

LOK SABHA

BULLETIN-PART II

(General Information relating to Parliamentary and other matters)

Nos. 53 - 59]

[Thursday, June 13, 2019/ Jyaistha 23, 1941(Saka)

No. 53

Table Office (B)

Oath or Affirmation

In continuation of para 4 dated 3 June, 2019, Members are again informed that Members will make and subscribe the oath or affirmation as required by Article 99 of the Constitution on Monday, the 17th June, 2019 from 11 A.M. onwards in the House. A member who is unable to make and subscribe the oath or affirmation on that day may do so on any subsequent sitting of Lok Sabha at 11 A.M. after giving advance intimation to the Secretary General by 10 A.M. on that day.

2. The following **revised** procedure has been laid down for making and subscribing the oath or affirmation:-

'On the name of a member being called by the Secretary General, the member will proceed from the place he/she is occupying to the right side of the Secretary General's table, where a copy of the form of oath or affirmation, as the case may be, will be handed over to him/her on production of the original certificate of Election already checked by an officer of the House. The member will face the Chair while making the oath or affirmation **and will then sign Roll of Members which will be placed on the Table on the right hand side of Secretary General's table. Thereafter, the member will go up to and shake hands with, or wish the Chair, who will then give the member permission to take his/her seat in the House. The member will pass behind the Chair to the other side of the Table and take his/her seat in the House.**'

No. 54

Table Office

No 'Zero Hour' on 17th, 18th, 19th and 20th of June, 2019

Members are informed that owing to oath or affirmation by newly elected members in the House, election of Hon'ble Speaker and President's Address during first four days of the first session of the Seventeenth Lok Sabha, there will be no 'Zero Hour' on 17th, 18th, 19th and 20th of June, 2019.

Members are informed that Matters of Urgent Public Importance raised after Question Hour, i.e. during 'Zero Hour' are supposed to be taken up from 21 June, 2019. **However, it is for kind information of members that to raise Matters of Urgent Public Importance during 'Zero Hour' on Friday, the 21.06.2019, they may table notices on Thursday, the 20.06.2019, between 1700 hours and 1800 hours either online through e-portal or manually in the Parliamentary Notice Office.**

No. 55

Table Office

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

Hon'ble members are informed that an **e-portal has been put in place to facilitate the members to submit their notices online to raise the Matters of Urgent Public Importance after Question Hour, i.e. during 'Zero Hour'**. Members can also physically hand over the notices of 'Zero Hour' for which **printed form is available** in the Parliamentary Notice Office. The following **procedure for raising** matters of urgent public importance after Question Hour, i.e. during 'Zero Hour' shall be followed: -

- (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/his 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.

No. 57

**Computer (HW & SW) Management Branch
Software Unit**

Access to the Members' Portal

Members are informed that the NIC has developed a portal for the exclusive use of Members through which they can submit their Questions and Notices under different rules of the Rules of Procedure & Conduct of Business in Lok Sabha online. Members can access the Portal through a login ID and Password. The Login ID and Password has been sent on the mobile No. which has been registered with the Election Commission of India. The Members re-elected from 16th Lok Sabha may use their existing login id and password.

If any query, Members can contact Mr. Anwar Hussain at 011-23035033. It may also be informed that the Password provided may be changed after logging in for the first time.

Visitors' Cards

Hon'ble Members are requested to ensure that the visitors for whom they apply for visitors' cards are very well known to them personally.

2. Special attention of Hon'ble Members is invited to the following certificate, which is to be given by them while applying for visitors' cards for the Galleries of Lok Sabha: –

“The above mentioned visitor/visitors is/are my relation/personal friend(s)/Known to me personally and I take full responsibility for him/her/them.”

3. Hon'ble Members are also requested to ensure that the particulars required in the application forms are duly filled in. The names of visitors are required to be given in full (in Capital letters) not with initials. The father's/husband's name of a visitor should also invariably be given in full.

4. It will not be possible to issue Visitors' Cards in the absence of full particulars as required in the application form.

5. Hon'ble Members are further requested that the application forms for the visitors' cards should be delivered in the Centralised Pass Issue Cell preferably, **by 1600 hours on the working day, previous to the date for which the Visitors' cards are required.**

6. For sitting on which Oath and Affirmation shall be taken up in the House, Hon'ble Members may apply for not more than four (04) Visitors' Gallery Passes for only one hour, in view of limited capacity of Public Gallery. Priority shall be given to immediate family members (parents, spouse and children) and time slot shall be allotted as per the timing indicated by Hon'ble Member as his/her turn for oath and affirmation in the House.

7 Kind co-operation of Hon'ble Members in this regard is solicited for strict enforcement of the above regulation, inter alia, in the interest of security.

Secretarial Assistance to Members of Parliament

Members are informed that under the Members of Parliament (Office expense allowance) Rules 1988, Lok Sabha Secretariat may pay upto Rs. 40,000/- per mensem to the person(s) engaged by a Member for obtaining secretarial assistance. The rule *inter-alia* requires that atleast one person so engaged should be computer literate, duly certified by the Member concerned.

2. Members are requested to intimate to the Secretariat requisite details of person (s) engaged by them for Secretarial Assistance before **21st June, 2019**. The blank form is available in the 'Seventeenth Lok Sabha Members Registration Form Part -2 which has already supplied to Members. Thereafter, the disbursement of the Office Expenses Allowance for Secretarial Assistance to the person(s) so engaged by the Members shall be made only from the date on which the intimation regarding engagement of such person (s) is received in the MSA Branch of the Secretariat.

3. The information received from Members about engagement of person(s) for secretarial assistance is processed accordingly.

Kind cooperation of Members is solicited.

SNEHLATA SHRIVASTAVA
Secretary General