

**9.24 List of Business-** List of Business for a day indicates the items of Business to be transacted by the House on that day and the order in which they are taken up. A List of Business is prepared for each day that the Rajya Sabha has a sitting as required under Rule 29(1) of the Rules of Procedure. On receipt of intimation from the Ministry of Parliamentary Affairs, regarding the order of Government Business for the first two or three days, List of Business is issued to enable the Members to give notices of amendments to Bills, Motions etc.

After the commencement of the Session, List of Business for each sitting is issued at least two days in advance. The formal items of Business, viz. Papers to be laid, presentation of reports of Parliamentary Committees, Statement by Minister etc. are not included in the List of Business issued in advance.

All items, including formal items like laying of papers are included when a Revised List of Business is issued on the day preceding the day to which it relates (except in case of Mondays when no revised list is normally issued). To enable this to be done, entries regarding formal items, received in advance, are examined and if found in order, are kept carefully in separate files, date wise. When the revised list of Business for that particular day is to be issued, these items are included, keeping in view the days allotted to a Minister so that papers relating to a Ministry are included on those days, which are allotted. For Friday, the day scheduled for Private Members Business, the List of Business is issued two days in advance, on the basis of items received from Bill Office/Legislative Section.

Usually, the List of Business is issued under the name and designation of the Secretary-General. When the Secretary-General is on leave or out of country, the list is issued under the name and designation of the Officer authorised by the Secretary-General.

If, having regard to urgent items of Business to be transacted on the day of sitting itself, additional items are included in the day's Business, a Supplementary List is prepared and issued, in English and Hindi version, after getting it approved from the Secretary-General. A second or third supplementary list may also be issued if required.

The List of Business, Revised List and Supplementary Lists are all consecutively page numbered. At the end of each session, one set is bound and kept for reference and record in the Table Office.

The Business is listed generally in the following order (reference to the relevant rule is given in brackets): -

S.N.	ITEM RECEIVED FROM
------	-----------------------

- |     |   |
|-----|---|
| i)  | Oath or affirmation; (Rule 5)<br>Table Office |
| ii) | Laying of President's Address to both Houses  |

of Parliament;  
Legislation Section

iii) Obituary references;  
Table Office

iv) Questions (including Short Notice Questions); Questions  
Branch  
(Rule 38)

v) Statements by Ministers correcting answers  
to questions;  
Question Branch

vi) Papers to be laid on the Table;  
Concerned Section  
(Various rules)

vii) Presentation of Reports of Committees/Laying of minutes of sittings thereof etc.; -do-  
(Various rules)

viii) Laying of evidence tendered before Select/Joint Committees on Bills; (Various rules) -do-

ix) Presentation of Petitions; (Rule 145)  
Committee Section-II

x) Motions for election to Committees;  
Committee Section II

xi) Motions for extension of time for presentation of Reports of Committees;  
Committee Section II

xii) Special Mention/Calling Attention Notices; Legislative  
Section  
(Rule 180)

xiii) Motions for election of Deputy Chairman; Table  
Office  
(Rule 7)

xiv) \*Government Business Bill  
Office  
a) Bills to be withdrawn (Rule 118)  
b) Bills to be introduced (Rule 67)

xv) Laying of explanatory statements giving reasons for immediate legislation by Ordinance; Bill Office  
(Rule 66)

xvi)	Bills for consideration and passing/return; (Rule 69,93,109,126 etc.)	Bill Office
xvii)	Consideration of reports of Committee of Privilege; Section (Rule 199)	Legislative
xviii)	Short Duration Discussion; (Rule 178) Legislative Section	
xix)	Admitted Motion (Rule 172)	-do-
xx)	Government Resolution (Rule 159)	-do-
xxi)	Statement by Minister; (Rule 251) Office	Table
xxii)	Half-an-Hour Discussion; (Rule 60) Branch	Question

\*Fridays to be devoted to Private Members Bills /Resolutions (Rule 24)

As regards statement by Ministers, a circular is also issued to all Ministries/Departments of Government of India, before the commencement of each session to ensure the supply of 300 copies in English and 150 copies in Hindi of the statement proposed to be made by the Ministers on a matter of urgent public importance in the House, for circulation to Members and the Press. With the consent of the Chairman, statements by Ministers may be made, on grounds at any time agreed, after inclusion in a supplementary list of Business (Rule 251). Any Business (other than private members business) which is under discussion at the end of that day shall be set down for the next day allotted to Business of that class and shall, unless otherwise decided, have precedence over all other Business set down for that day (Rule 27).

In respect of Govt. business, and it is so agreed, in respect of any other business, the List of Business may, in addition to the serial priority, indicate the specific time when it will be taken up. In certain matters it may also indicate matters listed separately which may be discussed together for convenience.

The following items may be taken up without entry in the List of Business:-

- i) Communication of a message from the President (Rule 21);
- ii) Announcement of Ruling by the Chairman;
- iii) Announcement regarding recommendations of BAC (Rule 34);
- iv) Raising of question of Privilege with consent of the Chairman (Rule 187);
- v) Announcement regarding resignation of Member (Rule 213 (5));
- vi) Motions regarding suspension of rule (Rule 267);
- vii) References to tragic happenings in the country including loss of life and property;
- viii) Personal explanations with permission of the Chairman (Rule 241);
- ix) Leave of absence (Rule 214 (21)); and

- x) Message from the Lok Sabha (Rule 11 of the Houses of Parliament Rules).

The List of Business is finalised as soon as Government Business for the next day is made available by the Ministry of Parliamentary Affairs. After approval by the Secretary-General, the CRC copy of the list is sent to Printing Section to forward to the Govt. Press for printing. One copy of the List is sent to Translation Section for preparation of Hindi CRC copy. To facilitate quick translation, as soon as a portion of the List is ready, it is forwarded by Email to Translation Section for translation work (See para 9.24.2 below). E-mail copy of the English and Hindi versions of the List of Business as soon as it is finalized, will be sent by Table Office/Translation Section to Government of India Press as e-mail attachment for direct printing, with a copy to NIC (Rajya Sabha) for placing the material on Internet. Table Office, after sending the final list to Translation Section by e-mail, will check with the Section to ensure there are no queries requiring clarifications.

**9.24.1 List of Papers to be laid:** In order to make the List of Business more compact and accessible, the list of papers to be laid has been made into a separate document. The entry in the main List/Revised List under the heading 'Papers to be laid' only gives the names of the Ministers and the Ministries in respect of which the papers are to be laid. A separate 'List of Papers to be Laid' will be issued along with the main/revised List of Business, in CRC form, giving the detailed description of the papers to be laid. A common page numbering system will be maintained, and in case of supplementary paper laying, the item will directly figure on the supplementary List of Business.

To enable this to be done, and to ensure that the Hindi translation thereof is also done in time, the following procedure will be followed:

- i) Table Office/Committee Section I will accept papers for laying at least *3 clear working days* in advance of the laying date. Before the start of each session a circular will be sent to all Ministries informing them and requesting them to send their papers within the time schedule. The two Sections will ensure that the papers received conform to requirements etc. well in time and return all papers to the originating Ministry in case of defects.
- ii) Committee Section-I will send the list of papers to be laid to Table Office simultaneously sending a copy to Translation Section (accompanied by Hindi version of the documents as heretofore) *one and a half days in advance*, i.e. by 12.00 noon, leaving the afternoon and one clear day for translation and finalizing the RLOB..
- iii) Table Office will finalise the papers to be laid as a separate document ***one clear day*** in advance and send the printed out list through peon book so as to reach Translation Section by 6.00 p.m. the same day. For example, papers for laying on 20<sup>th</sup> of a month will be sent to Translation Section by Committee Section-I by 12.00 noon of 18<sup>th</sup> of that month and by Table Office by 6.00 p.m. on 18<sup>th</sup> i.e., the same day. Electronic copy will be sent by Table Office by email to Translation Section as per existing procedure, during the day itself. Copy of the email will also be sent to Computer Center and Joint Secretary in-charge of Table Office

simultaneously. (To streamline this, Table Office will at the start of each session draw up a chart showing the dates for sending the List of Papers in respect of each laying date).

- iv) Computer Center will use the email to place the electronic document of the papers to be laid on the table on to the Website as a separate document under the heading 'Papers to be Laid', and give a link from the Revised List of Business to the List of Papers to be laid.

It will be the responsibility of Committee Section-I/Table Office to ensure that papers received after deadlines are not entertained. They will also ensure that the time schedule for providing lists to Translation Section is followed. Table office and Translation Section will bring to notice of the Joint Secretary in case there is any delay.

**9.24.2 Hindi version of List of Business:** As soon as the List of Business is prepared in the English version, Table Office will forward an electronic copy by e-mail to Translation Section (and the NIC), followed by a paper copy along with the messenger book. This work will normally be completed by 8.00 pm, on receipt of Government business. However advance copy, ready by 5 pm. will also be sent similarly to enable Translation Section to start the work. In case of a Revised List of Business a similar procedure will be followed, the main changes compared to the List of Business already issued being (a) inclusion of names of Ministers laying papers (b) Presentation/Tabling of Committee Reports and (c) Changes/additions in Government Business. The Translation Section, using the electronic text of the List of Business issued the previous day, will make the necessary changes/additions to produce the Revised List of Business in CRC form latest by 11pm. In case of delay beyond this period the matter will be brought to the notice of the Principal Chief Editor immediately and the Secretary-General the next morning.

As soon as the Hindi version is finalized, an electronic copy will be e-mailed to NIC for placement on the Internet.

**9.24.3 Hindi List of Papers to be Laid:** As in the case of the English version, the Hindi List of Papers to be laid will be printed as a separate document. Since the details will be intimated to Translation Section. 1 clear day in advance, following the procedure described in 9.24.1, the Translation Section will complete the translation of the paper laying work and produce the List of Papers to be laid *as a separate document* latest by 5.00 p.m. the following day, i.e. the 19<sup>th</sup> in the example. Principal Chief Editor will also bring to notice of the Joint Secretary in case the papers are not received from Table Office in time. Copies in Hindi of the print out of list of papers to be laid will be sent by Translation Section through the Principal Chief Editor and Joint Secretary to Secretary-General and to Table Office by 6.00 p.m.

In case the list of papers for laying is unusually long (say over 20 pages) Table Office will inform Translation Section well in time (in the forenoon of the second day) so that arrangements can be made to dispose off part of the work the same evening. Translation Section will keep Printing Section informed of all problems faced in preparing CRC copies.

As soon as the Hindi version of the List of Papers to be Laid is finalized, an electronic copy will be e-mailed to NIC for placement of the Internet, with a link from the Hindi version of the List of Business of that day.

#### **9.24.4 Finalisation of Hindi and English version of the List for Printing:-**

Computers and telephones will be used to the maximum possible extent to avoid delay. When CRC copies of the List of Business are sent by Table Office/Translation Section to Printing Section, the Printing Section will ensure that-

- i) the English and Hindi versions of the List of Business conform to the styling and appearance/pattern required for the document,
- ii) the page numbers have been properly given; and
- iii) the Hindi and English version of the List of Papers to be Laid tally in terms of items and the Sl. Nos.

In case of any discrepancy Printing Section must immediately contact the concerned Section to obtain the corrected Hindi CRC. Table Office and Translation Section staff will leave office only after clearance from Printing Section in this regard.

However electronic text will be sent as email attachment directly to Government of India Press to down load and compose the text, in order to save time.

**9.24.5 Memorandum of Business:** A Memorandum of Business is also then prepared on the basis of the approved List of Business. This is an exhaustive note for the guidance of the Chair in the House for conducting the Business as listed in the List of Business for the day.

Six sets of Memorandum of Business in English are prepared each day for the use of Chairman, Deputy Chairman, Secretary-General and Officers at the Table. If possible, a Hindi set will also be prepared.

All items for the Memorandum of Business are typed on separate pages. The approved obituary reference is typed in bold letters. Under the heading 'Oath or Affirmation' the names of the Members are arranged alphabetically. For the purpose of laying of papers, the names of the Ministers are typed in bold letters in the order of seniority or alphabetical order of Ministers as listed in the List of Business for the day.

The Formula to be read by the Secretary-General in respect of the President's assent to bills, messages from Lok Sabha etc. is loosely kept in his folder.

For consideration and passing of a bill, the disposal of all amendments and clauses etc. are given in detail. The Officers at the Table at the time when the matter comes up for consideration must ensure that the Memorandum is upto date, and assist the Chair if necessary.

The Chairman's agenda is kept in a Red-rexine bound file cover with flags displaying each heading. The set of the Chairman when received from the chamber after the adjournment of the House is sorted out and kept in separate file cover and

preserved till the termination of the Session. The set is neatly bound for permanent record.