

LOK SABHA

BULLETIN-PART II

(General Information relating to Parliamentary and other matters)

Nos. 7986-7994]

[Wednesday, February 6, 2019/ Magha 17, 1940(Saka)

No.7986

Table Office (B)

Attendance Register of Members

Section 3 of the **Salary, Allowances and Pension of Members of Parliament Act, 1954** (as amended by Act. No. 17 of 2018) relating to 'Salary and daily allowances' provides as follows: -

"3. Salaries and Daily Allowances. – (1) A member shall be entitled to receive a salary, at the rate of **one lakh** rupees per mensem during the whole of his term of office and subject to any rules made under this Act an allowance at the rate of **two thousand** rupees for each day during any period of residence on duty:

xxx

xxx

xxx

Provided that no member shall be entitled to the aforesaid allowance unless he signs the register, maintained for this purpose by the Secretariat of the House of People or, as the case may be, Council of States, on all the days (except intervening holidays for which no such signing is required) of the session of the House for which the allowance is claimed".

2. For the convenience of members, the Attendance Register, split into four parts, is kept on separate rostrums in the Inner Lobby for signature of members.

3. In view of the provisions of section 3 of the **Salary, Allowances and Pension of Members of Parliament Act, 1954**, quoted in para 1 above, members are requested to sign in ink, in the space provided against their names in the Attendance Register and as per the specimen signatures furnished to the Lok Sabha Secretariat.

Turning off the head phones in Lok Sabha Chamber by members

The volume of the headphones provided at the seats of members in the House, if not turned down when not in use, create disturbance in the House, as the voice of the member who is speaking in the House or that of the Interpreter who is translating the member's speech, is also simultaneously heard through them. With a view to improving the audibility of speeches in the House and to prevent such disturbance, members are requested to turn down the volume of their headphones to the minimum using the volume push button immediately after use.

No.7988

Table Office (B)

Rules to be observed by members

Attention of members is invited to Rule 349 of the ***Rules of Procedure and Conduct of Business in Lok Sabha*** regarding Parliamentary customs and conventions to be observed by members. Particular attention is invited to sub-rule (xvi) of the Rule wherein members are requested **not to display flags, emblems or any exhibits (including PLACARDS) in the House.**

Kind co-operation of Members is solicited.

No.7989

Table Office (B)

Operation of Automatic Vote Recording System

The procedure for operating the Automatic Vote recording system installed in the Lok Sabha Chamber is as follows :-

1. Before a Division starts, every Hon'ble Member should occupy his or her own seat and operate the system from that seat only.
2. When the Hon'ble Speaker says "Now Division", the Secretary-General will activate the voting button whereupon "**RED BULBS**" above individual result display boards on both sides of Hon'ble Speaker's Chair will glow and a **GONG** sound will be heard simultaneously.
3. For voting, Hon'ble Members may please press the following two buttons simultaneously "**ONLY**" after the sound of the **GONG**; **repeat** only after the sound of the **GONG** :-

Red "VOTE" button in front of every Hon'ble Member **on the Head phone plate**

and

Any one of the following buttons fixed on the top of desk of seat:

Ayes	:	Green Colour
Noes	:	Red Colour
Abstain	:	Yellow Colour

4. It is essential to keep both the buttons pressed till another **GONG** is heard and the **Red BULBS** above individual result display boards are "**OFF**".
5. Hon'ble Members may please note that their votes will not be registered:
 - (i) If buttons are kept pressed **before** the first **GONG**; or
 - (ii) Both buttons are not kept simultaneously pressed till the second **GONG**.
6. Hon'ble Members can actually "**SEE**" their vote on individual result display boards installed on either side of Hon'ble Speaker's Chair and on the LED screens fixed on parapet on either sides of the Public gallery.
7. In case vote is not registered, they may call for voting through slips.

No.7990

Table Office (B)

**Corrections in Votes recorded by members by operating the Automatic
Vote Recording System**

A member who is not able to record his/her vote by pressing the button due to any reason considered sufficient may, with the permission of the Chair, have his/her vote recorded before the result of the Division is announced. If a member finds that he/she has by mistake voted incorrectly by pressing the wrong button or voted from a wrong seat, he/she may be allowed to correct his/her mistake, provided he/she brings it to the notice of the Chair before the result of the Division is announced.

For effecting correction in the votes recorded by operating the Automatic Vote Recording System, the following correction slips are available: -

- (i) **SLIP FOR CORRECTING VOTE RECORDED FROM A WRONG SEAT –**
This slip is printed on white paper and is to be used by a member who has recorded his/her vote from a wrong seat (*i.e.* seat allotted to another member).
- (ii) **SLIP FOR RECORDING VOTE FOR 'AYE' –** This slip is printed on cream paper and is to be used by a member for recording vote for 'Aye' in case the vote has not been recorded by the machine or for correcting the vote from 'No' or 'Abstain' to 'Aye', as the case may be.

- (iii) SLIP FOR RECORDING VOTE FOR 'NO' – This slip is printed on pink paper and is to be used by a member for recording the vote for 'No' in case the vote has not been recorded by the machine or for correcting the vote from 'Aye' or 'Abstain' to 'No', as the case may be.
- (iv) SLIP FOR RECORDING ABSTENTION – This slip is printed on yellow paper and is to be used by a member for recording 'Abstain' in case the vote has not been recorded by the machine or for correcting the vote from 'Aye' or 'No' to 'Abstain', as the case may be.

These slips have been printed in English on one side and Hindi on the reverse.

Immediately after votes have been recorded by the machine and flashed on the Individual Result Display Boards, a member who has voted from a wrong seat, or whose vote has not been recorded by the machine, or who has by mistake voted incorrectly and desires correction in the results as flashed on the Individual Result Display Boards, should rise in his/her seat whereupon a Division Clerk will hand over to him/her one of the four slips, as the member may ask for.

The member concerned should make sure as to whether the mistake in recording the vote of his/her choice has actually occurred by referring to the Individual Result Display Board. In case of doubt, the member should consult the Officer at the Table.

The member desiring a correction to be made should fill in the requisite correction slip precisely and completely in all respects and then hand it over, without any delay, to the Division Clerk. While filling in the correction slip, the portions of the correction slip which are not applicable should be struck off clearly.

Kind co-operation of members is solicited.

Parliamentary Customs, Conventions and Etiquette

Attention of members is invited to paragraphs 42 and 43 (pages 79 – 87) of the **Handbook for Members (16th edition)** regarding Parliamentary Customs and Conventions and Parliamentary Etiquette required to be observed by members. Particular attention is invited to the following: -

42. Parliamentary Customs and Conventions

X X X

(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.

X X X

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

X X X

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

X X X

43. Parliamentary Etiquette

X X X

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

X X X

(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;

X X X

(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;

X X X

(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;

X X X

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

(29) A member while speaking should not –

X X X

(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 debate being itself a matter in issue or relevant thereto;

X X X

(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;

X X X

(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;

X X X

(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;

X X X

(37) It is not in order for members other than Ministers to consult officials in the Official Gallery from inside the House.'

Kind co-operation of members is solicited.

No.7992

Table Office (B)

Withdrawal and Suspension of members

Attention of the members is specifically invited to the provisions of Rule 373, 374 and 374A of the **Rules of Procedure and Conduct of Business in Lok Sabha** regarding withdrawal and suspension of members, respectively. The Rules read as under: -

“373. The Speaker, if is of the opinion that the conduct of any member is grossly disorderly, may direct such member to withdraw immediately from the House, and any member so ordered to withdraw shall do so forthwith and shall remain absent during the remainder of the day’s sitting.

374. (1) The Speaker may, if deems it necessary, name a member who disregards the authority of the Chair or abuses the rules of the House by persistently and wilfully obstructing the business thereof.

(2) If a member is so named by the Speaker, the Speaker shall, on a motion being made forthwith put the question that the member (naming such member) be suspended from the service of the House for a period not exceeding the remainder of the session:

Provided that the House may, at any time, on a motion being made, resolve that such suspension be terminated.

(3) A member suspended under this rule shall forthwith withdraw from the precincts of the House.

374A. (1) Notwithstanding anything contained in rules 373 and 374, 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:

Provided that the House may, at any time, on a motion being made, resolve that such suspension be terminated.

(2) On the Speaker announcing the suspension under this rule, the member shall forthwith withdraw from the precincts of the House.”

**Deposit of archival/historical material in Parliamentary
Museum & Archives, Archival books and Photographs
are available in Parliamentary Museum & Archives
for reference**

The Parliamentary Museum & Archives undertakes acquisition, storage and preservation of precious records, historical documents and articles connected with the origin, growth and functioning of parliamentary institutions and the Constitution in India. It is felt that these objects, which are part of our national heritage are collected, scientifically treated and preserved for the benefit of posterity.

Members are requested to consider depositing material which they have in their possession like *Private correspondence, Notes, Articles, Records, Manuscripts, Speeches, Memoirs, Diaries, Relics, Art pieces, Mementos, Personal belongings and collections, Paintings, Photographs* or any other material of archival/historical value connected with their career and activities as *Parliamentarians and freedom fighters*, in the **Parliamentary Museum & Archives, FB-094, Parliament Library Building (Tel. No. 23034131, 23034226, Fax No. 23035326)** for permanent preservation and display. The material will enrich the Parliamentary Museum & Archives and be useful for research work. If desired, the material received would be returned after making necessary copies. Any secretarial assistance in sorting out and listing the material will be made available to them.

The Parliamentary Museum and Archives have 724 books on/by Members of Parliament. Members who are desirous of consulting these books may contact the PMA.

The Photo Archives too has a collection of 19,000 photographs relating to Parliamentary events and passport size photographs of Members of Parliament from 1st to 15th Lok Sabha. All these Photographs have been digitized and can be retrieved with a click of mouse with help of keywords through software available in the branch.

Kind cooperation of Members is solicited.

Workshop under the auspices of Speaker's Research Initiative

Hon'ble Members are reminded that a Workshop on “**India's Population: Emerging Dimensions**” under the auspices of the Speaker's Research Initiative (SRI) will be held on 07 February, 2019 from 1600 hours onwards in the Main Lecture Hall, BPST, First Floor, Parliament Library Building, New Delhi.

2. The Workshop will be chaired by the Hon'ble Speaker, Lok Sabha.
3. Hon'ble Members may kindly attend.

SNEHLATA SHRIVASTAVA
Secretary General