences arise from their suspension and remain in force during the period of suspension:—

(i) The member cannot enter the Chamber, the Inner Lobby and Galleries.

(ii) The member stands suspended from sittings of Parliamentary Committees of which she/he may be a member. Notices of sittings of Committees held during the period of suspension are not sent to member.

(iii) No item is put down in the List of Business in the member's name.

(iv) No notice tabled by the member is acceptable during the period of member's suspension.

(v) Notices tabled by a member prior to suspension from the service of the House are not admitted or included in the List of Business or List of Questions or List of Amendments or List of Motions for reduction of Demands for Grants, etc. during the period of suspension. Questions from such a member which have already appeared in the List of Questions for the sitting held during the period of suspension are removed from those Lists through corrigendum.

(vi) The member cannot vote at election to Committee held during the period of suspension.

(vii) The member is not entitled to daily allowance if suspended from the service of the House for the remainder of the Session as her/his stay at the place of duty cannot be regarded as "residence on duty" under section 2(d) of Salary, Allowances and Pension of Members of Parliament Act, 1954. However, if the member is suspended for a specific period during a session, she/he is entitled to daily allowance for each day of residence on duty at Delhi.

[Rules 374 and 374A]

(61) "Table of the House".—This table is just in front of the desk of the Secretary-General below the Speaker's Chair. Papers which are required to be laid on the Table of the House are deemed to be placed on this table. During sittings of the House, the Roll of Members is kept on this table.

(62) “Unstarred Question”.—A question placed on the List of Questions for written answer. The written answer to such a question is deemed to have been laid on the Table at the end of the Question Hour.

[Rule 39]

(63) “Vote on Account”.—A grant made by Lok Sabha in advance in respect of the estimated expenditure of the Government of India for a part of a financial year pending the voting of Demands for Grants for the financial year. A Motion for Vote on Account is dealt with in the same way as if it were a demand for grant.

[Article 116 and Rule 214]

(64) “Withdrawal of member from the House”.—The Speaker in exercise of his/her disciplinary powers may direct any member guilty of disorderly conduct to withdraw from the House. The member so ordered to withdraw is required to do so forthwith and remain absent for the remainder of that day’s sitting.

[Rule 373]

42. Parliamentary Customs and Conventions.—There are many established Parliamentary customs and conventions which a member elected for the first time has to make oneself familiar with. These customs and conventions are based on the past precedents, the rulings of Presiding Officers and on the unrecorded traditions of Parliament which a member comes to know through personal experience in Parliament. A list of such customs and conventions is given below which cannot, however, be taken as exhaustive:—

(1) Every member should, while coming to the House for a sitting, bring the identity card issued to them by the Secretary-General so that security staff on duty in the premises of the House may conveniently accommodate them, for such officers have strict orders not to allow strangers into the Parliament House and it is no easy thing for them to get acquainted with the names and appearances of a large number of members, specially as the security staff deputed to do the work change from time to time and they have to perform their difficult task of regulating order in the buildings in an astonishingly short time.

(2) Before making and subscribing the oath or affirmation, it is customary for the members to call on the Speaker. That is arranged by the Joint Secretary in-charge of Table Office or Table Office (B)

[Room No. 46(B)] Parliament House, who also advises the members on the procedure for making and subscribing the oath or affirmation.

(3) The members should not say or do anything on the floor of the House which is not permissible under the Rules of Procedure, rulings, precedents, customs and conventions of the House.

(4) Information given to members in confidence or by virtue of their being members of Parliamentary Committees should not be divulged to anyone nor used by them directly or indirectly in the profession in which they are engaged, such as in their capacity as editors or correspondents of newspapers or proprietors of business firms and so on.

(5) A member should not try to secure business from Government for a firm, company or organisation with which one is directly or indirectly concerned.

(6) A member should not give certificates which are not based on facts.

(7) A member should not sublet the Government accommodation and its premises allotted to them for residential purpose.

(8) A member should not unduly influence the Government officials or the Ministers in a case in which one is interested financially either directly or indirectly.

(9) A member should not receive hospitality of any kind for any work one desires or proposes to do from a person or organisation on whose behalf the work is to be done by them.

(10) A member should not in one's capacity as a lawyer or a legal adviser or a counsel or a solicitor appear before a Minister or an executive officer exercising *quasi-judicial* powers.

(11) A member should verify the facts before proceeding to take action on behalf of one's constituents.

(12) A member should satisfy oneself about the correctness of bills claiming amounts due before signing them.

(13) A member should not elicit any official information in an unauthorised manner by inducing a Government employee to give information to them which in the course of one's normal functions one should not give, nor encourage any such person to speak to the employee against one's senior officials on matters of public importance and policy.

(14) A member should not write recommendatory letters or speak to Government officials for employment or business contacts for any relation or other person in whom the member is directly or indirectly interested.

(15) A member should not give publicity in the Press to the discussions held by them with the Speaker in her/his Chamber.

(16) The decorum and the seriousness of the proceedings of the House require that no member should shout slogans of any kind or sit on *dharna* in the pit of the House or stand up on the seat.

(17) "Applause" or "Cheers" and "Laughter" are not recorded in the Lok Sabha Debates.

(18) A notice should not be given publicity by any member or other person until it has been admitted by the Speaker and circulated to members. A notice of a question should not be given any publicity until the day on which the question is answered in the House.

[Rule 334A]

(19) Rulings given by the Chair should not be criticised directly or indirectly inside or outside the House.

(20) Matters pertaining to the Lok Sabha Secretariat and the functions of the Speaker should not be raised on the floor of the House. Reference should not be made in debates to any officer of the House.

(21) Proposals for expenditure from grants relating to Lok Sabha Secretariat are not discussed on the floor of the House or in any Parliamentary Committee. These are considered by a Committee constituted by the Speaker for the purpose.

(22) Display or carrying of arms and ammunition in the House or in any part of the Parliament House Complex is strictly prohibited.

(23) Display of exhibits on the floor of the House is not in order.

(24) A member should not throw burning cigarette ends on the floor anywhere except in the receptacles or ashtrays provided for the purpose.

43. Parliamentary Etiquette.—The rules which the members are required to observe in the House are technically known as Parliamentary Etiquette. These are based on the Rules of Procedure

and Conduct of Business in Lok Sabha and also on the Rulings given by the Speaker from time to time. The following is the list of some of the important rules of parliamentary etiquette which members have generally to observe in the House:—

(1) Member should be present in the House a few minutes before (i) the scheduled time of commencement of sitting, which is ordinarily 11.00 hours; and (ii) the time fixed by the Chair for reassembly of the House after lunch-break.

When the Speaker comes to take the Chair in the House the marshal announces her/his arrival in the following words:

माननीय सभासदों, माननीय अध्यक्ष जी (“Hon’ble Members, Hon’ble Speaker”). As soon as the Speaker enters the Chamber, members should stop all conversation, return to their seats and rise in their places. Members who enter the House at that time should stand silently in the gangway till the Speaker takes the Chair and thereafter they should go to their seats;

(2) Members should bow to the Chair while entering or leaving the House, and also when taking or leaving their seats;

(3) Members should not read any book, newspaper or letter except in connection with the business of the House;

(4) Members should not interrupt any member while speaking, by disorderly expression or noises or in any other disorderly manner;

(5) Members should not leave the House when the Speaker is addressing the House;

(6) A member should keep to her/his usual seat while addressing the House;

(7) Members should maintain silence when not speaking in the House;

(8) A member should not obstruct proceedings, hiss or interrupt and should avoid making running commentaries when another member is speaking;

(9) Members should not applaud when a stranger enters any of the Galleries, or the **Special Box**;

(10) Members should not shout slogans in the House;

(11) A member should not sit or stand with her/his back towards the Chair;

(12) A member should not approach the Chair personally in the House. She/he may send chits to the officers at the Table, if necessary;

(13) Members should not wear or display badges of any kind in the House except the National Flag in the form of a lapel pin or a badge;

(14) Members should not bring or display arms in the House;

(15) Members should not display flags, emblems or any exhibits in the House;

(16) A member should not leave the House immediately after delivering her/his speech; **courtesy** to the House requires that after finishing their speeches members resume their seats and leave the House only afterwards, if necessary;

(17) Members should not distribute within the precincts of Parliament House any literature, questionnaire, pamphlets, press notes, leaflets etc.;

(18) Member should not place her/his hat or cap on the desk in the House, bring boards in the Chamber for keeping files or for writing purposes, smoke or enter the House with her/his coat hanging on the arms;

(19) A member should not carry walking stick into the House unless permitted by the Speaker on health grounds;

(20) A member should not tear off documents in the House in protest;

(21) A member should not bring or play cassette or tape recorders in the House;

(22) Members should avoid talking or laughing in lobby loud enough to be heard in the House;

[Rule 349]

(23) Members should not stand in the passage of the Chamber. They should either sit down or go out;

(24) A member should not “cross the floor” when the House is sitting—that is, she/he should not pass between the Chair and the member who is speaking;

(25) During a sitting a member should, if necessary, go out quickly by a back door close to her/his seat without causing any disturbance to the House;

(26) Members should not talk amongst themselves but if indispensably necessary, they may do so only in very low voice, so as not to disturb the proceedings. Talks by members, though not very audible at a distance, may yet considerably disturb the Chair due to special sound arrangements;

(27) While the House is sitting, every member should enter and leave the Chamber with *decorum* and in such a manner as not to disturb the proceedings in the House;

(28) Two members should not keep standing in the House at the same time;

(29) A member while speaking should not—

- (i) refer to any matter of fact on which a judicial decision is pending;
- (ii) make personal reference by way of making an allegation imputing a motive to or questioning the *bona fides* of any other member of the House unless it be imperatively necessary for the purpose of the debate being itself a matter in issue or relevant thereto;
- (iii) use offensive expressions about the conduct or proceedings of Parliament or any State Legislature;
- (iv) reflect on any determination of the House except on a motion for rescinding it;
- (v) reflect upon the conduct of persons in high authority unless the discussion is based on a substantive motion drawn in proper terms;

*Explanation:—*The words ‘persons in high authority’ mean persons whose conduct can only be discussed on a substantive motion drawn in proper terms under the Constitution or such other persons whose conduct, in the opinion of the Speaker, should be discussed on a substantive motion drawn up in terms to be approved by her/him.

- (vi) use the President’s name for the purpose of influencing the debate;
- (vii) utter treasonable, seditious or defamatory words;

- (viii) use her/his right of speech for the purpose of obstructing the business of the House;
- (ix) make any reference to the strangers in any of the galleries;
- (x) refer to Government officials by name;
- (xi) read a written speech except with the previous permission of the Chair; and
- (xii) address individual members of the House but should address the Chair.

(30) No member should raise in the House the subject-matter of a notice or a communication sent by her/him to the Speaker or the Lok Sabha Secretariat unless she/he has been specifically permitted by the Speaker. If no intimation has been received by the member, she/he should presume that the matter is under the consideration of the Speaker or has been disallowed by the Speaker.

Submissions made by members only with the permission of the Chair are recorded in the proceedings of the House;

(31) Every member should resume her/his seat as soon as the Speaker rises to speak, or calls out "Order", and also when any other member is in possession of the floor (*i.e.* speaking with the permission of the Chair) or has interposed in the course of the debate to raise a point of order;

(32) A member is not allowed to read the speech for another member;

(33) It is desirable that, as far as practicable, a member should not be referred to by name, but in some other suitable way, *e.g.*, as "the member who has last spoken", "the member representing constituency", "the member from", etc. If unavoidably necessary, full name may be used;

(34) No member is to argue with another member when the latter is speaking. She/He may, however, ask through the Chair questions with a view to obtaining information from the member who is speaking. But a member who is addressing the House with the permission of the Chair should not be interrupted by another member persistently. It is open to the former not to give way but to go on with her/his speech if the interruption is not for raising a point of order;

(35) Repetition of the arguments of previous speakers or one's own should as far as practicable, be avoided;

(36) No member should speak to the Galleries from inside the House nor should she/he make any reference or appeal to the persons seated there. Except for the visiting foreign dignitaries whose presence in the Special Box is brought to the notice of the House by the Speaker, applause for any person sitting in the Gallery is out of order;

(37) It is not in order for members, other than Ministers to consult officials in the Officials Gallery from inside the House;

(38) Documents cited by a member in course of her/his speech, which are not available to other members, should be kept ready to be placed by her/him on Table of the House, if there is demand to that effect and the Chair so directs;

(39) Words containing insinuations, offensive and unparliamentary expressions should be avoided. When the Chair holds that a particular word or expression is unparliamentary, it should be immediately withdrawn without any attempt to raise any debate over it. Words or expressions held to be unparliamentary and ordered to be expunged by the Chair are omitted from the debates. A list of such words or expressions is compiled annually and the same is available in the Parliament Library for reference;

(40) A member having a personal, pecuniary or direct interest in a matter to be decided by the House is expected, while taking part in the proceedings on that matter, to declare her/his interest. It would avoid raising of objections regarding her/his vote at the time of division;

[Rule 371]

(41) When a member is making a maiden speech she/he should not be interrupted;

(42) No speech made in Rajya Sabha should be quoted in the House unless it is a definite statement of policy by a Minister.

The Speaker may, however, on a request being made to her/him in advance, give permission to a member to quote a speech or make reference to the proceedings in Rajya Sabha if she/he thinks that such a course is necessary in order to enable the member to develop a point of privilege or procedure;

[Rule 354]

(43) A statement made by a Minister from the records in her/his possession should be accepted as correct unless a point is deliberately raised to challenge it;

(44) A member against whom charges are made personally on the floor of the House may, with the permission of the Speaker, make a personal explanation although there is no question before the House. In this case no debatable matter should be brought forward and no debate should arise. No member is permitted to make a statement by way of personal explanation unless a copy thereof has been submitted in writing by her/him to the Speaker sufficiently in advance and the Speaker has approved it. Words, phrases and expressions which are not in the statement approved by the Speaker if spoken, cannot form part of the proceedings of the House;

[Rule 357 and Direction 115C]

(45) If any statement is imputed to another member, and the latter says that she/he did not make that statement, the contradiction should be accepted without demur;

(46) The Speaker may direct any member whose conduct is in her/his opinion grossly disorderly to withdraw immediately from the House, and any member so ordered to withdraw should do so forthwith and should absent oneself during the remainder of the day's sitting;

[Rule 373]

(47) When any member offers a criticism of another member or Minister, the latter is entitled to expect that the critic should be present in the House to hear her/his reply. To be absent when the latter is replying is a breach of parliamentary etiquette.

44. Important Places in Parliament House and Parliament House Annexe.—New members should familiarise themselves with the location of various rooms etc. in Parliament House and Parliament House Annexe such as—

(i) Parliament House

Lok Sabha Chamber

Speaker's Chamber

Speaker's Committee Room

Secretary-General, Room No. 18

Central Hall

Parliamentary Notice Office, Room No. 23

Table Office, Room No. 22

Table Office (B), Room No. 46-B

Reception Office

CPI Cell behind Mahatma Gandhi's Statue

Ministers' Rooms

Committee Rooms 53, 62 and 63

Posts & Telegraphs Office—Between Gate Nos. 9 & 11

Marshal Room, First Aid Post, Central Hall behind dais

Canteens: Refreshment Rooms 70 and 73, First Floor, between Lift Nos. 4 and 5, Reception Office, Coffee Board—Central Hall, Tea Board—Central Hall, Snack Bar—Central Hall, DMS Counter—Central Hall, Railway Booking and Reservation Office—Room No. 131, Attic Storey between Lift Nos. 1 & 2 and Near Reception Block.

Reprography Section—Central Hall

Lobby Telephone Booths

Party Offices

Lounges for Lady Members

Parliament Library

Sales Counter and Publications Counter, Airlines Booking Office—Room No. 131-A, Attic Storey between Lift Nos. 1 & 2

Pay Office of State Bank of India—Room No. 57, 1st Floor

Members' Stenographers Pool—Room No. 20-B, Ground Floor and Room No. 129-A, Attic Storey between Lift Nos. 1 & 6

Press Room Nos. 59, 60 and 61

(ii) Parliament House Annexe

Medical Examination Centre—Basement

Posts & Telegraphs Office—Basement

State Bank of India Branch—Ground Floor

Income Tax Cell, (Anti-room of Auditorium)

Reception Office

Banquet Hall—Ground Floor

Committee Rooms 'A', 'B', 'C' and 'D'—Ground Floor

Committee Room 'E'—Basement

Committee Room Main—Ground Floor

Committee Room No. 139—1st Floor

Private Dining Room—Ground Floor

NDMC, Liaison Office—Room No. 314—3rd Floor

Telephones, Liaison Office—Room No. 520—5th Floor

Directorate of Estates, Room Nos. 601 & 602—6th Floor

A small folder 'Parliament House' showing the location of all important places is circulated to Members separately at the time of the First Session of the new Lok Sabha.

45. Procedure for Communicating with Ministries.—The procedure for obtaining information by members from Ministries or Departments in connection with their parliamentary duties is as follows:—

- (i) In all matters of a routine character, members should invariably address their communications to the Secretary of the Ministry concerned, irrespective of the fact whether the information required is in relation to the Ministry itself or an attached or subordinate office thereto. In no case should letters be addressed to any other officer in the Ministry either by designation or by name;
- (ii) If the matter is important and the member feels that it should receive consideration at a higher level, he may address the letter direct to the Minister;
- (iii) In case members want to ascertain facts about cases of fraud, corruption, bribery, mal-administration, nepotism etc. in administration which might have come to their notice, such matters should be addressed to the Minister concerned direct under copy to the Minister of Parliamentary Affairs; and
- (iv) If a member feels that his request or complaint has not been attended to properly or in time and wishes that he should exercise his parliamentary right to ask a question or raise a discussion on the subject-matter of his request or complaint, he should forward a copy of the correspondence along with the notice in order to enable the Speaker to come to a decision.

46. Procedure for making allegations against a Minister/Member or an outsider.—(1) A member, while speaking should not

make personal reference by way of making an allegation imputing a motive to or questioning the *bona fides* of any other member of the House unless it be imperatively necessary for the purpose of the debate being itself a matter in issue or relevant thereto.

[Rule 352(ii)]

(2) No allegation of a defamatory or incriminatory nature should be made by a member against any person unless the member has given adequate advance notice to the Speaker and also to the Minister concerned so that the Minister may be able to make an investigation into the matter for the purpose of a reply.

(3) The Speaker may, however, at any time prohibit any member from making any such allegation if she/he is of the opinion that such allegation is derogatory to the dignity of the House or that no public interest would be served by making such allegation.

[Rule 353]

(4) As members are not liable to any proceedings in any court in respect of anything said by them in the House, allegations should not be made by them against a member/Minister or any individual or a public body unless the allegations are supported and fortified by strong and adequate proofs to substantiate them in the event of the member being challenged to that effect in the House.

(5) Members should not base their allegations on mere press reports unless they have satisfied themselves about the correctness of the matter and are prepared to take full responsibility for them.

Where, however, a member is convinced after making enquiries that there is basis for the allegation and she/he is prepared to accept responsibility for the same, she/he should give the details of the allegations, in writing, sufficiently in advance to the Speaker and the Minister concerned and in no case later than 10 A.M. on the date on which these are sought to be made.

The details of the charges should be spelt out in precise terms and should be duly supported by the requisite documents which should be authenticated by the Member. Where a member sends mere intimation of intention to make allegations without furnishing precise details and documentary evidence, she/he may not be allowed.

Where a member persists in making serious allegations in the House without giving previous notice and without complying with the well established procedure in this behalf, or without the permission

of the Chair, Speaker may prohibit the member from making any such allegations and these may not form part of the proceedings of Lok Sabha.

(6) Members should not make allegations against persons who are not present in the House to defend themselves. Allegations may also not be made against officials by name as the constitutional responsibility lies with the Minister.

(7) In the light of above, it is necessary that before making allegations in the House, the Members concerned should ensure the following:—

- (i) The member should give adequate advance notice to the Speaker and the Minister concerned;
- (ii) The details of the charges sought to be levelled should be spelt out in precise terms and should be duly supported by the requisite documents which should be authenticated by the member;
- (iii) The member should before making the allegations in the House, satisfy himself after making enquiries that there is a basis for the allegations;
- (iv) The member should be prepared to accept the responsibility for the allegations; and
- (v) The member should be prepared to substantiate the allegations.

(Minutes of Meeting of Speaker with Leaders of Parties and Groups held on 18th July, 1980 and 1st December, 1988 and L.S. Bn. Pt. II dt. 6.12.88—Para No. 2662).

47. Procedure for inviting attention of the House to incorrect statements made by the Ministers or Members.—(1) When a member wishes to point out a mistake or inaccuracy in a statement made in the House by any Minister or any other member in response to a question asked by her/him or connected with her/his own statement during a debate she/he should give notice to the Secretary-General pointing out the particulars of the mistake, and seeking the permission of the Speaker for raising the matter in the House. The member may also furnish such evidence as she/he may have in support of his allegation.

(2) The Speaker may, if she/he considers it necessary, bring the matter to the notice of the Minister or the member concerned for the

purpose of ascertaining the factual position in regard to the allegation made.

(3) The Speaker may then, if she/he considers it necessary, permit the member who pointed out the mistake to make or lay a statement in the House confining it to the specific points of inaccuracy only.

(4) The member so permitted should before making or laying the statement furnish an advance copy thereof to the Lok Sabha Secretariat for information of the Speaker and the Minister or the other member concerned. If the Speaker considers any position of the statement to be irrelevant, superfluous or otherwise objectionable she/he may amend the same. Words, phrases and expressions which are not in the statement as approved by the Speaker, if spoken, do not form part of the Debates.

(5) The Minister or the member concerned may make or lay a statement in reply, with the permission of the Speaker and after having informed the other member concerned. Thereafter the matter is treated as closed.

[Direction 115]

(6) Not more than one notice under this provision is admitted for the same sitting.

48. Rules to be observed by Members desiring to participate in a debate.—(1) Members desiring to notify the Speaker of their intention to take part in debate or discussion may adopt any one of the following three methods :—

- (i) The list of names of members who wish to participate in a particular debate or discussion may be furnished in advance by the parliamentary parties or groups. Such communications should be addressed to the Secretary-General and sent to the Parliamentary Notice Office or handed over at the Table.
- (ii) A member who prefers to give her/his name directly without going through the machinery of her/his party or group may do so in like manner.
- (iii) A member who may not like to take recourse to (i) or (ii) above but wishes to adopt the well-known parliamentary practice of catching the Speaker's eye may stand in her/his place when she/he wishes to take part in a debate.

(2) Unless a member rises in her/his place and catches the Speaker's eye, she/he is not called upon by the Speaker to speak, irrespective of whether she/he has sent her/his name through her/his party or group or directly.

(3) The Speaker is not bound by the lists or order in which names have been given by parties or groups or individuals directly. The lists are for her/his information only. It is always open to her/him to make changes whenever necessary in order that the debates are regulated in accordance with the general principles laid down by the Speaker from time to time.

(4) If a member speaks without being called by the Speaker to speak or continues to speak despite directions to conclude the speech forthwith, the Speaker may direct that such speech or portions thereof, as the case may be, shall not form part of the proceedings of the House.

[Direction 115A]

49. Languages to be used by Members in the House.—Under Article 120 of the Constitution, the business of the House is transacted in Hindi or English, but Members who cannot adequately express themselves in these two languages can, with the permission of the Speaker, address the House in any of the languages mentioned in the Eighth Schedule to the Constitution. Such a member should soon after taking the allotted seat in the House, inform the Speaker about it in writing. On each occasion, before speaking in the House, at least half-an-hour in advance a member should furnish a notice to the Officer at the Table or the Parliamentary Notice Office, mentioning the language in which and the business during which the speech would be made. On receipt of such notice, arrangements will be made to interpret simultaneously the speech in English and Hindi, if the language indicated by the member is one of the following namely: (i) Assamese, (ii) Bengali, (iii) Kannada, (iv) Malayalam, (v) Manipuri, (vi) Marathi, (vii) Maithili, (viii) Nepali, (ix) Odia, (x) Punjabi, (xi) Sanskrit, (xii) Tamil, (xiii) Telugu, and (xiv) Urdu.

In such case, the recorded speech is consulted later in the preparation of the official version of the speech for the Verbatim Report by the Interpreter concerned and the English/Hindi version so prepared is included in the debates with a footnote indicating the language in which the original speech was delivered.

If the speech is to be made in any other language for which interpretation facility is not available either because the language is not in the VIII Schedule or because an Interpreter for that language is not on the rolls, the member concerned should furnish in advance to the Officer at the Table or Parliamentary Notice Office three

authenticated copies of the translation in Hindi/English of the speech. Such translation furnished by the member is printed in the debates with a footnote indicating the language in which the original speech is delivered* besides being relayed (read out) over the mike at the time of the speech in that language; otherwise the fact that the member spoke in a language other than English/Hindi or any of the languages for which interpretation facility is available in the House and the non-furnishing of the translation thereof is mentioned in the debates and the text of the speech does not find place therein.

50. Simultaneous Interpretation of Proceedings.—(1) The entire proceedings of the House are interpreted simultaneously from Hindi into English and *vice-versa* by Parliamentary Interpreters and can be followed by members in English or Hindi by using headphones and by operating the language-selector-buttons installed at every seat in the Chamber as explained in the succeeding paragraphs.

(2) Arrangements also exist for providing simultaneous interpretation into English and Hindi of speeches made in (i) Assamese, (ii) Bengali, (iii) Kannada, (iv) Malayalam, (v) Manipuri, (vi) Marathi, (vii) Maithili, (viii) Nepali, (ix) Odia, (x) Punjabi, (xi) Sanskrit, (xii) Tamil, (xiii) Telugu, and (xiv) Urdu, provided the member desirous of making a speech in any of these languages gives at least half-an-hour's notice to that effect to the officer at the Table in order to enable the Interpreter concerned to take position in the Interpreters' Booth.

(3) In regard to the use of languages during Question Hour only, the following procedure shall be followed:—

- (i) (a) The facility of simultaneous interpretation in Hindi and English from the languages enumerated in para (2) above is to be availed of by members in whose names the Question appears in the Starred Question list;
- (b) Other Members too on their being permitted by the chair to raise a Supplementary Question may avail themselves of this facility;
- (c) Hon'ble Ministers may answer the Starred Questions and Supplementaries thereon in the languages other than English or Hindi when their request in this regard is acceded to. Such requests shall be made every time the Minister wishes to speak thus furnishing advance intimation;

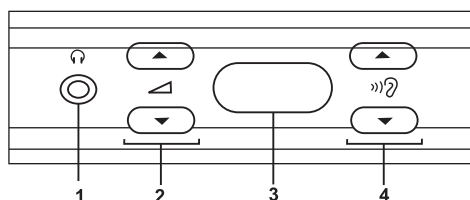
*'Simultaneous Interpretation in Lok Sabha'—a Booklet published by Lok Sabha Secretariat, P-25, 1985.

- (ii) Advance notice in this regard should be given in writing by the members concerned not later than 3 p.m. on the working day preceding the day on which the Question is listed for oral answer;
- (iii) In English and Hindi editions of the Debates, the English and Hindi versions respectively of the Supplementary Questions asked in any of the languages mentioned in para (2) would be incorporated on the same lines as in respect of speeches delivered by members in these languages while participating in Debates.

(4) Members who make speeches with the help of copious notes are requested to send texts thereof to the Parliamentary Interpreters in advance to facilitate Interpretation.

(5) If the floor language is Hindi/English, its interpretation in English/Hindi can be heard simultaneously on the interpretation system and if the floor language is (i) Assamese, (ii) Bengali, (iii) Kannada, (iv) Malayalam, (v) Manipuri, (vi) Marathi, (vii) Maithili, (viii) Nepali, (ix) Odia, (x) Punjabi, (xi) Sanskrit, (xii) Tamil, (xiii) Telugu, and (xiv) Urdu, simultaneous interpretation can be heard in Hindi as well as in English.

51. Simultaneous Interpretation Equipment.—(1) A new Simultaneous Interpretation Equipment has been installed in the Lok Sabha Chamber. Each seat in the Chamber is provided with a headphone, channel-selector-buttons, volume-control-buttons, and a tiny display screen for showing the selected channel number. Showing channel number '0' in the display indicates floor language, channel number '1' indicates Hindi interpretation and channel number '2' indicates English interpretation. Volume control of the Headphone can be adjusted by pressing the volume-buttons and at the same time channel selection can be made by using the channel-buttons (*See* Figure 1).



(Figure 1)

1. **Headphone socket**—Headphone connection.
2. **Volume buttons**—Controls the volume level of the selected channel.
3. **Display**—Shows the number of the selected channel.
4. **Channel buttons**—Channel selector.

(2) Simultaneous Interpretation Equipment has been installed in the Central Hall, Committee Room Nos. 53, 62 and 63 in Parliament House and all the Committee Rooms in Parliament House Annexe and Parliament Library Building.

(3) Each seat is provided with headphone, a language-selector switch and a volume-control knob. Positions 1 and 4 of the language-selector knob are meant for the floor language, 2 or 5 for Hindi interpretation, and 3 or 6 for English interpretation. Volume-control knob has to be turned clockwise for increasing the volume and anti-clockwise for decreasing the volume.

(4) Some general hints for using the equipment are mentioned below:—

- (i) To disconnect the headphone the plug has to be pulled out of the socket. Tugging at the wire should be avoided but plug itself should be held firmly, as otherwise the plug might become detached from the wire.
- (ii) When a member has to pass the seat of another member, the latter should pull out the plug from the socket to give him way.
- (iii) The volume-control knob should be adjusted at a suitable position. Frequent turning spoils the knob.
- (iv) The language-selector knob should be adjusted for one language. If that language is the floor language, it can be heard over the loudspeaker also. Frequent turning of the knob might spoil it.
- (v) The headphone may be dispensed with if a member can follow the floor language and finds the general sound level adequate for the purpose.
- (vi) When a member is not using her/his headphone or when she/he moves away from the seat, it should be made sure that volume-control knob is turned off so that the proceedings are not disturbed by the sound coming out of the headphone not in use.

52. Official Reports of Proceedings *i.e.* Debates.—

(1) The proceedings of Lok Sabha in Hindi and English are taken down verbatim by the Parliamentary Reporters. A few Computerised copies of the proceedings as taken down by the Parliamentary Reporters marked **Uncorrected—Not for Publication** are made available in the Library on the following day for reference by members.

(2) As regards speeches made in languages other than Hindi or English, procedure has been stated in Para 49 above.

(3) Prior to preparation of Lok Sabha Debates a computerised copy of the transcript of every speech delivered or questions asked by a member and answers given thereto on a day is supplied to him early next morning at his residence for confirmation and correction of inaccuracies, if any which might have occurred in the process of reporting. Only minor corrections namely those in respect of grammatical errors, mis-reporting of quotations, figures, names, etc. are permissible. Improvement in literary form or altering substance by additions, copious substitutions or deletions are not acceptable. All corrections are to be made in ink, neatly and legibly. After making the corrections, the member is required to return the transcript by 1500 hours on the following day. The transcript is sent with a slip pasted thereon saying: "You are requested to please return the attached transcript of your speech, to the Editorial Branch by _____ hrs. on _____. If it is not received back by the said time and date, the Reporters' copy will be taken as final and sent to the Printers for final printing after translation where necessary. It will not be possible to accept corrections thereafter". While returning the transcript of his speech, the member should sign on the slip by way of authentication.

The members are required to follow this time limit strictly as the edited verbatim record of proceedings is uploaded on the Internet under a time bound programme.

(4) Three versions of Lok Sabha Debates are prepared, *viz.*, Original Version, Hindi Version and English Version. All these three versions are printed.

The Original Version contains proceedings in English and Hindi as they actually take place in the House. It also contains English/Hindi translation of speeches made in regional languages.

The Hindi Version comprises all Questions asked and Answers thereto given in Hindi and the speeches made in Hindi and the verbatim translation into Hindi of all Questions asked and Answers thereto given in English and the speeches made in English or in a regional language. Supplementaries asked on Questions or speeches delivered in Urdu appear in Devnagiri script in the printed Hindi Version of Debates. Such supplementaries or speeches are reproduced in Urdu also within square brackets immediately after the Hindi Version.

The English Version contains Lok Sabha proceedings in English and English translation of the proceedings which take place in Hindi or in any regional language.

(5) In the case of speeches made in languages other than English/Hindi, *viz.*, Assamese; Bengali; Kannada; Malayalam; Manipuri; Marathi; Odia; Tamil or Telugu for which interpretation arrangements already exist, the translated version of those speeches in English/Hindi, as supplied by the Interpreters concerned, after checking the text from the digital recording, is included in the Debates with a foot-note indicating the language in which the original speech was delivered.

If the speech is made in any other regional language, for which interpretation arrangements do not exist, the member concerned should furnish, in advance, to the Officer at the Table or the Parliamentary Notice Office, three authenticated copies of the translation in English/Hindi of the speech. Such translation furnished by the member is printed in the Debates with a foot-note indicating the language in which the original speech was made. In case the member does not furnish English/Hindi translation of his speech, the fact that he spoke in (name of the language) and that he did not furnish a translation thereof is mentioned in the Debates and the text of his speech does not figure therein.

(6) Arrangements obtain in the Secretariat for translation into English/Hindi of speeches made in languages other than English/Hindi, for which interpretation arrangements have been provided. When a member makes a speech in any of these languages, a copy of the English/Hindi translation of his speech is sent to him for confirmation and return as in sub-para (3) above. The member may correct inaccuracies in the translation within the prescribed time-limit. Any alteration in the substance of the speech is not permissible.

(7) When prepared speeches or statements are read out and when speeches are delivered with the help of copious notes, the text thereof should be given to the Parliamentary Reporters immediately after the speeches have been made. This will facilitate accurate transcription. Similarly, in case of quotations read out, a copy thereof should be supplied except in cases where the page number of some publication which is well known and readily available has been specifically referred to. In the case of quotations in regional languages, slokas, etc., the quotations should be written in Roman/Devnagiri script, followed by their translation in English or Hindi and given to the Parliamentary Reporters immediately after the speeches have been delivered.

(8) A member desirous of having spare copies of his own speech may get one copy free from the Distribution Branch.

(9) One copy of either of the versions *i.e.* Original Version or Hindi Version or English Version of Debates as per choice exercised by a member is supplied to him free of cost. The members may, if they so desire, have their copies of Debates bound by giving instructions to that effect in writing to the Distribution Branch. Binding charges are borne by the members themselves. Ten days' printed Debates make a volume. Each volume is bound separately.

(10) Statements or documents laid on the Table in answer to questions or under the specific item of Business "Papers Laid on the Table", so entered in a day's order paper, or in connection with any other item of business are either printed in the body of the Debates or placed in the Parliament Library with appropriate reference in the printed Debates.

(11) A member desirous of viewing corrected Original Version of Debates on Internet can view it either on Parliament of India website www.parliamentofindia.nic.in or [http:// www.loksabha.nic.in](http://www.loksabha.nic.in).

(12) Under Section 2(K) of the Copyright Act (No. 14, 1975) the copyright of Lok Sabha Debates and ancillary publications vests in the Lok Sabha Secretariat.

A member desirous of reproducing any material from Lok Sabha Debates or even his own speeches is required to seek formal permission from Hon'ble Speaker giving specific details of the matter to be reproduced. The copyright matters are examined by Editorial Branch.

(13) Expressions declared as unparliamentary by Presiding Officers of both Houses of Parliament, State Assemblies and some of the Commonwealth Parliaments during a particular year are published annually under the title 'Unparliamentary Expressions' and these are also published in consolidated form from time to time. This publication can be purchased from Sales Counter.

53. Indices to Debates.—To facilitate easy reference of issues taken up in the House, members can make use of publication 'Index to Lok Sabha Debates' of Original Version, Hindi Version and English Version. It is a quick retrieval and reference publication brought out session-wise by the Secretariat for the benefit of members. One copy of Index to Debates either of Original Version or Hindi Version or English Version of Debates, as per the choice of version given by the members, is supplied free of charge to each member.

54. Synopsis of Debates.—Synopsis is one of the important publications of Lok Sabha brought out by the Synopsis Branch of the Editorial and Translation Service. It is a brief and lucid account of the business transacted and important suggestions and points made during the course of Debates on various issues in the House.

It is brought out in Hindi and English separately. It is printed the same night and the printed copies are circulated to members the next morning alongwith other Parliamentary papers. It generally covers items like Welcome to Foreign Parliamentary Delegations, Felicitations, Rulings by the Chair, Obituary References, Discussion on the Motion of Thanks on President's Address, Railway and General Budget and other items like Half-an-Hour Discussion and matters raised under Rule 193 as mentioned in the list of Business for the day. The details of the arguments advanced, motions or amendments moved, Papers laid on the Table and discussion on other items like Questions and Answers, implementation of recommendations made by various Parliamentary and Standing Committees, Status Report, etc. are not covered in the Synopses. No words, phrases or expressions which have been expunged or deleted or declared unparliamentary by the Chair form part of the Synopsis.

In the event of the House sitting late/lunch-break/zero hour having been dispensed with or laying of Matters under Rule 377 on the Table of the House instead of getting it read or any hon. Member/ Members making speech(es) in any regional language or laying of written speeches by hon. Members, a supplement to Synopsis of such proceedings as are not covered in the main Synopsis is prepared and sent for publication the next working day or thereafter, as the case may be.

Every effort is made to make the Synopsis adequate and accurate. However, the verbatim Debates alone are authoritative. A copy of the Synopsis, either in English or in Hindi, depending on individual choice of the member, is supplied to them. The Synopsis is meant for use of members only and not for publication.

At the end of each Session, classified contents in alphabetical order and a detailed corrigenda of all the Synopsis published during that Session is prepared and printed. A Sessional volume comprising all the daily Synopsis of the Session together with a title page, preface, classified contents, etc. is compiled. Out of the copies compiled, two copies each of Hindi and English are supplied to the Parliament Library and the Sales Branch. A member desirous of viewing Synopsis of Debates on internet can view its English as well as Hindi Version on Parliament of India website www.parliamentofindia.nic.in.

55. Attendance of Members.—Article 101 (4) of the Constitution provides that if for a period of sixty days a member of either House of Parliament is without permission of the House absent from all meetings thereof, the House may declare the seat vacant. In view of the specific provision that has been made in the Constitution, it

is necessary to maintain an accurate Register of Attendance of Members. Members are, therefore, requested to sign the Attendance Register when they attend a meeting of Lok Sabha.

For the convenience of members, the Attendance Register has been split up into four parts containing the following Division Numbers, namely:—

(1) Division Nos. 1 to 140; (2) Division Nos. 141 to 280; (3) Division Nos. 281 to 420; and (4) Division Nos. 421 to 550.

Each part is kept on a separate rostrum in the inner Lobby of the House.

Members' attention is also drawn to Section 3 of the Salary, Allowances and Pension of Members of Parliament Act, 1954, (as amended by Act No. 40 of 2006) which provides that members shall be entitled to daily allowances only when the member sign the attendance register when they attend a meeting of Lok Sabha.

56. Leave of Absence from the Sittings of the House.—

(1) Article 101(4) of the Constitution provides that if for a period of sixty days a member of either House of Parliament is without permission of the House absent from all meetings thereof, the House may declare the seat vacant.

(2) A member desiring permission of the House to remain absent from the sittings thereof should make an application, in writing, to the Speaker.

[Rule 242]

(3) The application for leave of absence should specify the definite period, indicating the date of commencement and termination of leave and the reason for which such leave is required.

[Rule 242]

(4) In December, 1974 Lok Sabha agreed to the recommendation contained in Seventeenth Report of the Committee on Absence of Members from the Sittings of the House that the grounds on which leave could be granted to members might be as follows:—

- (i) illness of self, including medical check up;
- (ii) illness, accident or mishap in the family;
- (iii) death in the family;
- (iv) marriage of self or marriage in family;
- (v) detention in jail;

- (vi) pilgrimage or participation in religious celebrations;
- (vii) visits abroad for—
 - (a) participation in conferences and delegations,
 - (b) study tour,
 - (c) lecturing,
 - (d) participation in Games and Sports;
- (viii) relief work in natural calamities like floods, drought, fire or earthquake in the constituency or any part of the country;
- (ix) work connected with delimitation of constituencies or preparation of electoral rolls;
- (x) work connected with some Commission of Inquiry or appearance in court;
- (xi) inauguration of a new project in the constituency or in the State;
- (xii) elections or bye-elections in the constituency;
- (xiii) participation in Party session or Party meetings;
- (xiv) agitations or disturbances in the constituency;
- (xv) breakdown of communications;
- (xvi) judgement by any court that she/he shall not leave the usual place of residence;
- (xvii) national or local festival.

Some of the grounds mentioned above would not merit grant of leave for long durations and while granting leave not only the ground but also duration of leave would also be a vital factor.

It was also agreed that leave of absence would not ordinarily be granted on grounds like—

- (i) work in constituency other than those mentioned above;
- (ii) professional or business engagements;
- (iii) private work;
- (iv) domestic trouble other than those mentioned above.

(5) Leave of absence should be applied for in the first instance for a period not exceeding 60 days.

[Rule 242]

(6) All applications for leave of absence stand referred to a Committee, namely the Committee on Absence of Members from the Sittings of the House. However, in practice, applications for leave of absence for a period of less than 15 days are not placed before the Committee.

The functions of the Committee are:—

- (i) to consider all applications from members for leave of absence from the sittings of the House;
- (ii) to examine every case where a member has been absent for a period of sixty days or more, without permission from the sitting of the House and to report whether the absence should be condoned or circumstances of the case justify that the House should declare the seat of the member vacant; and
- (iii) to perform such other functions in respect of attendance of members in the House as may be assigned to it by the Speaker from time-to-time.

[Rules 243, 325 and 326]

(7) The Committee considers each application on its merits and makes recommendations to the House in regard thereto in the form of a Report. One or two days after the presentation of the Report to the House, the Speaker takes the pleasure of the House regarding grant of leave of absence or for condonation of the period of absence of members. Members desirous of raising any point on the Report should give intimation thereof, in writing, to the Parliamentary Notice Office by 15.15 hours on the day following the day on which the Report is presented. After the House has agreed to leave being granted to members, the members concerned are informed through letters to them.

(8) Where for a period of sixty days a member is without permission of the House absent from all its sittings and the House does not grant leave of absence to her/him or does not condone her/his absence from the sittings of the House, the seat of the member is declared vacant on a motion carried by the House to the effect.

[Rule 241]

(9) The minutes of the sittings of the Committee held during a session are laid on the Table towards the end of each session.

57. Parliamentary Notice Office.—(1) Parliamentary Notice Office located in Room No. 23 right in front of Gate No. 1 (main entrance) of Parliament House receives all notices and communications from members; supplies forms therefor; issues Members' Identity Cards, Spouse Railway Passes; attends to various queries of members and renders general assistance to members with regard to parliamentary work.

With a view to enable members to write their notices and study answers to starred questions etc. without disturbance, it is desirable that persons who are not members are not taken by members inside the Parliamentary Notice Office.

(2) For information on matters concerning their membership and parliamentary business, members may contact Parliamentary Notice Office which will arrange to collect the information from concerned officers.

58. 'Stenographers & Typists' Pool for Members.— 'Stenographers and Typists' Pool for members is located in Room No. 20-B, Ground Floor and also in Room No. 129-A, Third Floor, Parliament House which is easily approachable by Lift No. 1. It renders stenographic and typing assistance to members both in English and Hindi, in respect of urgent business of the House such as urgent notices and short communications to the Speaker, the Secretary-General, or the Ministers.

The Staff in the Stenographers' Pool have instructions not to undertake work of non-parliamentary nature. Members should therefore give only parliamentary work not exceeding three or four pages of dictation and/or typing at a time in the Stenographers' Pool.

59. Admission to Visitors' Gallery.—(1) Visitors' Cards (Public Gallery) are issued for the guests of members for the Visitors' Gallery of Lok Sabha on previous day on applications from members in yellow application forms available in the Centralised Pass Issue Cell. Issue of Visitors' Cards is regulated as follows:—

- (i) application for Visitors' Card should contain the name of not more than four guests of a member;
- (ii) application should reach the Centralised Pass Issue Cell not later than 16.00 hours on the working day previous to the date for which the Visitor's Card is required;
- (iii) not more than four Visitors' Cards will be issued to a member for a particular day for fixed hour(s); and
- (iv) complete particulars of the visitors may be furnished in the application forms for issue of Visitors' Cards failing which the Visitors' Cards may not be issued.

(2) Visitors' Cards (Public Gallery) on same-day applications from members in red application forms available in the Centralised

Pass Issue Cell are issued subject to observance of the following conditions:—

- (i) applications for same-day Visitors' Cards should be made to the Secretary-General as early as possible on the date for which the Visitors' Cards are required and such applications should be delivered at the Centralised Pass Issue Cell;
- (ii) for getting same-day passes issued, the Deputy Leader or the Whip of the Party, whosoever is authorised by the Party, should recommend the issue of same-day passes on the application form. The member is also required to take the visitor to the concerned Joint Secretary/Additional Secretary for the purpose;

When a member requires a same-day visitors' pass he may have his guests seated in the Reception Office or in the MP Waiting Room Centralised Pass Issue Cell. Subject to other conditions being fulfilled, such passes are made available for use not earlier than two hours after the time of receipt of application in the Centralised Pass Issue Cell;

- (iii) same-day Visitors' Cards are delivered to the member himself who is required to sign the register maintained for this purpose. If the member desires that the Visitors' Cards may be delivered by the C.P.I.C. to his guest, the member may attest the signature of the visitor concerned on the application form. The Visitors' Card will then be prepared and delivered to the person authorised by the Member;
- (iv) the cards applied for should be ordinarily for a person who is a spouse or child or close relative of the member and who has arrived in Delhi on the same-day or the previous night and is not likely to stay in Delhi overnight, and in whose case it has not been possible to comply with the prescribed time limit. In the same-day application form against the space provided for this purpose, the special reasons why the application could not be made within the prescribed time limit should be stated briefly;
- (v) not more than two same-day Visitors' Cards may be issued to a member at a time for a particular day on application made on the form. Such request should be made very sparingly; and
- (vi) issue of these cards will also be subject to a limit of not more than 25 cards per hour.

(3) Applications for Visitors' Cards for groups of persons should reach the Centralised Pass Issue Cell at least one day in advance and full particulars of each of the persons in the group *viz.* full name of the visitor, father's/husband's name in full, age, nationality and passport number (for foreigners only), details of occupation, details of occupation of the husband (in case of housewives only), full Delhi and permanent addresses should be given. Visitors' Cards for the groups are issued for specified hours for the afternoon session. For issue of same day Visitors' Cards for groups of persons coming from outside Delhi, members should get their applications countersigned by the Leader/Deputy Leader—Whip of their Party or Group, whosoever is authorised by the party.

(4) Special attention of members is invited to the following certificate on the application form for Visitors' Card:—

“The above named visitor is my relation/personal friend/known to me personally and I take full responsibility for her/him.”

(5) Members should fill in all the particulars required in the application forms as follows:—

- (i) Visitor's name in full (in block letters);
- (ii) Age;
- (iii) Father's/Husband's name in full;
- (iv) Nationality and Passport number (for foreigner only);
- (v) Details of Occupation;
- (vi) Details of Occupation of the husband (in the case of housewives only);
- (vii) Full Permanent Address and State;
- (viii) Full Delhi Address.

(6) Visitors' Cards issued on previous day applications are sent to the applicant members at their residences alongwith Parliamentary papers.

(7) Visitors may be asked to carefully read the instructions on the Cards and abide by them.

(8) As members are responsible for any untoward or undesirable thing happening in the Visitors' Galleries at the hands of a holder of a Card granted at their request, they should fully satisfy themselves about the person for whom such a Card is required by them.

(9) Children below ten years of age are not admitted to the Visitors' Galleries.

(10) Members should not detach visitors holding Visitors' Gallery Cards from queues and bring them out of their turn into the Parliament House. That would avoid complaints from other members and visitors.

60. Admission to Speaker's Gallery.—(1) The following categories of persons are eligible for Visitors' Cards for the Speaker's Gallery:—

- (i) Presiding Officers of State Legislatures and their wives;
- (ii) Ministers of State Governments and their wives; and
- (iii) Presidents of recognised All-India political parties, in case they cannot be accommodated in the Distinguished Visitors' Gallery.

Members are requested not to apply for Speaker's Gallery Cards in respect of other categories of persons.

(2) Applications for Speaker's Gallery Cards should be made in lemon yellow application forms available in the Centralised Pass Issue Cell.

(3) In other respects instructions contained in para 58 *mutatis mutandis* apply.

61. Admission to Distinguished Visitors' Gallery.—(1) The following categories of persons are eligible for Visitors' Cards for the Distinguished Visitors' Gallery:—

- (i) Spouses of sitting Members of Parliament;
- (ii) Ex-members of Parliament;
- (iii) Members and Secretaries of State Legislatures;
- (iv) Judges, Vice-Chancellors and high officials of the Government of India and State Governments;
- (v) Persons of standing in public-life, such as Presidents of recognised All-India political parties; and
- (vi) Distinguished visitors from foreign countries.

Members are requested not to apply for Distinguished Visitors' Gallery Cards in respect of other categories of persons.

(2) Applications for Distinguished Visitors' Gallery Cards should be made in light blue application forms available in Centralised Pass Issue Cell.

(3) In other respects instructions contained in para 58 *mutatis mutandis* apply.

62. Admission to Special Gallery.—(1) Only the following relations of members are eligible for Visitors' Cards for the Special Gallery—

- (i) son;
- (ii) daughter;

- (iii) father; and
- (iv) mother.

Members are requested not to apply for Special Gallery Cards in respect of persons other than their relations mentioned above.

(2) Applications for Special Gallery Cards should be made in white application forms available in Centralised Pass Issue Cell.

(3) In other respects instructions contained in para 58 *mutatis mutandis* apply.

63. Appointments with the Speaker.—Members who wish to see the Speaker in connection with Parliamentary business during session periods may do so in the Parliament House in Speaker's Chamber between 10.30 hours and 10.45 hours.

64. Obituary References.—(1) It is customary to make obituary references in the House on the passing away of sitting members, ex-members, outstanding personages and Heads of certain friendly foreign States etc.

(2) In 1972, the Speaker agreed with the following recommendations made by the General Purposes Committee of Fifth Lok Sabha on the question of adjournment of the House on the death of ministers, sitting members, national leaders etc.:—

- (i) In the case of the death of a sitting member of Lok Sabha, the existing convention of adjourning the House for the day if, the death took place in Delhi*, in order to enable the members to participate in the funeral or sending of the dead body from Delhi, might be continued;
- (ii) In the case of the death of a Minister who, at the time of her/his death, was not a member of Lok Sabha, the House should be adjourned for the day, if the death took place in Delhi, in order to enable the members to participate in the funeral or sending of the dead body from Delhi;
- (iii) In the case of the death of the head of a national political party, the House might be adjourned for the day (a) if the deceased was a sitting member of Rajya Sabha at the time of her/his death, (b) her/his party was represented in Lok Sabha and had been recognised by the Speaker either as a Party or Group in the House, and (c) the

*In the meeting of Speaker 13th Lok Sabha with Leaders of Parties in Lok Sabha held on 7.5.2003, it was decided that the House might be adjourned, if a sitting member dies during the session period, whether in Delhi or outside Delhi. However, in the case of death of the sitting member during the inter-session period, the House might not be adjourned.

death took place in Delhi, in order to enable the members to participate in the funeral or sending of the dead body from Delhi; and

- (iv) In the case of the death of an outstanding personality or national leader or a foreign dignitary, the Speaker, in consultation with the Leader of the House, might decide in each case whether the House should be adjourned for the day or not.

(*Vide* Bulletin—Part II dated 31.5.1972)

(3) Members are requested that whenever they come to know about the death of an ex-member who had been a member of Lok Sabha or Central Legislative Assembly or Constituent Assembly or Provisional Parliament, they may immediately pass on the information with date and place of death and address of next of kin of the ex-member to Secretary-General.

65. Information regarding arrest, detention and/or release etc. of Members of Lok Sabha.—Communications received from the concerned authorities regarding arrest, detention, imprisonment or release of members of Lok Sabha are read out by the Speaker in the House if it is sitting. If the House is not in session, the information is published in Bulletin—Part II.

[Rules 229, 230 and 231]

66. Security arrangements in Parliament Estate.— (1) *Security Arrangements in the Parliament House*—Members are requested to carry their RF tags/Identity Cards to avoid any inconvenience on account of Identification. They are also requested to cooperate with Parliament Security Service staff on duty in PH Complex.

To strengthen the security arrangements in PH Complex, various security gadgets have been installed at strategic locations of entry points, visitors accompanying the Members of Parliament and Ex-Members of Parliament are required to pass through the Door Frame Metal Detector and they may also be subjected to physical search. The baggage etc. being carried by them, may also be scanned/searched by the Security staff.

(2) *Entry to Parliament House and Central Hall*—Entry of outsiders in Parliament House and Central hall is regulated according to Rules and Directions given by the Speaker from time to time. No person without a valid pass with bar code is allowed to gain entry

even when accompanied by a Member of Parliament. A visitor can be rendered unfit for the entry in the premises even after acquiring pass if he/she does not follow security norms or if any incorrect information is found about him/her. This is deemed essential in the interest of security.

(3) *Entry of Visitors Accompanying Members of Parliament into Parliament House*—For security reasons the Parliament Security Service Personnel have been given strict instructions not to allow anyone including guests of Members inside Parliament House without a proper pass with bar code. Members are also advised not to bring their guests/visitors inside Parliament House through Building Gate Nos. 3, 5, 7, 9 and 11. Visitors having valid passes with bar code may be taken inside Parliament House through any of the other gates where Door Frame Metal Detectors have been installed.

(4) *'M.P.' Car Labels*—For facilitating entry of cars owned by Members into the Parliament House Estate (including Parliament House Annexe), and Parliament Library special car labels marked 'MP' and vehicle R.F. tags are also issued to the Members of Parliament by the Centralised Pass Issue Cell on filling up the requisite form.

Entry into Parliament House Complex is strictly regulated as per security norms laid in this regards, the vehicles displaying car labels issued by Lok Sabha/Rajya Sabha Secretariats are only permitted entry into Parliament Estate. Members are requested to ensure that these car labels are prominently displayed on left hand top of the wind screen of their vehicles.

Whenever a Member travels in any other private vehicle (without label) or a hired vehicle like taxi/three wheeler etc. he/she should alight at Iron Gate No. 1, 2 TKR I & II and make use of Ferry Car Services upto the Building Gates.

(5) *Entry of Private/Commercial Vehicles into Parliament House Complex*—Private vehicles without parking labels are not allowed to enter Parliament House Estate. Members owning Private vehicles are required to obtain parking labels for their vehicles from the Centralised Pass Issue Cell.

The members may also use vehicles of Lok Sabha Secretariat and DTC marked "Members of Parliament" under operation of MS Branch from Parliament House Complex to their residence and *vice versa*.

The Members coming in their private vehicles (Self-Driven) with car labels are requested to park their vehicles in the earmarked parking area just behind the wall opposite Building Gate No. 1. *The Chauffeur driven cars of Members will however be parked in M.P. parking area behind Rail Bhawan.*

Iron Gate Nos. 5, 6 & 7 (Rajya Sabha Marg) remain closed. Check barriers have been installed inside Iron Gate Nos. 1 and 2 in order to prevent the entry of any unauthorised vehicles and to ensure proper security checking. Visitors/Guests accompanying members and not having valid passes for entry into Parliament House may get down outside Iron Gate Nos. 1 and 2 and obtain passes from the Reception Office before entering the Parliament House Estate.

(6) *Presence of Members within the precincts of the House*—Members can remain within the ‘Precincts of the House’ when the House or any Committee of which she/he is a member, is sitting and for a reasonable time before or after that. If a Member wants to remain there beyond an hour after the House or Committee has adjourned to meet on a subsequent day, she/he has to seek the specific permission of the Speaker for the purpose. Permission given to a member to remain within precincts of the House can be withdrawn by the Speaker at any time.

(7) *Carrying or Display of Fire Arms in Parliament House Complex*—The carrying or display of arms and ammunition in any part of the Parliament House Complex is strictly prohibited. Only security personnel specifically deployed in Parliament House Complex are permitted to carry arms and ammunition.

(8) *Carrying of Material that could Prove to be Hazardous*—Carrying of material that could prove to be hazardous to human life or the building is not permitted in the premises.

(9) *Distribution of Literature, Pamphlets, Press Notes and Leaflets within the precincts of the House*—Members should not distribute within the precincts of the House any literature, questionnaire, pamphlets, press notes, leaflets or any matter printed or otherwise without the prior permission of the Speaker in writing.

(10) *Demonstration, Dharna, Strike, Fast etc. within the precincts of the House*—Members cannot use the precincts of the House for any demonstration, dharna, strike, fast or for the purpose of performing any religious ceremony.

(11) *Arrangements for Members to meet persons coming to see them*—When any person comes to the Reception Office adjoining

Parliament House to see a Member, an interview slip is prepared by the Receptionist and sent to the Member concerned in the House, Lobby or the Central Hall. The Member may, if she/he desires to meet the visitor, indicate on the interview slip the time at which she/he would meet the visitors at the Reception Office or an entry pass with bar code is issued on the basis of requisition letter signed by MP's to the visitors wishing to meet them. Visitors are not allowed to enter the areas other than permissible in the premises mentioned on the bar code pass.

(12) *Car Calling Arrangements*—Car calling arrangements are available at Building Gate No. 1, Parliament House VIP Gate Parliament House Annexe only.

(13) *Use and carrying of Cellular Telephones and Pagers inside Parliament House and Annexe*—(A) The following categories of persons would be permitted to carry their cellular phones, inside the inner precincts of Parliament House Annexe and Parliament Library:—

- (i) Staff of Lok Sabha and Rajya Sabha Secretariat;
- (ii) Staff of Ministry of Parliamentary Affairs;
- (iii) Staff of Allied Service/Security agencies;
- (iv) Print and Visual Media persons accredited to Lok Sabha and Rajya Sabha Sectt. and in possession of access control passes issued by Parliament Security;
- (v) Officials of Government of India in possession of Sessional/ Intersessional passes.

(B) Cellular Phones would be subjected to elaborate security checks at Building Gates of PH/PLB/PHA.

(C) Media persons and officials entering the Galleries should deposit their cell phones at the Mobile deposition counters made available at Room No. 54 and near official Gallery respectively. The instruments are to be switched off before deposition at the counters.

(D) In order to ensure smooth and unhindered proceeding of Lok Sabha and as a mark of respect to the Hon'ble Members are requested to switch off their mobiles and deactivate alarm bells before entering the Lok Sabha Chamber.

(E) Casual visitors and temporary pass holders are not allowed to bring their cellular phones inside the Parliament House Complex.