

# CONTENTS

## CHAPTER I

### LOK SABHA—COMPOSITION, BUSINESS AND PROCEDURE

PARA	PAGE
1. Composition .....	1
2. Duration of Lok Sabha .....	1
3. Sessions of Lok Sabha .....	2
4. Address by the President .....	2
5. Oath or Affirmation by Members .....	4
6. Time and duration of sittings .....	5
7. Government Business .....	6
8. Private Members' Business .....	6
9. Quorum .....	6
10. Procedure regarding Questions .....	7
11. Short Notice Questions .....	22
12. Questions addressed to Private Members .....	23
13. Half-an-hour Discussions on matters arising out of answers to questions .....	23
14. Adjournment Motion .....	25
15. Matters under Rule 377 .....	27
16. Submissions on Statement by Minister of Parliamentary Affairs regarding Government Business .....	30
17. Calling Attention .....	31
18. Statement by Minister .....	33
19. Short Duration Discussions under Rule 193 .....	34
20. No-Day-Yet-Named Motions under Rule 184 .....	35
21. Motions for modification of regulations, rules etc., laid on the Table .....	37

PARA	PAGE
22. Bills .....	37
23. Other Procedural requirements in respect of Bills .....	40
24. Special requirements in respect of Private Members' Bills .....	41
25. Amendments to clauses etc. of Bills .....	42
26. Statutory Resolutions .....	43
27. Private Members' Resolutions .....	44
28. Budget .....	44
29. Cut Motions to Demands for Grants .....	46
30. Vote on Account .....	48
31. Budget of a State/Union territory under President's Rule .....	48
32. Division .....	48
33. Automatic Vote Recording System.....	49
34. Division by distribution of slips in the House .....	53
35. Division by recording Votes in Division Lobbies .....	53
36. Decision of the House determined by means of Members rising in their places.....	54
37. Petitions and Representations .....	54
38. Sale of Lok Sabha Secretariat Publications and Souvenirs .....	57
39. Supply of Parliamentary Papers to Members .....	58
40. General Procedure in regard to the giving of Notices ....	59

## CHAPTER II

### GENERAL

41. Parliamentary Terms .....	63
42. Parliamentary Customs and Conventions .....	77
43. Parliamentary Etiquette .....	79
44. Important places in Parliament House and Parliament House Annexe .....	85
45. Procedure for Communicating with Ministries .....	87

PARA	PAGE
46. Procedure for making allegations against a Minister/ Member or an outsider .....	88
47. Procedure for inviting attention of the House to incorrect statements made by the Ministers or Members .....	89
48. Rules to be observed by Members desiring to participate in a debate .....	90
49. Languages to be used by Members in the House .....	91
50. Simultaneous Interpretation of proceedings .....	92
51. Simultaneous Interpretation Equipment .....	93
52. Official Reports of Proceedings <i>i.e.</i> Debates .....	94
53. Indices to Debates .....	97
54. Synopsis of Debates .....	97
55. Attendance of Members .....	98
56. Leave of Absence from the Sittings of the House.....	99
57. Parliamentary Notice Office .....	101
58. Stenographers and Typists Pool for Members .....	102
59. Admission to Visitors' Gallery .....	102
60. Admission to Speaker's Gallery .....	105
61. Admission to Distinguished Visitors' Gallery .....	105
62. Admission to Special Gallery .....	106
63. Appointments with the Speaker .....	106
64. Obituary references .....	106
65. Information regarding arrest, detention etc. of Members of Lok Sabha .....	107
66. Security arrangements in Parliament Estate .....	107

### CHAPTER III

#### PARLIAMENTARY COMMITTEES

67. Standing Parliamentary Committees .....	111
68. Railway Convention Committee .....	136
69. Other Parliamentary Committees .....	137

**CHAPTER IV**  
AMENITIES TO MEMBERS

70.	Salary, Allowances and Pension .....	140
71.	Other Amenities .....	148
72.	Relations with Secretariat Staff .....	162

**CHAPTER V**  
DISQUALIFICATION ON GROUND OF DEFECTION

73.	Provisions of the Constitution .....	163
74.	Rules .....	164

**CHAPTER VI**  
PARLIAMENT LIBRARY AND REFERENCE, RESEARCH,  
DOCUMENTATION AND INFORMATION SERVICE (LARRDIS)

75.	Objectives of the Service .....	167
76.	Research and Information Division .....	167
77.	Members' Reference Services .....	169
78.	Library Services .....	171
79.	Acquisition Section .....	182
80.	Library Committee .....	182
81.	Documentation Service .....	183
82.	Press Clipping Service .....	184
83.	Gazettes and Debate Section .....	185
84.	Administrative and Preservation Section .....	185
85.	Acts and Bills Section .....	185
86.	Reprography Service .....	186
87.	Publication Unit .....	186
88.	Children's Corner .....	187
89.	Microfilming Unit .....	188
90.	Computerised Information System .....	192

PARA	PAGE
91. Media and Public Relations Services .....	198
92. Audio-Visual Unit .....	200
93. Telecasting Unit .....	201
94. Lok Sabha Television Channel (LSTV) .....	202
95. Parliamentary Museum and Archives .....	203
96. Hi-tech Parliament Museum .....	206
<b>CHAPTER VII</b>	
BUREAU OF PARLIAMENTARY STUDIES AND TRAINING	
97. Aims and Objectives .....	208
<b>CHAPTER VIII</b>	
INDIAN PARLIAMENTARY GROUP	
98. Constitution and Functions of Indian Parliamentary Group .....	210
99. Members visiting abroad .....	213
100. Non-official visits abroad by Members of Parliament....	213
101. Outstanding Parliamentarian Award .....	214
102. Parliamentary Friendship Groups .....	214
103. IPG Newsletter .....	214
APPENDIX .....	215
INDEX .....	221