

LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE
NEW DELHI-110001

No.26/1/X/2022/T

Dated the 22nd November, 2022

OFFICE MEMORANDUM

Subject:- Papers to be laid on the Table of Lok Sabha.

The undersigned is directed to invite the attention of all the Ministries/Departments to Direction 116 of the Directions by the Speaker read with paras 6.1 to 6.24 of Chapter VI of the Brochure entitled "Government and Parliament - Procedure to be followed by Ministries in connection with Parliamentary Work", on the above subject. It has been observed that Ministries/Departments do not always adhere to the Procedure set out in the aforementioned brochure resulting in delay in the preparation of daily List of Business, and consequent late circulation of copies thereof to members, etc.

2. Specific attention of the Ministries/Departments is invited to the following recommendations of the Committee on Subordinate Legislation, for strict compliance while sending notifications containing Rules/Orders for laying:-

- (i) Whenever rules framed by the Government under any Act are laid on the Table of the House, a Statement of Objects and Reasons and also a Statement containing Explanatory notes on the rules in respect thereof should also be appended thereto for the information of Members;
- (ii) When new Rules amending the original rules are laid on the Table of the House, the relevant extract from the original rules should also be attached to such rules;
- (iii) All the Orders required to be laid before the House are so laid within a period of 15 days after their publication in the Gazette if the House is in session, and if the House is not in session, the 'Order' should be laid on the Table of the House as soon as possible (but within 15 days) after the commencement of the following session; and
- (iv) Statement explaining reasons for delay caused in laying each such 'Order' on the Table of the House be appended.

3. All the Ministries/Departments are requested that after laying of papers on the Table of the House, the web link of the same may be emailed to computercentrelss@sansad.nic.in describing details viz Date, Ministry, Title and the web link of the document.

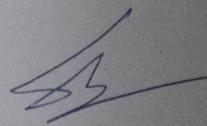
4. Further, all the Ministries/Departments are also requested to ensure that Papers required to be laid on the Table, complete in all respects (both in Hindi and English versions) **are forwarded to Lok Sabha Secretariat (Distribution Branch, Parliament House Annexe)** two days in advance of the day on which the papers are proposed to be laid on the Table.

5. No. of Copies required:-

Notification	One authenticated copy alongwith 25 spare copies (Hindi and English versions)
Report, MOU, etc	One authenticated copy (Hindi and English versions)

6. It has been observed that Ministries send a large number of papers for laying on the Table of Lok Sabha during the last week of the Session. Ministries/Departments are, therefore, requested to segregate the papers and send them for laying in an even flow. They may also please note that it will not be possible to accept papers at a notice shorter than two clear days during the last week of the Session.

7. All Ministries/Departments are requested to follow the above procedure.



(S. K. GANGULI)
ADDITIONAL DIRECTOR
Ph. 23034795

To

Cabinet Secretariat and NITI Aayog,
All Ministries/Departments of Government of India.