

LOK SABHA

BULLETIN – PART II

(General information relating to Parliamentary and other matters)

No. 6922

Parliamentary Notice Office

Procedure for Receiving Notices in PNO

Attention of members is invited to Rule 332 of Rules of Procedure and Conduct of Business in Lok Sabha which reads as follows:-

“332.(1) Every notice required by these rules shall be given in writing addressed to the Secretary-General and signed by the member giving notice, and shall be left at the Parliamentary Notice Office which shall be kept open for this purpose between the hours to be notified from time-to-time on every day except Sunday or a public holiday.

(2) Notices left at the Parliamentary Notice Office after the hours notified under sub-rule (1) shall be treated as given on the next day.”

Every notice should be signed by the member giving the notice, indicating the Division Number and the name of member in capital letters.

Members are further informed that as an initiative towards e-Parliament and Paperless Secretariat, an e-portal for the benefit of members is functioning w.e.f. 17 July, 2016. The portal offers several online services including submission of notices for various parliamentary devices in electronic form, online references, etc.

Members who wish to submit their notices online may file their notices (as intimated vide Bulletin Part-II, para no. 3739 dated 17 July, 2016). The Parliamentary Notice Office will continue to receive notices, signed in ink, from members or through their authorised representatives. Notice period required for such notices received in Parliamentary Notice Office from members or through

their authorised representatives is as under:-

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| (i) Questions | Not less than fifteen clear days. |
| (ii) Amendments to Bills, Motions
and Resolutions | One day |

(iii) Cut Motions	One day
(iv) Half-an-hour Discussions arising out of replies to Questions	Three days
(v) Matters of urgent public importance raised after Question Hour	from 1700 hours to 1800 hours on the day prior to the day/date
(vi) Other Notices	As prescribed under the relevant Rules

All notices delivered in Parliamentary Notice Office including Notices submitted online are date stamped and the time of their receipt is also indicated thereon.

The Parliamentary Notice Office is responsible for transmission of notices received, to the Branches/Officers concerned, without delay.

Members are also requested not to deposit their notices either at the Table of the House or with any other Officer/Branch of the Lok Sabha Secretariat.

The hours specified for Notices (except notices on matters of urgent public importance raised after „Question Hour“ and notices of question of privilege) being received from members or through their authorised representatives in Parliamentary Notice Office are between 1000 hours and 1515 hours every day except Saturday, Sunday or a public holiday. Notices left at the Parliamentary Notice Office after 1515 hours on week days are treated as given at 1000 hours on the next working day. However, this is not intended to preclude members from sending notices addressed to the Secretary-General by post.

Communications on different matters may not be combined in one letter.

Kind co-operation of members is solicited.
