

LOK SABHA

BULLETIN-PART II  
(General Information relating to Parliamentary and other matters)

Nos.7522-7536]

[Tuesday, December 11, 2018/ Agrahayana 20, 1940(Saka)

NO. 7522

TABLE OFFICE

**DISPLAY OF NAMES OF MEMBERS DURING ZERO HOUR**

Hon'ble Members, as an initiative towards digitization, the names of Members who shall be participating in Zero Hour, will be displayed in an inbox in the Display Panels installed in the Chamber above Gate Nos. 2 and 6. The actual time taken by a Member and her/his party affiliation will also be shown on this display inbox. The correct name of the member would be indicated on the display inbox with party affiliation and time taken only when member speaks from her/his allotted seat in Lok Sabha Chamber. This system is presently being initiated on an experimental basis.

Kind cooperation of Members is solicited.

No. 7523

Digitisation Unit

**Parliament Digital Library**

Members are informed that as an initiative towards e-Parliament, a website of "Parliament Digital Library" has been developed at [eparlib.nic.in](http://eparlib.nic.in). The website was formally launched for public on 11 December, 2018 by the Hon'ble Speaker, Smt. Sumitra Mahajan, and the link of the same has been placed at the Lok Sabha Home Page for the convenience of the Members. It has several parliamentary documents, including Lok Sabha Debates and various Parliamentary Committee Reports since 1952. The portal also has historic legislative debates of the Indian Legislative Council, Central Legislative Assembly, Council of State, Constituent Assembly and Provisional Parliament.

The portal is user friendly and acts as a search engine. For any query, please contact at 2303 4060 and 2303 5481.

-----

**Process to submit the notice as well as procedure to call the attention of the Minister to a matter of urgent public importance Under Rule 197**

Hon'ble members are informed that **an e-portal has already been launched to facilitate the members of Lok Sabha to submit their notices online** to call the attention of the Minister to any matter of urgent public importance under rule 197 (Calling Attention). However, **the printed form is also available** in Parliamentary Notice Office to submit the notice to call the attention of Minister. The following process to submit the notice as well as procedure to call the attention of Minister under Rule 197 will be followed: -

- (i) Notices may be submitted **either through printed form or online**;
- (ii) No member shall give more than two notices for any one sitting;
- (iii) A notice signed by more than one member to call the attention of Minister shall be deemed to have been given by the first signatory only;
- (iv) Notices for a sitting received upto 1000 hours shall be deemed to have been received at 1000 hours on that day and a ballot shall be held to determine the relative priority of each such notice on the same subject. Notices received after 1000 hours shall be deemed to have been given for the next sitting;
- (v) Notices received during a week commencing from its first sitting till 1000 hours on the last day of the week on which the House sits, shall be valid for that week. Notices received after 1000 hours on the last day of the week on which the House sits, shall be valid for the following week;
- (vi) In case of five or less number of members giving notices on same subject that is admitted by the Speaker, their *inter se* priority shall be determined with reference to the date and time of receipt of Notices;
- (vii) All the notices which have not been taken up during the week for which they have been given, shall lapse at the end of the week unless the Speaker has admitted any of them for a subsequent sitting:

Provided that a notice referred for facts to a Minister shall not lapse till it is finally disposed of by the Speaker.

Kind cooperation of Hon'ble members is solicited.

---

**Process to submit the notice as well as procedure for raising matters of urgent public importance after 'Question Hour', i.e. during 'Zero Hour'.**

Hon'ble members may be aware that an **e-portal has already been launched to facilitate the members to submit their notices online. So, they can submit their notices online to raise the matters of urgent public importance after Question Hour, i.e. during Zero Hour.** However, members can continue to physically hand over the notices of 'Zero Hour' for which **printed form is available** in Parliamentary Notice Office.

Hon'ble members are informed that pursuant to discussion/consultation with Leaders of Parties in Lok Sabha with Hon'ble Speaker on 28<sup>th</sup> January, 2018, hereinafter the following would be the **revised procedure for raising** matters of urgent public importance after Question Hour, i.e. during 'Zero Hour': -

- (i) Notices may be given either through printed form at Parliamentary Notice Office or online by the members **from 1700 hours to 1800 hours on the day prior to the day/date** on which the members desire to raise their matters in the House.
- (ii) The notices received **after 1800 hours** shall be treated as **time-barred**.
- (iii) **Twenty matters** as per their priority in the **ballot** will be allowed to be raised on a day. However, 4-5 notices over and above these twenty matters of national/international importance could also be tabled on the same day morning on which the matter is sought to be raised in the House, *for which no ballot would be held* and **may** be allowed on the basis of their importance and that too **only at the discretion of Hon'ble Speaker**.
- (iv) The order in which the matters will be raised, shall be decided by the Hon'ble Speaker at her discretion.
- (v) A matter proposed to be raised **should be under the jurisdiction of the Government of India only** so that it would be easier for the Minister concerned to respond to it, in case she / he desires to do so.
- (vi) Matter proposed to be raised **shall not contain any statement making allegations**.

**2. Notices for Monday or first working day of a week may be given on Friday or last working day of the previous week between 1700 hours and 1800 hours.**

Kind cooperation of Hon'ble members is solicited.

---

**Display of result of ballot regarding matters of urgent public importance after Question Hour, i.e. during 'Zero Hour'**

Hon'ble members are informed that the notices on matters of urgent public importance to be raised after Question Hour, i.e. during 'Zero Hour' received between 1700 hours and 1800 hours on the day prior to the day/date on which the members desire to raise their matters in the House shall be balloted in the Parliamentary Notice Office after 1800 hours on the day of receiving of notices. The result of ballot shall immediately, thereafter, be displayed in P.N.O. and Table Office for information of Members.

**A copy of the result of ballot shall also be displayed on the Notice Boards in the Outer Lobby of the Lok Sabha Chamber, Parliament House at 1015 hours on the day on which the members are supposed to raise their matters in the House.**

**The result of the ballot shall also be displayed in scrolled format on the 'updates' column of Lok Sabha website immediately after the ballot process is over.**

---

### 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.

---

### 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. 7530

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:**

<b>Ayes</b>	<b>:</b>	<b>Green Colour</b>
<b>Noes</b>	<b>:</b>	<b>Red Colour</b>
<b>Abstain</b>	<b>:</b>	<b>Yellow Colour</b>

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.

-----

### 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 (16<sup>th</sup> 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.

---

### 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 1<sup>st</sup> to 15<sup>th</sup> 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.

---

**SIMULTANEOUS INTERPRETATION  
FACILITY IN LOK SABHA**

As per the Direction by the Speaker, Lok Sabha, Members may now speak in the House in any of the following 22 languages listed in the Eighth Schedule to the Constitution of India. Members are required to give a notice to that effect at least half-an-hour in advance to the officer at the Table in order to enable the Interpreter concerned to take position in the Interpreters' Booth, except for Dogri, Kashmiri, Konkani, Santhali and Sindhi in respect of which a minimum of 24 hours advance notice is required to be given to make arrangements as the Interpreters for these five languages are engaged on assignment basis.

1. Assamese
2. Bengali
3. Bodo
4. Dogri
5. Gujarati
6. Hindi (Advance notice is not required)
7. Kannada
8. Kashmiri
9. Konkani
10. Maithili
11. Malayalam
12. Manipuri
13. Marathi
14. Nepali
15. Odia
16. Punjabi
17. Sanskrit
18. Santhali
19. Sindhi
20. Tamil
21. Telugu
22. Urdu

A Member or members (not more than two) in whose name(s) a question appears in the list of Starred Questions may ask supplementary questions in any of the aforesaid languages (except for the five languages mentioned in para one), provided an advance notice in this regard is given before 3 PM on the working day preceding the day on which the question is listed for oral answer. However, a minimum of 24 hours advance notice is required to be given for Dogri, Kashmiri, Konkani, Santhali and Sindhi language.

---

**RESULTS OF BALLOTS OF NOTICES OF  
STARRED AND UNSTARRED QUESTIONS**

Members are informed that ballots in respect of notices of Starred and Unstarred Questions received upto 1000 hrs. on 11<sup>th</sup> December, 2018 for the sitting of Lok Sabha to be held on **27<sup>th</sup> December, 2018** were held in the presence of **SHRI N.C. GUPTA, JOINT SECRETARY,** in Question Branch, Room No. 324, Parliament House Annexe, New Delhi. A total of 1049 notices were received and 257 Members participated in the ballots for the day.

2. The results of the ballots have been uploaded on the Homepage *viz.* [loksabha.nic.in](http://loksabha.nic.in).
3. The Hard Copies of the ballots are also placed in Parliamentary Notice Office for the information of Members.

**SNEHLATA SHRIVASTAVA**  
**Secretary General**