CHAPTER X

REPORTING, TRANSLATION AND PUBLICATION OF PARLIAMENTARY PROCEEDINGS

Part A: Introduction

10.1 Introduction - Rule 260 of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha) says:

“The Secretary-General shall cause to be prepared a full report of the proceedings of the Council at each of its meetings, and shall, as soon as practicable, publish it in such form and manner as the Chairman may, from time to time, direct.”

The process involves the following steps:-

1. Verbatim reporting - wherein the proceedings are taken down in shorthand and transcribed;
2. Translation - wherein the portions of the transcript which are in languages other than Hindi (Devnagari) or English are translated into English and added to the typed record to produce the floor version of the record;
3. Synopsis - wherein a bilingual Synopsis of the day-to-day proceedings (other than Questions) are printed and distributed overnight; and
4. Editing - Wherein the floor version of the proceedings is edited, Appendices or Annexures prepared, and after indexing of the entire text, the proceedings are published separately in floor version and Hindi version after appropriate translation.

The Reporters accordingly are expected to prepare a full record of the proceedings of the House. A broad definition of ‘full report’ adopted by the Select Committee on British Parliamentary Debates is given below for information and guidance:

“...a full report..., which, though not strictly verbatim, is substantially the verbatim report, with repetitions and redundancies omitted and with obvious mistakes corrected, but which on the other hand, leaves out nothing that adds to the meaning of the speech or illustrates the argument.”

The entire proceedings of the House are tape-recorded on audio tape and in rare cases of difficulty, where due to interruptions etc. the transcription may not be complete, the Reporter can check with the tape to verify the correctness of his transcript.

The record is brought out in two parts: Part I contains questions and answers, and Part II contains the rest of the day’s proceedings. The methodology of preparation of the record is described in the following paragraphs.

10.2 Recording of Proceedings in the Chamber - The Reporters sit at the Table inside the Chamber below the Chairman’s Chair and work in relays of five minutes each as per a roster drawn up by the Director (Reporting). As the floor language is normally either English or Hindi, a pair of Reporters, one each in English and Hindi will be on duty at the Table for taking down the proceedings. Another pair will sit by their side ready to take over note-taking at the end of five minutes. A third pair will slip into the seats vacated by the first pair and this process goes on till the House adjourns.

In order to ensure that this is done smoothly, two rosters, one each for English and Hindi Reporters is prepared in advance of each sitting (starting with the Reporter next to the Reporter who recorded the adjournment the previous sitting). When the House adjourns for some reason, the roster is
drawn up again from the time of scheduled recommencement of the sitting, and this roster is not changed even if the recommencement of proceedings is delayed.

After taking down his five minute ‘turn’, the Reporter is required to go back to transcribe the material on the computer. As soon as a Reporter reaches his room, he quickly goes through his notes to do the editing wherever necessary, in the interest of grammar and clarity of meaning. He then proceeds to transcribe the text on the computer as quickly as possible to be in time for his next turn in the House. While revising the typescript, he takes care to check quotations, names and figures and ensure correct Parliamentary form and procedure.

The entire proceedings are also tape-recorded and in case of doubt, Reporters may check their notes with the tape. The transcription of a turn of 5 minutes is expected to be furnished in all respects in about 1 hour and 15 minutes. Where a ‘turn’ contains speeches/remarks in English and Hindi alternately at a number of places, the process of dovetailing the two sets of portions may take extra time. The details of the procedure are given in para 10.41.

10.3 Compilation of Typescript-

10.3.1 Checking: The typescripts are then passed on to the Director/Chief Parliamentary Reporter who, assisted by two Senior Parliamentary Reporters, does the job of checking and coordinating the turns of Reporters with a view to ensuring accuracy and adherence to laid-down procedures, correct indication of the names of Members, Ministers, their designations, etc. They will also see that all Motions, Resolutions and Amendments moved in the House are correctly and formally recorded and the decision of the House on each of them is shown at the appropriate place.

10.3.2 Material for Synopsis: The Director ensures the carrying out of the Chair’s orders regarding expunctions and deletion of portions, which have been ordered by the Chair not to be recorded. In case in respect of a particulars turn there is some doubt or orders of the Chair are reserved, that turn is held back and remaining turns processed. After checking, corrections are carried out and two copies made. One set of turns, which are ready, is sent every hour to Synopsis Branch for preparation of Synopsis after entering the time in a register maintained for the purpose. The other set is kept for compilation into the final draft.

In case a turn is held up for any reason (including decision on expunction) the remaining turns of that hour will be sent as per schedule, alongwith a note regarding withholding of the delayed turn. The delayed turn will be sent separately as soon as it is finalized, after entry in the register.

10.3.3 Indexing and Finalisation: After all the typescripts in the draft, final drafts have been checked, corrected and put in sequence and numbered, they are indexed subjectwise and then speakerwise and sent along with the contents page, to the Distribution Section where copies are made and sets of debates prepared for distribution according to an approved list. Some copies are kept in the Lobby and in the Parliamentary Library for reference by Members.

10.4 Duties of Director (Reporting): The Director, as the head of the Reporting Service, will be overall incharge of all arrangements relating to reporting of the proceedings of the House and of Parliamentary Committees. For this purpose he will also liaise with NIC for ensuring that the computer system operates satisfactorily and the Debate is quickly transcribed using the softwares provided.

The Director will ensure the bringing out of the daily uncorrected debate of the proceedings of the House. When certain words or expressions used by a Member are objected to by another Member and the Chair says, “I will go through the record”, the Director will get the relevant portions transcribed on priority and submit it to the concerned Presiding Officer after consulting the Secretary-General for orders regarding expunction. He will ensure the deletion of all words/expressions ordered to be expunged by the Chair. The Director will ensure the deletion of remarks/observations made without the permission of the Chair and directed by the Chair not to be recorded.
If any objectionable matter escapes the attention of the Chair and is noticed by the Director/Chief Parliamentary Reporter while going through the proceedings, the relevant extract will be immediately put up through the Secretary-General to the concerned Presiding Officer for orders regarding expunction.

The Director will assist the representatives of Press/All India Radio/Doordarshan by showing the record of the proceedings to them whenever approached for help in cases of doubt. The Director will also look after arrangements for live telecast of the proceedings of the House by Doordarshan and telefilming of the proceedings. He will also look after arrangements for broadcast of recorded Question Hour proceedings on A.I.R. later in the day.

The Director will guide Reporters in their day-to-day work, to ensure accurate recording except in case of words or phrases directed by the Chair not to be recorded. During intersession he will coordinate computer training programmes for the Reporters to upgrade their skills. He will also arrange for training courses for Stenographers/Clerks of the Secretariat, as and when required to do so.

**10.5 Duties of the Chief Parliamentary Reporter** - The Chief Parliamentary Reporter will assist the Director in arrangements for bringing out the uncorrected Debate of the proceedings of the House. He will go through the transcripts of Reporters assisted by two Senior Parliamentary Reporters to ensure accuracy, adherence to laid-down procedures, etc.

He will ensure the carrying out of the orders of the Chair in respect of expunction of objectionable words and deletion of portions ordered by the Chair not to be recorded.

The Chief Parliamentary Reporter will ensure that corrections, if any, are carried out in the transcripts and after getting the transcripts put in sequence and numbered, he will have the full record of the proceedings, along with the contents page, sent to the Distribution Section.

He will guide the Reporters in their day-to-day work and supervise the preparation and operation of the roster of turns. He will also see to the deployment of Reporters for recording of oral evidence in the meetings of Parliamentary Committees and the roster duty in this regard.

He will look after the requirements of stationary, computers, tape-recorders, audiocassettes, etc. and the maintenance of equipment.

**Part B: Preparation of Verbatim Record**

**10.6 Playing of National Anthem** - On the first day of the commencement of each Session, before the proceedings of the House start, the National Anthem “Jana Gana Mana” is played and the same is shown thus:

The House met at eleven of the clock,  
Mr. CHAIRMAN in the Chair.

(The National Anthem “Jana Gana Mana” was played.)

**10.7 Playing of National Song “Vande Mataram”** - At the end of each Session before the House is adjourned sine die the National Song is played and the same is shown thus:

THE DEPUTY CHAIRMAN: Now, before we adjourn the House sine die, we will have the National Song.

(The National Song “Vande Mataram” was then played.)

THE DEPUTY CHAIRMAN: Now I adjourn the House sine die.
10.8 **Indicating the Presiding Officer occupying the Chair**—The Reporter, who takes the day’s first ‘turn’, indicates in the middle of the page, thus—

- The House met at eleven of the clock,  
  MR. CHAIRMAN In the Chair.

Or  
THE DEPUTY CHAIRMAN In the Chair.

Or  
THE VICE-CHAIRMAN, SHRI/SHRIMATI……….In the Chair, as the case may be.

During the course of the debate whenever there is a change in the occupancy of the Chair, the Reporter writing the ‘turn’ at that time shows the change in the middle of the page as shown above.

There may be an occasion when any Member, other than the Hon. Chairman, the Deputy Chairman or a Vice-Chairman on the Panel of Vice-Chairman, occupies the Chair. He or she in the Chair is shown thus—

(SHRI/SHRIMATI………. IN THE CHAIR)

In case the Chairman or the Deputy Chairman happens to be a lady, they will be shown in the proceedings as “THE CHAIRMAN” or “THE DEPUTY CHAIMAN”, as the case may be, instead of “MR. CHAIRMAN” and MR. DEPUTY CHAIRMAN.”

10.9 **Adjournment and Reassembling**—Adjournment/Reassembling of the House is shown thus—

The House then adjourned for lunch  
at one minute past one of the clock.

In case the House is adjourned during the course of a debate either abruptly or for any reason, it is indicated thus—

The House then adjourned at fifteen minutes past twelve of the clock.

When the House reassembles after lunch-break—

The House reassembled after lunch at two of the clock,  
THE DEPUTY CHAIRMAN in the Chair.

Or  
The House reassembled after lunch at two of the clock,  
THE VICE-CHAIRMAN (SHRI/SHRIMATI..)in the Chair.

When the House reassembles after an unscheduled adjournment, it is shown simply thus—

The House reassembled at forty minutes past twelve of the clock,  
THE DEPUTY CHAIRMAN/THE VICE-CHAIRMAN (SHRI/SHRIMATI………. ) in the Chair.

For want of quorum, if reassembling of the House does not take place at the scheduled time, or, if for any other reason the reassembling is put off, Secretary-General makes an announcement to that effect, and it is indicated as shown in the examples given below:

8-12-1995:  
(At 2.29 p.m. Secretary-General made the following announcement:  
“Hon. Members, under the directions of the hon. Deputy Chairman, I hereby announce that the House, for lack of quorum, does not meet now, and will meet at 11 a.m. on Monday, the 11th December, 1995.”)
30-4-1997:

(At 2.15 p.m. Secretary-General made the following announcement:
“Hon. Members, as directed by the hon. Deputy Chairman, for lack of quorum, the House is adjourned till 11 o’clock on Monday, the 5th May, 1997.”)

8-8-1997:

(At 2.45 p.m. Secretary-General made the following announcement:
“Hon. Members, as there is no quorum, the hon. Vice-Chairman has directed that the House will meet at 11 a.m. on Monday, the 11th August, 1997.”)

When the House adjourns for the day, it is shown thus—

The House then adjourned at forty-five minutes past eight of the clock till eleven of the clock on Wednesday, the 2nd December 1998.

When the House adjourns at the end of a Session, it is shown thus—

The House then adjourned sine die.

There may be occasions when the House continues its deliberations till past midnight. The adjournment may then be shown thus:

The House then adjourned at 0040 hours on the 23rd December 1980 till 1100 hours.

10.10 Oath/Affirmation-When Members are administered oath/affirmation; it is recorded as given below:

MEMBER/S SWORN

- Shri V.Kishore Chandra S.Deo (Andhra Pradesh)
  Shri Aas Mohamad (Bihar)
  Prof. Vijay Kumar Mallotra (Delhi)
  Shri Bangaru Laxman (Gujrat)
  Shri Sushil Barongpa (Himachal Pradesh)

and so on.

10.11 Obituary-Obituary References made on the passing away of Members/Ex-Members or prominent personalities are shown thus: -

OBITUARY REFERENCE/S

MR. CHAIRMAN: Hon. Members, I have to refer with profound sorrow to the passing away of ……

I request hon. Members to rise in their seats and observe silence for one minute as a mark of respect to the memory of the departed.

(Hon. Members then stood in silence for one minute)

MR. CHAIRMAN: Secretary-General will convey to the members of the bereaved family/families our deep sense of sorrow and sympathy.

10.12 Preparation of Part-I Debates-The following procedure is adopted for preparing Part-I of the Rajya Sabha Debates, comprising Question Hour and Short Notice Questions, if there are any, immediately following the Question Hour.

Soon after the Chair calls the House to order and asks the Member who has tabled the first Starred Question, to put his question, the Member merely announces the number of his question whereupon the Minister concerned reads out his reply which is usually a prepared text. If the Minister makes a deviation
from his prepared text, the Reporter at the Table records the exact reply as given on the floor of the House. (The Reporter who takes the day’s first ‘turn’ of recording proceedings which is of five-minutes’ duration, collects from the Chief Parliamentary Reporter the bundle of Starred Questions and Answers and places it on the Table for the use of the Reporters following him). The Chair then asks the Member to seek his supplementary, which are then answered by the Minister orally. It is shown thus:

LSR/A-5/11.00
(These represent the Reporter’s initials/’turn’ number-page number/time)

The House met at eleven of the clock,
MR. CHAIRMAN in the Chair.

...  

Q.No.1

SHRI DIPANKAR MUKHERJEE: Sir, may I know from the hon. Minister…

SHRI L.K.ADVANI: Sir, what the hon. Member has said is no doubt true, but…

When a Member who has tabled a Question is absent, and that particular question is not taken up for discussion, it should be indicated at the end of the supplementarys to the previous question thus:

(Q.No.2 – Hon. Member absent)

(Q.Nos. 2 and 3 – Hon. Members absent)

... If a statement is made by a Minister modifying or correcting any of the answers given by him in the House, it should be shown thus:

THE MINISTER OF FINANCE (SHRI YASHWANT SINHA): Sir, in reply to …………………………………………………………………………(ends)

At the end of Question Hour when the Chairman announces ‘Question Hour is Over’ this is included in the transcript.

10.13  Reprimand of Contemners at the Bar of the House and Question of Privilege- In case the Chair makes an announcement regarding reprimand of a contemner it may be shown as illustrated below: (Ref. RS Debates Part II dt. 23-12-1980)

ANNOUNCEMENT RE. REPRIMAND OF CONTEMNERS
AT THE BAR OF THE HOUSE

MR. CHAIRMAN: Hon. Members, there is a very important announcement.

I may inform the House that in pursuance of the decision taken by the House on the 22nd December 1980, Secretary-General has issued summonses to Shri Dinesh Chandra Garg, Shri Anil Kumar Garg and Shri Vishnu Kumar Garg to appear in person to receive the reprimand at the Bar of the House on Wednesday, the 24th December 1980 at 11.00 a.m.

The following is an example of the record of the reprimand administered. (Ref. RS Debates dt. 24-12-1980)

REPRIMAND TO SHRI DINESH CHANDRA GARG, SHRI ANIL KUMAR GARG AND SHRI VISHNU KUMAR GARG
MR. CHAIRMAN: We shall now take up the item of Business regarding the reprimand to Shri Dinesh Chandra Garg, Shri Anil Kumar Garg and Shri Vishnu Kumar Garg.

I urge upon all the members to observe silence while the contemners are being reprimanded so that the authority of the House and the significance of the occasion are realised.

Watch and Ward Officer.

WATCH AND WARD OFFICER: Yes, Sir.

MR. CHAIRMAN: Are Shri Dinesh Chandra Garg, Shri Anil Kumar Garg and Shri Vishnu Kumar Garg in attendance?

WATCH AND WARD OFFICER: Yes, Sir.

MR. CHAIRMAN: Bring them in.

(Shri Dinesh Chandra Garg, Shri Anil Kumar Garg and Shri Vishnu Kumar Garg were then brought in. They bowed to the Chair and stood at the Bar of the House.)

MR. CHAIRMAN: Dinesh Chandra Garg, Anil Kumar Garg and Vishnu Kumar Garg, the House has adjudged you guilty of committing a breach of privilege and contempt of the House for publishing the provisions of the Finance (No.2) Bill, 1980 as if it was an Act of Parliament and assented to by the President, in the book entitled “Garg’s Income-Tax Ready Reckoner 1980-81 and 1981-82” of which you are the joint authors. The publication of the provisions of the Finance (No.2) Bill, 1980, in the book when the said Bill was yet to be considered by the Rajya Sabha, sought to create a misleading impression in the public mind that the aforesaid publication was the Finance (No.2) Act, 1980, as finally passed by Parliament and assented to by the President when, in fact, it was not so. This was a deliberate and willful effort on your part as the authors to misrepresent the proceedings and actions of the House and, therefore, constituted a breach of privilege and contempt of the House.

In the name of the House, I accordingly reprimand you for committing breach of privilege and contempt of the House.

(Pause)

I now direct you to withdraw.

(Shri Dinesh Chandra Garg, Shri Anil Kumar Garg and Shri Vishnu Kumar Garg then bowed to the Chair and withdrew.)

When a question of privilege is raised by a Member, the same is shown thus:

RE: QUESTION OF PRIVILEGE

SHRI KAPIL SIBAL (Bihar): Sir, I beg to raise a question of breach of privilege against………..

10.14 Papers to be laid on the Table-When Papers are laid on the Table, the main heading “PAPERS LAID ON THE TABLE” will be given by the Reporter. Two double-line spaces are to be left above the text of each Paper Laid so as to enable the Editorial Branch to give a separate sub-heading for it.

THE MINISTER OF HOME AFFAIRS (SHRI L.K. ADVANI) Sir, I beg to lay on the Table a copy of Notification G.S.R. No…

THE MINISTER OF PARLIAMENTARY AFFAIRS (SHRI MADAN LAL KHURANA): Sir, on behalf of Shri Jaswant Singh, I beg to lay on the Table a copy of ……..

Whereas the laying statement will appear in the floor version (i.e. in English or Hindi as actually used by the Minister or Member), the list of papers laid will be reproduced in English.

10.15 Communication of Messages from the President-
MESSAGE FROM THE PRESIDENT
MR. CHAIRMAN: I have to inform Members that the following message has been received from the President:

“……………………………”

(Reproduce the actual text of the message)

10.16 Communication regarding Arrest and Detention- When the Chair reads out the communication received from the Magistrate or the authority concerned regarding arrest/detention/lodgement/conviction/release of Member(s), it will be shown as-

RE. ARREST OF SHRI RAJNARAIN, M.P.

MR. DEPUTY CHAIRMAN: I have to inform Members that I have received the following communication dated the 22nd December, 1969, from the Sub-Divisional Magistrate, New Delhi:

“I have the honour to inform you that Shri Rajnarain, Member of the Rajya Sabha, was arrested u/s 188 IPC at 3.45 p.m. in front of Parliament House on 22.12.1969 for violating the prohibitory orders…. and is at present lodged in Central Jail, Tihar.”

10.17 Rulings by Chairman-

RE. SPECIAL MENTION MADE ON 23RD JULY, 1998 ON THE “DECISION OF THE MADHYA PRADESH GOVERNMENT TO HAND OVER DIAMOND DEPOSITS IN BEHRADIN BLOCK IN RAIPUR DISTRICT TO A MUMBAI-BASED DIAMOND CONSORTIUM FOR EXPLORATION AND EXPLOITATION OF DIAMONDS.”

MR. CHAIRMAN: Hon. Members may recall that on 23rd July, 1998 while a Special Mention was being made regarding “decision of the Madhya Pradesh Government to hand over diamond deposits in Behradin Block in Raipur district to a Mumbai-based Diamond Consortium for exploration and exploitation of diamonds”, I had suspended the Special Mention when some Members raised the following objections: -

(i) Shri Vayalar Ravi’s objection was that the subject matter of the Special Mention, being a State subject, could not be raised in the House.

I had stated that I would examine the matter and give a ruling. My Ruling is as follows:

In the light of these facts, it is evident that prospecting and mining of precious stones attracts the authority of the Union Government and therefore can be raised in the House.

The objection of Shri Vayalar Ravi is thus not maintainable and accordingly I overrule it.

The matter now stands closed.

10.18 Statements by Ministers-

STATEMENT RE. CONTROVERSY OVER RELIGIOUS SHRINE NEAR CHIKKAMAGALUR (KARNATAKA)

THE MINISTER OF HOME AFFAIRS (SHRI L.K. ADVANI): Sir,……………

10.19 Personal Explanations-

SHRI P. SHIV SHANKER (GUJRAT): Madam, I rise in anguish to make a statement which in a way affects the dignity of this House and also the nation…….
Zero Hour Submissions & Special Mentions—Although ‘Zero Hour Submissions’ is not institutionalised in the Rules of Procedure for Conduct of Business in the House, Hon. Chairman may permit Members to raise, either immediately after the Question Hour, or sometimes, after the Papers Laid on the Table, matters of urgent public importance for which the caption is to be indicated thus:

RE: TRAIN ACCIDENT NEAR BHOPAL RESULTING IN HEAVY LOSS OF LIFE

SHRI AJIT P.K.JOGI (Madhya Pradesh): Mr. Chairman, Sir,…………….

‘Special Mentions’ are governed by Rule 180(A) to (E) and may be indicated as follows:

SPECIAL MENTIONS

- CHOLERA DEATHS IN KBK DISTRICTS OF ORISSA

SHRI SANATAN BISI (Orissa): Sir,………………………………………

- SLOW PACE OF DROUGHT RELIEF MEASURES IN ANDHRA PRADESH

SHRI SOLIPETA RAMACHANDRA REDDY (Andhra Pradesh): Sir,………………

Only the text of the Special Mention in its admitted form (not exceeding 250 words) shall be reproduced even if the Member depart from the text or adds to it while speaking. The Legislative Section will make available to Director Reporting the List of admitted special mentions along with the approved text. When other Members associate themselves with a Special Mention, the name and State of the Member shall be mentioned as above and his association will be recorded thus:

SHRI SURESH PACHOURI (Madhya Pradesh): Sir, I associate myself with the Special Mention made by….." and no further portion of anything said by the Member need be recorded.

Announcement regarding Business Advisory Committee—The announcements made by the Chairman are recorded thus:

RE: EXTENSION OF SESSION

MR. CHAIRMAN: I have to inform Members that the Business Advisory Committee at its meeting held on………..recommended extension of the current session by……….(reproduce here the actual text of announcement)

Leave of Absence—Proposal of Leave of Absence cases are shown thus:

MR. CHAIRMAN: I have to inform Members that the following letter has been received from Shri/Shrimati………..(reproduce here the actual text of announcement or of the letter)

Does he/she have the permission of the House to remain absent from all meetings of the House during the current session?

(No Hon. Member dissented)

MR. CHAIRMAN: Permission to remain absent is granted.

Assent to Bills—When information regarding President’s assent to Bills is received the announcement made by the Secretary-General is recorded as follows:

STATEMENT OF BILLS ASSENTED TO BY PRESIDENT
SECRETARY-GENERAL: Sir, I beg to lay on the Table a statement showing the Bills which were passed by Parliament during the One Hundred and Eighty Fourth Session of the Rajya Sabha and assented to by the President.

10.24 Message from Lok Sabha-This is recorded as follows: -

MESSAGE FROM LOK SABHA
The Indian Tariff (Amendment) Bill, 1998

SECRETARY-GENERAL: Sir, I have to report to the House the following message received from the Lok Sabha signed by the Secretary-General of the Lok Sabha:

“In accordance with the provisions of Rule 96 of the Rule of Procedure and Conduct of Business in Lok Sabha the Speaker has certified that this Bill is a Money Bill within the meaning of Article 110 of the Constitution of India.”

Sir, I lay a copy of the Bill on the Table.

MESSAGES FROM LOK SABHA

(I) The Appropriation Bill, 1998
(II) The Appropriation (No.2) Bill, 1998

SECRETARY-GENERAL: Sir, I have to report to the House the following messages received from the Lok Sabha, signed by the Secretary-General of the Lok Sabha:-

(I)

“In accordance with the provisions of rule 96 of the Rules of Procedure and Conduct of Business in the Lok Sabha…………………………….”

(II)

“In accordance with the provisions of rule 96 of the Rules of Procedure and Conduct of Business in the Lok Sabha…………………………….”

(III)

“In accordance with the provisions of rule 96 of the Rules of Procedure and Conduct of Business in the Lok Sabha………………………….”

Sir, I lay a copy of each of the Bills on the Table.

10.25 Motion for Election to Committees/Councils/(Government Bodies)-The motion is to be recorded as given in the following example:

MOTION FOR ELECTION TO THE ALL INDIA INSTITUTE OF
THE MINISTER OF HEALTH (SHRI DALIT EZHILMALAI): Sir, I move the following motion:

That in pursuance of clause (g) of Section 4, read with sub-section of section 6 of the All India Institute of Medical Sciences Act, 1956 (Act 25 of 1956), this House do proceed to elect, in such manner as the Chairman may direct, one Member from among the Members of the House to be a Member of the All India Institute of Medical Sciences.

The question was put and the motion was adopted.

10.26 Introduction of Bills—These are recorded as follows:

BILLS INTRODUCED

THE COMPANIES (AMENDMENT) BILL 1998

THE MINISTER OF COMPANY AFFAIRS (SHRI P.CHIDAMBARAM): Sir, I beg to move for leave to introduce a Bill further to amend the Companies Act, 1956.

(If there is no discussion)

The question was put and the motion was adopted.

SHRI P. CHIDAMBARAM: Sir, I introduce the Bill.

OR

(If there is a discussion)

THE MINISTER OF COMPANY AFFAIRS (SHRI P. CHIDAMBARAM): Sir, I beg to move:

The question was proposed.

DR. B.B.DUTTA (West Bengal): Sir,…………

SHRI P. CHIDAMBARAM: (Replies to the points raised)

MR. CHAIRMAN: The question is:

That leave be granted to introduce a Bill further to amend The Companies Act, 1956.

The motion was adopted.

SHRI P. CHIDAMBARAM: Sir, I introduce the Bill.

During the debate on a Bill or a Resolution, amendments moved by a Member may be sought to be withdrawn by the mover. Permission of the House to the mover withdrawing his amendment, after the mover’s speech or expression of his desire to withdraw his amendment, may be shown thus:

Amendment No………was, by leave, withdrawn.

- Sometimes after discussion on the motion for consideration of a Bill or a Resolution, the Bill or the Resolution itself may be sought to be withdrawn by the mover of the motion for consideration in which event, after the mover’s speech or expression of his desire to withdraw his Bill or Resolution, the decision of the House permitting the mover to withdraw his motion may also be shown thus:

The Bill was, by leave, withdrawn.

- OR
The Resolution was, by leave, withdrawn.

10.27 Government Business-When the Parliamentary Affairs Minister announces the Government Business introduced to be taken up, this is recorded as follows:

ANNOUNCEMENT RE: GOVERNMENT BUSINESS FOR THE WEEK COMMENCING 30TH NOVEMBER 1998

- THE MINISTER OF PARLIAMENTARY AFFAIRS (SHRI MADAN LAL KHURANA): Sir, I beg to announce that the Government Business in this House for the week commencing 30th November 1998 will consist of—

10.28 Allocation of Time-The recommendation of the Business Advisory Committee when announced in the House by the Chairman is recorded as follows:

ALLOCATION OF TIME FOR DISPOSAL OF GOVERNMENT LEGISLATIVE AND OTHER BUSINESS

MR. CHAIRMAN: I have to inform the House that the Business Advisory Committee at its meeting held on…allocated time as follows for Government legislative and other Business—

10.29 Other Announcements from the Chair-When the House decides to sit on an unscheduled day, it is shown thus:

RE: SITTING OF THE HOUSE ON AN UNSCHEDULED DAY

MR. CHAIRMAN: I have to inform Members that the House will also sit on Saturday, the 5th December 1998…………………

Similarly, when a scheduled sitting of the House is cancelled, it is shown thus:

RE: CANCELLATION OF THE SITTING/S OF THE HOUSE

MR. CHAIRMAN: I have to inform Members that the sitting of the House slated for Monday, the 7th December 1998, stands cancelled…………………..

10.30 Calling Attention-If a Calling Attention Notice is to be taken up on a given day, a copy of the admitted notice is made available by the Legislative Office. The Notice when taken up for discussion is reported as follows:

CALLING ATTENTION TO THE GRAVE SITUATION ARISING DUE TO UNPRECEDENTED FLOODS IN THE BRAHMAPUTRA

SHRI BRATIN SENGUPTA (West Bengal): Sir, I beg to call the attention of the Minister of Agriculture to the grave situation arising in Assam to the devastating and unprecedented floods in the Brahmaputra river.

THE MINISTER OF AGRICULTURE (SHRI SOM PAL): Sir…………………..

(Usually, there will be a prepared statement, circulated in the House. A copy will be provided by the Legislative Section; reproduce that statement here)

10.31 President's Address-The reporting of the various stages are as follows:

PRESIDENT'S ADDRESS LAID ON THE TABLE
SECRETARY-GENERAL: Sir, I beg to lay on the Table a copy of the President’s Address to both the Houses of Parliament assembled together on the 22nd February 1997.

MOTION OF THANKS ON PRESIDENT’S ADDRESS

SHRI K.R.MALKANI (Delhi): Mr. Chairman, Sir, I beg to move.
That an Address be presented to the President in the following terms:

That the members of Rajya Sabha.............
...22nd February 1997.
Sir,...........................................

SHRI T.N.CHATURVEDI (Uttar Pradesh): Mr. Chairman, while seconding the Motion of Thanks to the President moved by my honourable friend...

DR. MANMOHAN SINGH (Assam): Sir, I beg to move—
That at the end of the Address the following be added, namely:

(No.1) “but regret that............”
(No.2) That at the end of the Address the following be added, namely:
“but regret that in the prevailing situation............”.

The questions were proposed.

[On the Motion of Thanks on President’s Address, the amendments run into, sometimes, a couple of hundreds. Sometimes a number of amendments stand in the name of one single Member. At the stage of disposal of amendments, sometimes the amendments are put to vote in one lot and are negatived in one lot. In such case, the decision of the House may be indicated thus:

Amendment Nos…to….were negatived.

After disposal of all the amendments, the main Motion is put to vote and the Motion is adopted.)

There may be an occasion when an amendment to the Motion of Thanks to the President’s Address is adopted in which event it may be shown thus:

MR. CHAIRMAN: The question is:
That at the end of the Address the following be added, namely:

“but regret that the Address does not mention about the....... and the measures proposed by the Government to resolve the issue.”

The motion was adopted.

MR. CHAIRMAN: Now I put to vote the Motion of Thanks, as amended.
The question is—

That the Members of the Rajya Sabha.............on the 22nd February 1997, but regret that the Address does not mention about the........and the measures proposed by the Government to resolve the issue.”

The motion was adopted.

MESSAGE FROM THE PRESIDENT IN REPLY TO THE MOTION OF THANKS

MR. CHAIRMAN: I have to inform hon. Members that the following message has been received from the President:

“I have received with great satisfaction............”
**Consideration and Passing of Bills**

Various stages of consideration and passing of a Bill and disposal of any amendments moved are reported as given in the following example:

**THE INSURANCE (AMENDMENT) BILL, 1998**

**THE MINISTER OF FINANCE (SHRI YASHWANT SINHA):** Sir, I beg to move—

That the Bill further to amend The Insurance Act, 1955 be taken into consideration.
Sir,.............................................................................................................................

The question was proposed.

[If there are amendments for reference of the Bill to a Joint Committee or a Select Committee, the same may be shown immediately after the Minister’s speech, thus:

DR. D. MASTAN (Tamil Nadu): Sir, I move—

That the Bill further to amend the Insurance Act, 1955 be referred to a Select Committee of the Rajya Sabha consisting of the following Members, namely:

1. Shri...........
2. Shri...........
3. Shrimati...........
4. Dr............

etc.

with instructions to report by the first week of the Hundred and Eighty-ninth Session of the Rajya Sabha.

The questions were proposed.

[After the speeches of Members and the Minister’s reply]

**THE VICE-CHAIRMAN (SHRI…...):** I now put Dr. Mastan’s amendment to vote.

The question is:

(Here reproduce the text of the amendment)

The motion was negatived.

[If the motion is adopted, then the Bill will be referred to the Select Committee for examination and report.]

[When the amendment for reference of the Bill to a Select Committee is negatived, the motion for consideration of the Bill moved by the Minister is put to vote.]

**THE VICE-CHAIRMAN (SHRI…...):** Now I put the motion to vote.

The question is:

That the Bill further to amend the Insurance Act, 1955 be taken into consideration.

The motion was adopted.

**CLAUSE-BY-CLAUSE CONSIDERATION**

**THE VICE-CHAIRMAN:** We shall now take up the clause-by-clause consideration of the Bill.

**Clause 2: Definitions**

**SHRI G.SWAMINATHAN (Tamil Nadu):** Sir, I move—

(No.1) That on page 3, line 4, after the words ‘Managing Director’ the words ‘and Managers’ be inserted.

**SHRI KHAGEN DAS (Tripura):** Sir, I move—
(No.2) That on page 3, for lines 17 to 20 the following be substituted, namely:
(v) In the case of insurers whose ………………………………………

The questions were proposed.

SHRI G.SWAMINATHAN: Sir,………………………………………………
SHRI KHAGEN DAS: Sir,……………………………………………………
SHRI YASHWANT SINHA: Sir,………………………………………………
THE VICE-CHAIRMAN: I now put the amendments to vote. The question is:
(No.1) (Here reproduce the amendment)
The motion was negatived.
THE VICE-CHAIRMAN: The question is—
(No.2) (Here reproduce the amendment)
The motion was negatived.

THE VICE-CHAIRMAN: Now the question is:
That clause 2 stands part of the Bill. The motion was adopted. Clause 2 was added to the Bill.

The motion was negatived.
THE VICE-CHAIRMAN: Now the question is:
That clause 4 stand part of the Bill. The motion was negatived. Clause 4 was dropped from the Bill.

In case an amendment is adopted, then it should be shown thus:

THE VICE-CHAIRMAN (SHRI………): The question is:
That clause 2, as amended, stands part of the Bill.
The motion was adopted. Clause 2, as amended, was added to the Bill.
Clause 3 was added to the Bill. (If there is no discussion)
Clause 4: (Amendment of Section 12) (If there is a discussion)

SHRI PRANAB MUKHERJEE: Sir,……………………………………
DR. B.B. DUTTA: Sir,………………………………………………….

SHRI YASHWANT SINHA:------(replies)------

THE VICE-CHAIRMAN: Now the question is—
That clause 4 stand part of the Bill. The motion was negatived. (In case the motion is negatived)

Clause 4 was dropped from the Bill.

Clauses 5 to 25 were added to the Bill. (If there are no amendments and

Claus 5 to 25 are adopted without

Discussion)

The Schedule was added to the Bill.
Clause 1, the Enacting Formula and the Title were added to the Bill.

After all the amendments are disposed of and the clauses are adopted, the final stage of the Bill is indicated thus:
SHRI YASHWANT SINHA: Sir, I move:
That the Bill, as amended, be passed.
The question was put and the motion was adopted. (If there is no discussion)

In case there is a division on the question—
THE VICE-CHAIRMAN: The question is—
That the Bill, as amended, be passed.
The House divided.

THE VICE-CHAIRMAN: Ayes: 120
Noes: 40
(Here enter the Division Lists for Ayes and Noes arranged in alphabetical order)
The motion was adopted.

In the case of Constitution Amendment Bills the following special procedure is adopted.

THE CONSTITUTION (EIGHTY-THIRD AMENDMENT) BILL, 1998
(Passing of each motion should be shown thus:
MR. CHAIRMAN: The question is:
That………………………………………………

The House divided.
MR. CHAIRMAN: Ayes: 188
Noes: 12
(Here enter the Division Lists for Ayes and Noes arranged in alphabetical order)
The motion was carried by a majority of the total membership of the House and by a majority of not less than two-thirds of the Members present and voting.

(In case of motions relating to clauses, Enacting Formula, Title, etc. also the same procedure applies).
Clause 4 was added to the Bill.
(In the case of Money Bills, the final stage of disposal of the motion is shown thus:)

SHRI YASHWANT SINHA: Sir, I move:
That the Bill be returned.
The question was proposed.

SHRI S.R. REDDY: Sir,...........................................(Ends)
SHRI S.AGNIRAJ: Sir............................................(Ends)
SHRI YASHWANT SINHA......................................(Ends)

THE DEPUTY CHAIRMAN: The question is:
That the Bill be returned.
The motion was adopted.

(When a Bill is returned by Lok Sabha with some amendments)
THE SPECIAL MARRIAGE (AMENDMENT) BILL 1968

THE MINISTER OF LAW (SHRI M. THAMBI DURAI): Sir, I beg to move:
That the following amendments made by the Lok Sabha in the Special Marriage (Amendment) Bill 1968, be taken into consideration, namely:

Enacting Formula
(1) That at page 1, line 1,
For “Nineteenth” substitute “Twenty-first”.

Clause 1
(2) That at page 1, line 4,-
For “1968” substitute “1970”

The question was put and the motion was adopted.

SHRI M. THAMBI DURAI: Sir, I move:
That the amendments made by the Lok Sabha in the Bill be agreed to.

The question was put and the motion was adopted.

(If there is a discussion)

SHRI YASHWANT SINHA: Sir, I move:
That the Bill, as amended, be passed.

The question was proposed.

DR. ATMA RAM: Sir, ………………………

SHRI YASHWANT SINHA: (replies)…

THE VICE-CHAIRMAN: Now the question is –

That the Bill, as amended, be passed.

The motion was adopted.

(In case Rajya Sabha recommends any amendment to a Money Bill)

THE INCOME-TAX (AMENDMENT) BILL 1998

MR. CHAIRMAN: The question is:
That the Rajya Sabha recommends to the Lok Sabha that the following amendment be made in the Income-Tax (Amendment) Bill 1998, as passed by the Lok Sabha, namely:-

“That at page 23, line 24, after the words ’this Act’, the words ‘any income thereof’ be inserted.”

The motion was adopted.

SHRI YASHWANT SINHA: Sir, I move:
That the Bill, with the amendments recommended by the House, be returned.

The question was put and the motion was adopted.

(In case Lok Sabha disagrees with an amendment made by Rajya Sabha to a Bill and when the Bill is taken up again).

THE SPECIAL MARRIAGE BILL 1965

MR. CHAIRMAN: The question is:
That this House does not insist on the following amendment:
‘That on page 12, line 6, ………………………………………………………………'

The motion was adopted.
The motion was negatived.

MR. CHAIRMAN: The effect of this decision is that the Rajya Sabha insists on this amendment to which the Lok Sabha has disagreed.

10.33 **Half-an-Hour Discussion**—This is reported as follows:

**HALF-AN-HOUR DISCUSSION ON POINTS ARISING OUT OF ANSWER TO UNSTARRED QUESTION NO.567 GIVEN ON 30TH NOVEMBER 1998 REGARDING INCREASING ACCIDENTS AT UNMANNED RAILWAY LEVEL CROSSINGS.**

SHRI SURESH KALMADI (Maharashtra): Sir, I beg to raise a discussion on points arising out of……….(Ends)

10.34 **Language of Report**—

10.34.1- Where the original language used is English or Hindi the reporting is in that language only. In the case of paper laying, the laying statement will be in the original language and the List of papers Laid will be in the English version.

10.34.2- When a Member speaks in a language other than English or Hindi, an English translation of the speech, as prepared by the Interpreters’ Branch, is incorporated in the debates, mentioning the original language.

10.34.3- Speeches made by members in Urdu are typed first in Devanagari script and then immediately beneath the Devanagari script they are typed in Persian Script for the benefit of Members who desire to have their speeches delivered in Urdu reproduced in Persian script.

10.35 **Typing format**—Each page bears on the top the dateline as shown in the following example:


Two line spaces below this dateline, in the left hand margin, on each page, the Reporter should type his/her initials, the ‘turn’ and the page number and the time on the first page of the ‘turn’ as shown below –

LSR/A-1/11.00

Where both English and Hindi Reporters are concerned, the initials of both the Reporters should be indicated, thus –

LSR/SKG/A-1/11.00

10.36 **Dealing with expunged portion of Proceedings**—When the Chair orders an expunction it is shown thus:

SHRI VAYALAR RAVI: Sir, I would like to quote a news item which has appeared in the Indian Express which says,*

MR. CHAIRMAN: No, no; such remarks will not go on record. Those words will be expunged.

(At the end of the page)

* Expunged as ordered by the Chair.

When the Chair orders remarks of a Member or of Members not to be recorded, it is indicated thus:

SHRI JIBON ROY: *
SHRI M. VENKAIAH NAIDU:*  
MR. CHAIRMAN: No, I have not permitted you to speak. Whatever has been said without my permission, will not be recorded.

(At the end of the page)

* Not recorded.

If during a debate some Members stage a walkout in protest against, say, an alleged unsatisfactory response from the Government or against any action of the Government, it is indicated thus:

(At this stage some Hon. Members left the Chamber.)

10.37 Dealing with portion of proceedings where Ruling is reserved on expunction - When expunctions are ordered on the same day, the Debate is issued after carrying out the expunctions.

When expunctions are ordered on a subsequent day, if that portion of Debate the official report had been withheld, the official report is issued after carrying out the expunctions. If the debate had already been issued, the expunctions are conveyed to the Editing Section, which gets the expunctions carried out before sending the debates for printing.

The Chief Parliamentary Reporter will ensure that the expunctions are carried out fully in one copy of the uncorrected debate of the day and assist in carrying out corresponding expunctions in the audio record while preparing Video CDs.

10.38 Inclusion of Speeches Made in Other Languages - Simultaneous Interpretation Service is available in 11 languages. These are Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Oriya, Punjabi, Tamil, Telgu and Urdu. The facility is available in case at least one hour's notice is given to the Officer at the Table. In such cases, the concerned Interpreter makes available an English translation to the Reporters Branch, in a printed form, along with the electronic version for inclusion into the floor version of the Debate. (See para 10.63)

10.39 Compilation of Floor Version of the Debates - The floor version of the Debates (Part I for Questions and Answers and Part II for other proceedings) are then compiled and cover pages added, marked

‘Uncorrected-Not for Publication’
Parliamentary Debates,
Rajya Sabha,
Official Report
Part I (or II as the case may be)

In preparing Part I, material in the form of printed Questions and Answers (Starred and Unstarred as well as Short Notice Question, if any) are attached in original and supplemementary to Starred questions and answers thereto, as recorded by the Reporters are inserted at appropriate places. Starred questions answered on the floor (and answers to supplements) are given first, followed by remaining starred questions followed by Unstarred questions and Short Notice Question, in order of question numbers. The contents page is prepared, listing out the main headings and the page no. thereof e.g. for Part-I, obituary references, oath/affirmations oral answers to questions, written answers to questions (including starred questions not orally answered as well as Unstarred questions) etc. and for Part-II items as listed in the List of Business. One copy of the Part-II debate is printed out in double space to enable Members to correct the transcript. Another copy is printed out in single space, and the page numbering on this copy is used for preparation of the table of contents.

A similar procedure is followed in respect of Statements etc. copies of which are laid on the Table.
10.40 **Circulation of Floor Version of Debates**- Proceedings upto 6.00 pm, unless the House adjourns earlier, are circulated overnight. The proceedings after 6.00 pm are circulated as a supplement the next day. Part-I and Part-II of the uncorrected Floor Version of the Debates is sent as soon as compilation is complete to the Distribution Branch, which

i) prepares 60 copies (using the single spaced version of the Part-II debate) for circulation;

ii) culls out portions of each debate relating to a particular Member (from the double spaced version) and forwards the transcript to him for checking/verification within 24 hours so that corrections, if any, can be incorporated into the Final Official Debates. In case the Member in his speech has used a language other than English or Hindi/Urdu, without providing a translation, he is requested to provide the text of this portion.

Copies of the uncorrected version are received *inter-alia*, in the Editing (English) and Editing (Hindi) Sections which then proceed to prepare the final version (Floor Version and Hindi Version) of the Debates called the ‘Official Record’, which is then published under Rule 260 of the Rules of Procedure and Conduct of Business in the Council of States. (Rajya Sabha)

10.41 **Computerised Parliamentary Reporting System (PRISM)**-

10.41.1 **Part II Debate**: The process described above has been computerised and the following is the procedure to be followed in order to ensure that a computerised output of Part II Debate is readily available.

(i) The transcription in English or Hindi is done by the Reporters and saved as a separate computer file. The name of the file is given according to the turn (i.e. a,b,……z, aa, bb …….etc.) and whether it is in English or Hindi (i.e. ‘e’ or ‘h’). Thus the files will be named ‘ae’ or ‘ah’, etc. (since the computer will open a separate folder for each hour of the day, no further description is necessary)

(ii) After the English and Hindi portion of the same turn are entered by the respective Reporters into the computer, the two files will be merged in the computer of the English Reporter. The file name will then be the name of the turn; i.e. ‘ae’ and ‘ah’ will be merged as a single file ‘a’. The correct sequencing of the Hindi and English portions of text, if not already done by special software (for which separate instructions will apply) will be done by ‘cutting and pasting’.

(iii) In respect of portions of text that have to be imported (e.g. 'Papers Laid' which will be taken from the List of Business or 'Obituary' or other 'Reference' by Hon. Chairman for which electronic text is available), the text will be sent to Chief Parliamentary Reporter by the concerned section (Table Office etc. for English text and the Translation-I for Hindi text) by floppy or Email. The Chief Reporter will make the electronic text available to the Reporter in whose turn the text is to be inserted. Changes in the text required to be made will be done by the Reporter concerned after copying or pasting the text into the file in which he is required to transcribe his reporting. After the file of the turn is complete, the print out will be taken.

(iv) After the print out of the turn has been checked and corrected, changes will be incorporated in the text by the English/Hindi Reporter, as the case may be, and the file saved again with the changes.

(v) Since Urdu text where it is to be given cannot be inserted electronically, the Urdu text received will be separately printed. On the basis of estimation of the space required, blank space will be inserted in the debate text before it is saved again and stored in the manner described in (iv) above. This will be done by the Hindi Reporter below whose transcription the Urdu text is to be stored.

(vi) As soon as the turns are corrected in the computer and the process is complete up to a particular turn, the material will be processed for taking the final print out of that portion. For this purpose, the header ['uncorrected – not for publication (date)'] and paging commands will be given for automatic pagination and header insertion and print out taken, again in double space. The process is continued till the entire debate is printed out. This may either be done for each turn separately or, in case merging software is used, after merging all the files into a
single text. It may be ensured that the individual turn files are not deleted in the Reporter's computers till after the final printed Debate of the day is transferred to Editing Branch for Editing, since missing turns may still have to be made good. After the double space version is printed out, the appropriate settings are changed and single space version is taken out for purposes described in para 10.39-10.40.

(vii) After the printing is done, the material may be checked for styling, and to ensure that no part of the material is inadvertently left out. Thereafter the Urdu text will be physically inserted into the blank space created earlier to complete the manuscript. The Index is then prepared along with page number and the top page prepared.

(viii) After the document is completed, the complete electronic text will be sent by floppy or otherwise by Director (Reporting) to the Chief Editor along with electronic file of the Urdu texts for further processing to prepare the edited Debate of the day. Entry will be made in the Debates Register in the Reporters Branch showing the date of transmission of the electronic text to the Chief Editor.

10.41.2 Hourly merging of Part-II to put onto Intranet: In order to put the proceedings on to Intranet the same day, PRISM software enables merging of files for a specified set of turns, to produce hourly reports. These reports are to be emailed to NIC for conversion to HTML for placing on the Intranet. In case a ‘turn’ is missing, as in the case of synopsis (see para 10.3.2) the hours report will be sent along with a note to that effect and missing turn sent later as soon as it is ready, for pasting onto the relevant portion of the text.

10.41.3 Part I Debate: Ministries of the Government of India will be sending Questions and Answers by Email, after the question is answered. As such this data will not be available in time to the Reporters section and Part I of the Debate will accordingly be prepared as described earlier except in relation to supplementary questions answered orally where, to the extent possible, the procedure described above will be followed.

Part C: Synopsis of Debates

10.42 Preparation of Bilingual Synopsis-Synopsis Section is responsible for bringing out bilingual Synopsis of the day-to-day proceedings (other than Questions-Answers) of Rajya Sabha. This is printed overnight, distributed to Members the next day morning and then finally got compiled in a bound volume at the end of each Session. A copy each in English and Hindi is sent to the Hon’ble Chairman, Deputy Chairman and Research & Library Section.

In the Inter-Session period, the Section prepares the bilingual contents, in an alphabetical order of the Synopsis of the previous Session. The contents so prepared and printed are appended to the bound volumes for ready reference of various items contained in that particular volume. This work is done by the Assistant Editors and Editors posted in the Section.

10.43 Content of English and Hindi Synopsis- The Synopsis of Debates contains a summary of proceedings of each day other than Questions and Answers. The Synopsis is prepared on the computer alongside the Floor Version of the Record, using the Reporters’ transcript. The text is prepared keeping in view the following:

i) Items Before Question Hour: This covers the items such as Obituary references, welcome to the foreign delegations etc. taken during the Question Hour.

ii) Papers Laid Etc.: Items such as Papers laid on the Table, Message from the Lok Sabha, leave of absence by a Member and announcement re. Allocation of time for Government Business are not to be covered in the Synopsis.

iii) Special Mentions: Only the listed Members’ Speeches in Special Mentions (with text as per admitted form) are covered and all others not listed in the list of Special Mentions are shown as “associated”. The admitted text will be obtained from Legislative Section by 12 noon.
iv) **Accuracy:** The Synopsis Writer must consult the reporter’s copy for the sake of accuracy before finalising his respective portions.

v) **Coordination with Others:** Proper coordination must be maintained with the previous and the next Synopsis writer in order to ensure that no point is missed or repeated.

vi) **Names of Members/Ministers:** The alphabetical list of Members and the list of Council of Ministers must be consulted to ensure accuracy in their names and designations.

vii) **Pattern:** In the Legislative matters, such as, Bills Resolutions etc. the Synopsis writer must follow the pattern in the given style such as “moving the Motion for consideration of the bill said” set in the past and consult the previous Volumes.

viii) **Coordination with Table Office:** In matters such as 'Some Points' etc., Table Office must be consulted.

ix) **Bifurcation:** A sign of bifurcation must be given at the end of each item covered in the Synopsis.

x) **Unfinished Speeches:** Generally, the Synopsis covers the proceedings of the day upto 6 pm. In the case of a Speech remaining uncovered in the Synopsis of the day, an indication to the effect that “A Supplement covering the rest of proceedings is being issued separately.” must be given.

xi) **Fate of Speech:** An indication must also be given whether the Speech of the Last Member speaking on a particular day and on a particular topic was finished or not in the following form: Speech Finished/Speech unfinished.

xii) **Fate of Bills/Resolutions:** Fate of the Bills/Resolutions (whether passed, returned or withdrawn) must be given.

xiii) **Calling Attention:** The clarifications asked in the Calling Attentions are not to be covered; while the Statement given by the Minister concerned on the topic is to be covered in full, a summarized reply on the questions asked is to be given in the end.

xiv) **Statement by Minister:** The Statement in full (in case it is not too long) or the main substance, and only the reply to the points raised by Members are to be covered and not the points themselves. However, the Prime Minister’s statement should be in full.

xv) **Half-An-Hour Discussion:** In half-an-hour discussions, only the speech of the mover or who raises the discussion and the reply thereto by the Minister concerned is to be covered.

xvi) **Short Duration Discussion:** In Short Duration Discussion, coverage is to be given in the Synopsis to all speeches.

xvii) **Items on Specific Days:** Subjects like observance of Women’s Day, Workers’ Day, Martyrs’ Day, observance of Golden/Diamond Jubilee Day, observance of other International Days are to be covered in full.

xviii) **Disasters:** Obituary References to victims of natural calamities and other tragedies like earthquakes, floods and rail accidents and plane crashes etc. are to be covered in full.

xix) **Bills:** Money Bills, such as Finance Bill, Appropriation Bill, Appropriation (Railway) Bill, Levy of Excise Duty Bill etc. are to be covered in the Synopsis.

xx) **Zero Hour Submission:** In Zero Hour Submissions, only those items which are being included in Part-I Bulletin with a specific heading are to be covered.

xxi) **Miscellaneous:** Valedictory remarks, Welcome to New Members/Ministers etc. to be covered as miscellaneous items. Valedictory remarks by the Chair are to be covered in full.

10.44 **Procedure:** The Synopsis Section shall obtain the admitted text of Special Mention and shall, without waiting for uncorrected debates, include the text in the Synopsis of the day as soon as possible after ascertaining from the Table Office, the Special Mentions actually made. In case a Listed Special Mention is not made or made in a different order, necessary correction is done. The Reporters Section sends to the Synopsis Section the uncorrected debate portions of Part-II Debates as soon as they are complete, at hourly intervals. The time of receipt is to be recorded in a register opened for each session. Twenty minute periods of the transcripts are distributed among the Synopsis writers who select portions for inclusion into the draft Synopsis, add stylistic and grammatical variation and get their portion entered into the Computer in files opened indicating serial order for subsequent merging. In case a particular 'turn' has not been received due
to non-finalizations, the Synopsis writers should leave a blank portion for later addition and proceed to prepare Synopsis of subsequent turns available. As and when the missing turn is received it is allotted and inserted at the appropriate place.

Each hour, a print out of the Synopsis compiled during the hour is taken and further edited to give consistency, accuracy and completeness, and the finalized version is stored separately in the computer, and merged with similar material to produce the draft final Synopsis. The corrected version is then proof read. After the each hour's Synopsis is prepared, it is printed and a copy used for Hindi translation and text entry in the Computer. The Hindi text is finalized by proceeding similar to that described above. The work of selection from transcript, entering into computer, editing of draft Synopsis, Hindi translation and entering of text into the computer etc. must all go on in sequence, till the entire process is complete. Thereafter CRC copy is prepared of English and Hindi Synopsis and a final reading is given.

Both manuscripts are then sent to the Printing Section-II for overnight printing at the Government of India Printing Press, in CRC form. Printed copies are distributed through the Distribution Section the next morning. Copy of the electronic text is to be sent as Email to Members, and also to NIC for putting onto the Internet, as soon as the CRC is finalised.

Every Synopsis-Writer must go through his portion of the Synopsis in the printed copy next day and correct the errors, if any, for which an errata is issued by the Section. On the front page of the Synopsis, an asterisk should be given at the words 'Synopsis of Debates' and a footnote given stating 'This Synopsis is not an authoritative record of the proceedings of the Rajya Sabha.'

The Synopsis should cover proceedings upto at least 6 pm of each day or 5 hours of actual proceedings. In order to ensure that delays do not occur, Editor-in-charge of Synopsis Branch must

i) distribute work evenly among the Synopsis writers, keeping in view periods of adjournment etc. during the day;
ii) ensure that uncorrected debate portions are received regularly from the Reporting Section. He must keep in touch with Director (Reporting) and Chief Parliamentary Reporter for this purpose;
iii) ensure that translation and English and Hindi word processing work also go on smoothly so that the work is completed as quickly as possible; and
iv) ensure that prepared text of Special Mentions, Statements of Ministers etc. are available well in time for incorporation into the Synopsis.

The Synopsis of Debates does not purport to be a full report of the proceedings and is, therefore, not published under Rule 260 of the Rules of Procedure. The authoritative record under Rule 260 called the ‘Official Reports is published separately as described below.

**Part D: Editing of Official Reports**

10.45 _Publication of Reports Under Rule 260_ - As stated above, authority to publish the Rajya Sabha Debates, or ‘Official Reports’ of the Rajya Sabha, as they are called, is derived from rule 260 of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha). It is intended to be “a full report of the proceedings of the Council at each of its meetings” and is published “in such form and manner as the Chairman may, from time to time, direct.”

At present, these Debates are being published in two versions as under:

i) _Floor version_ - Speeches etc. delivered by Members in English or Hindi are published in the language in which these are delivered on the floor of the House and in the case of speeches delivered in languages other than English or Hindi, the English translation thereof only is published; and
ii) **Hindi version** - Speeches etc. delivered in Hindi (or Urdu) are incorporated verbatim in Hindi (and Urdu); and in the case of speeches delivered in all other languages (including English) the full Hindi translation thereof is published.

For this purpose copies of the Uncorrected Debates are sent by the Distribution Section to the Editing Section in two parts, viz. Part I and Part II. Part-I consists of Starred and Unstarred Questions and Short Notice Questions and their answers while Part-II covers proceedings other than Questions and Answers. An electronic copy of the uncorrected Part-II Debates as compiled on the Computer will be sent directly by the Reporters Branch to the Editing Branch in addition to the typed version of the Debate sent by the Distribution Branch. The process of editing starts from these documents, to prepare the Floor version of the Official Report, as described below:

Editing of Debates involves numerous items of work, e.g. ensuring correct and accurate reporting, giving editorial notes and footnotes at appropriate places, verifying the portfolios of Ministers and the States of Members, incorporating corrections, if any, suggested by Ministers and Members in their speeches and giving a general reading in order to remove any grammatical and factual errors and obvious inaccuracies in reporting. The procedure involved is given below. Many of the points mentioned are common to ‘Part-B’ (Preparation of verbatim record) already described but are reiterated here to ensure that stylistic requirements missed out in the Verbatim Record are included at this stage. In addition, editorial inputs are now required to maintain the standard required to publish the proceedings on Internet under FOLIO software, which requires, in addition to the Session number and date of sitting, two additional parameters i.e. ‘Type of Debate’ and ‘Title of Debate’. Since these are usually not incorporated in the uncorrected Debate they have to be supplied at the time of editing.

It may be noted, that in order to assist Hindi Translation, initially all editing should be done on the typed copies (manuscript) of the Uncorrected Debates sent by Distribution Branch and thereafter the editing should be done on to the electronic text made available by the Reporters Branch.

10.46 **Recitation in the First Debate on the Commencement of a Session** - At the commencement of each Session of the House, the undermentioned items are added at the beginning of the first day’s debate:
   a) Latest Alphabetical List of Members of Rajya Sabha showing names of the Members and the States they represent;
   b) Latest Panel of Vice-Chairmen;
   c) Latest Lists showing names of Members serving on the various Standing Committees of Rajya Sabha as also on the Joint Committees of both the Houses; and
   d) Latest List of the Council of Ministers.

   A separate recitation regarding the commencement of a particular Session of the House is incorporated at the beginning of the first page (on which the record of the actual proceedings of the House starts) in the following manner:
   
   THE PARLIAMENTARY DEBATES OFFICIAL REPORT IN THE*………..SESSION OF THE RAJYA SABHA COMMENCING ON the……….the…19../………….19..(Saka)

*Here mention the number of the Session, e.g. ONE HUNDRED AND FORTY-THIRD

Note: i). The first four lines of the above recitation are in all-capital letters.
   ii). The recitation is separated from the actual proceedings by a double line.

10.47 **Recitations at the Beginning of Each Day’s Report** - The report of the proceedings of each day should be preceded by the name of the day and the date in Christian era as well as in Saka era with the actual time of the start of the proceedings along with the designation and/or the name of the Presiding Officer in the following manner:

   RAJYA SABHA

*…………………………………………

The House met at eleven of the clock, Mr. Chairman/Mr. Deputy Chairman/the Deputy Chairman/the Vice-Chairman (Shri/Shrimati………….)in the Chair.
Editing of Part-I Debate- The first part of the Debate generally starts with the Oral Answers to Questions. In case some other item is taken up before the Questions set down for the day are taken up, it should be ensured that it is given a suitable heading, e.g. ‘Obituary Reference(s)’, ‘Member(s) Sworn’ ‘Oath or Affirmation’ etc.

In the beginning of the Starred Questions, the heading ‘ORAL ANSWERS TO QUESTIONS’ is given.

While dealing with the portion of Questions and Answers, the name(s) of the questioner(s) should be verified with the Lists of Questions for oral as well as Written Answers set down for the day, and it should be ensured that the spellings etc. of the names tally with the names given in the Alphabetical List of Members, copies of which are available in the Section.

When a Question Stands in the name of More than One Member: In case a Question is in the name of more than one Member, the sequence of their names should strictly conform to the one given in the relevant List of Questions set for the day.

A footnote should be given to indicate the name of the Member who actually asked the Question on the floor of the House and a dagger mark should also be put after the name of the actual questioner in the following manner:

SHRI JAGDISH PRASAD MATHUR:

Foot-note: The Question was actually asked on the floor of the House by Shri………………………..
(This recitation appears in roman letters.)

Indication Regarding Transferred Question: If the Question has been transferred or postponed from a previous date, a foot-note should be given in the following manner indicating the date from which it was transferred/postponed as also its original serial Number.

Foot-note: Previously Starred/Unstarred Question…
Transferred/postponed from the…(date)
(This recitation appears in roman letters.)

Sequence of Language in "Oral Answers to Questions": Text of each Question should be given in the language in which it was put by the Member on the floor of the House, and the answer in the language in which it is given. In case the question or answer was in Hindi, the English version of the Question and the Answer will also be given below the main answer and before the supplementary question (and answer thereto) is printed.

Minister’s portfolio to be given only once: Complete portfolio of the Minister who replies to the main Question should be given only once in the beginning of the answer to the relevant Question, and it should tally with the official designation as given in the List of Council of Ministers. If any other Minister intervenes for the first time in Question Hour and replied to supplementaries on the same Question, his portfolio may be given as in Part II of the Debate.
10.48.5 When Questioner is Absent: When a questioner is absent and the Question set in his name is relegated to the portion ‘Written Answers to Questions’, a remark should be incorporated at the appropriate place in the body of the Debate where the Question is reached in its normal sequence in the following manner:

*[The questioner (Shri……………….) was absent. For answer, vide col………..infra.]

*This recitation appears in italics, except the words ‘vide’ and ‘infra’, which appear in Roman letters.

10.48.6 Sequence of Questions in “Written Answers to Questions”: All Questions which remain unanswered at the end of the Question Hour are included under the heading “Written Answers to Questions”, and in this part, the Questions should appear in the same order in which they appeared in the Question Lists set for the day. Starred Questions will thus appear first, followed by Unstarred Questions. It is to be remembered that the asterisk mark on the starred questions is to be retained even when they are relegated to ‘Written Answers.” Where the original notice was in Hindi, the Question and Answer would be printed in Hindi, followed by the English text.

While giving a general reading to the ‘Questions and Answers’ portion of the Debate, it should be ensured that the heading of the Question and the name(s) of the Member(s) who put the Question appear correctly and replies to all the parts of the Question are there in the answer.

10.48.7 Relegation of Statement(s) to Appendix: Long Statements which are sometimes made in reply to Questions and which cannot conveniently be printed in the body of the Debate may be relegated to the Appendix, the main criteria being that the Debates are not to be cluttered up with long statements containing complicated tabular text printed length-wise. In case of doubt, the Editor-in-charge of the Section may be consulted. (For more detailed guidance, see at the end of this chapter)

When a statement is thus relegated to the Appendix, the relevant Annexure Nos. should be indicated at the appropriate place in the body of the Debate in the following manner:

(See Appendix *………………Annexure No………)

*Here indicate the number of the Session in Roman.

Note: The word ‘see’ appears in italics, the rest is given in Roman letters.

Normally, one Appendix is compiled and published separately for each Session. In the Appendix only the English version of the text is to be included.

10.48.8 Indication Regarding ‘Statements’: When a ‘Statement’ in answer to a part of a Question follows immediately after the part to which it relates, no indication regarding its placement need be given. However, if a substantial part of the reply intervenes before the start of the ‘Statement’, an indication ‘(see below)’ should be given in brackets and in Italics at the appropriate place in the body of the Answer so as to co-relate the answer with the ‘Statement’.

10.48.9 When a Sitting is Cancelled: At times it so happens that the sitting of the House scheduled for a particular day is cancelled all of a sudden. In such cases, replies to the Questions, both Starred and Unstarred, set down for the day are laid on the Table of the House on the next sitting of the House. Such Questions and their replies are inserted at the end of the Questions and Answers set down for that day. An indication in this regard is given in the Debate in the following manner both in the heading and as footnote.

WRITTEN ANSWERS TO STARRED AND UNSTARRED QUESTIONS SET FOR THE……….TH…19..*

Foot-note: *The sitting of the Rajya Sabha on……….. Day, the…. th………..19.. Was adjourned on account of……..Answers to Questions put down in the lists for that day were laid on the Table of the House on…..day, the…th……..19
10.48.10 **When Questions set for the day are not taken up:** If due to unforeseen adjournment on account of death of a sitting Member or Interruptions on issue, it is not possible for the House to take up Question Hour, the Starred and Unstarred Questions set for the day are appended as “Written Answers to Questions” at the end of the day’s proceedings before the words indicating adjournment of the House for the day.

10.48.11 **Change in Minister’s Name, designation, etc. in replies to Questions:** Replies to the Questions which are received from the Ministries usually carry the name and designation of the Minister, Deputy Minister, etc. who is expected to answer the Question on the floor of the House. It may happen that the particular Minister is not present in the House during the Question Hour and the Official reply to the Question is read out by a Minister other than the one whose name and designation appear in the paper copy of the official reply.

In such cases, the name and designation of the Minister appearing in the official reply may be deleted and the name and designation of the Minister, Deputy Minister, etc. who actually answers the Question on the floor of the House should be given.

This practice applies to only those Starred Questions, which are reached during the Question Hour. There is no need to make similar changes in the case of replies to the remaining Questions, Starred as well as Unstarred, which are placed under the heading “Written Answers to Questions”. This is because replies to these Questions are considered as having been laid on the Table of the House.

10.48.12 **Changes in Official Replies to Questions when the Chairperson is a Lady:** Official replies to Questions, Starred as well as Unstarred, often carry the brief sentence (“Yes, Sir”) or (“No, Sir”) as the answer to particular parts of a Questions. It may happen that the Chairperson presiding over the House during the Question Hour is a lady. Normally, as the dictum goes, ‘Chair has no gender.’ However, in such cases, (“Yes, Sir”) or (“No, Sir”) may be changed to (“Yes, Madam”) or (“No, Madam”) as the case may be. This is purely by way of courtesy.

This practice, again, applies to only those Questions, which are reached during the Question Hour. There is no need to make similar changes in the case of replies to the remaining Questions, Starred as well as Unstarred, which are placed under the heading “Written Answers to Questions”. This is because replies to these Questions are considered as having been laid on the Table of the House.

10.48.13 **Member absent/present but does not ask question:** When a Member, whose Question comes up for being called on the floor of the House, is not present in the House or is absent for the day, normally, the Presiding Officer says ‘Not Present’ or ‘Not here’, etc. before passing on to the next Question. In such cases, the editorial note usually runs as under:

[The Questioner (Shri…) was absent. For answer, vide page…infra.]

However, there may be cases in which the Member concerned is present in the House, but chooses not to ask the question put in his name. In such cases, the editorial note may run as under:

[For answer vide col…infra.]

The question is then relegated to the list of questions for written answers.

10.48.14 **Reference to the No. of appendix may be in International numerals:** When a Question is answered on the floor of the House in Hindi and a cross reference to the Appendix is to be given therein in the record of proceedings, the relevant reference number should be given in international numerals and not in Roman numerals.

This will be in conformity with the practice prevailing in the case of the Hindi version of Rajya Sabha Debates.
10.49 **Preparation of Final text of Part-I Debate:** While Part-II of the Official Record will be prepared using the electronic text of the Verbatim record transcribed in the Reporters Branch, since the electronic text of the questions and answers are received from the Ministries only a few days after the day for answers, the Editing (English) Section will adopt the following procedure in respect of Part I of the Official Record:

i) The electronic text of the English version of the questions and answers will be copied from the Rajya Sabha website and proof-read against the printed version of the answers which will be deemed to be the authentic text;

ii) Where supplementaries were asked and answered, the electronic text already available from the Reporters Branch will be electronically cut and pasted at appropriate places;

iii) In respect of starred questions asked/answered in Hindi and unstarred questions whose notice was received in Hindi, in order to incorporate the original Hindi version, this will be entered from Part-I Verbatim record manuscript sent by the Reporters Section; and

iv) Thereafter the material will be properly composed and CRC printed out with folio heading and page numbering. The electronic text will be sent as email attachment directly to the Government of India Press with copy to NIC to place under Folio software. The CRC will be sent to the Press through Printing Section as a back up. The material in respect of a day’s debate (i.e. Part-II as well as Part-I) will be sent together with complete page numbering.

10.50 **Editing of Part-II Debate**- Before the final text of the Part II Debate is prepared, comprehensive editing of the verbatim text is done as described below. The changes are done by the Assistant Editors on the manuscript received from the Reporters Section, and then incorporated into the electronic text also received from the Reporters Section, as mentioned in Para 10.41. In order to reduce delays, while the process of editing is going on, the electronic text should be thoroughly checked with the uncorrected debate copy to ensure that there are no missing turns.

10.50.1 **Papers Laid on the Table:** Suitable headings should be given to all the papers laid on the Table of the House. As in the case of uncorrected debates (para 10.14), while the laying statement will be in the language of the floor, the list of papers laid will be given in English. Relevant Library Reference Nos. should also be indicated at the end of each Paper or Papers, in the following manner:

[Placed in Library. See No. LT- /86.]

[Placed in Library. See No. LT- /86 for (i) to (iv)]

10.50.2 **Heading in case of laying of Annual Reports:** When annual reports of various companies/institutions are laid on the Table, the heading should usually run thus:

“Report (1986) of……………..”

In this manner the words “for the year/period from…to…” or “for the year ending…are avoided.

10.50.3 **Separate Heading for Each Item:** Appropriate headings of all the items of business discussed or matters raised on the floor of the House should be given in capital letters. The Bulletin Part-I be consulted for the purpose, but it should be ensured that the Heading is not omitted on any account, since the FOLIO software will not be able to pick up the debate in the absence of this heading (type of Debate). Thus ‘SPECIAL MENTION’ or ‘BILL FOR CONSIDERATION AND PASSING’ ‘SOME POINTS’, ‘ANNOUNCEMENT’, ‘REFERENCE’ etc. as given in the Part-I Bulletin must be recorded here. Sub-heading, should be given in the lower case with first letter in capital, and every item should be separated from the preceding item of business by a bifurcation line. The sub-heading corresponds to the subject of the issue under consideration, e.g. the subject of the Special Mention or the Short Title of the Bill taken up for consideration and passing.

10.50.4 **Time Indication:** Hourly time indications – e.g. 12 noon, 1 p.m., 2 p.m., etc. should be given in the Debate portion of the Debates as cut notes.
10.50.5 Indication of ‘Constituencies’: The name of the State which a Member represents should be added after his name within brackets at the time when he speaks for the first time while taking part in discussion on a particular subject in the following manner:

SHRI GHAN SHYAMBHAI OZA (Gujarat):

In the case of a nominated Member, the word ‘nominated’ should be added within brackets instead of the name of a State.

Note: The names of the Members appear in capital letters while in the case of ‘constituency’ only the first letter of each word is capital.

10.50.6 Portfolios of Ministers: When a Minister takes part in the debate on a particular subject for the first time, his full official portfolio, and not its abbreviated form, should be given followed by his name in brackets in the following manner:

THE MINISTER OF FINANCE (SHRI PRANAB MUKHERJEE):

Note: The whole recitation in this case is in capital letters.

If another Minister intervenes after the first Minister, his portfolio should also be given as above.

‘Constituencies’ of Members and the portfolios of Ministers should be verified and checked with the List of Members and Ministers available in the Section.

10.50.7 Stages of Discussion on Bills: Procedural indications and stages of the discussions on the various Bills are normally given in the uncorrected Floor Version. These need to be checked to ensure correctness of form. The motion is recorded thus:-

THE MINISTER OF ………..(SHRI ………..):

Sir, I beg to move:

‘that the Bill further to amend the……….Act,…….., as passed by the Lok Sabha, be taken into consideration.’

After the speech of the mover of the motion is concluded, the words ‘The question was proposed.’ should be incorporated as fresh para.

(Then follow Hon. Members’ speeches.) At the end:

MR. CHAIRMAN: The question is:

‘that the Bill further to amend the…………….Act,…….. as passed by the Lok Sabha, be taken into consideration.’

The motion was adopted/negatived.

In case the House divides on the motion, the recitation should run as under:

MR. CHAIRMAN: The question is:

‘that the Bill further to amend the……….Act,…….,as passed by the Lok Sabha, be taken into consideration.’

The House divides.

Ayes: 101*
Noes: 23*

The motion was adopted.

*Here enter separate Division Lists for ‘Ayes’ and ‘Noes’ arranged in alphabetical order.

Note: Names of Members appearing in the Division Lists do not carry their ‘constituencies’.

If a division is held by a count of hands or by a voice vote, the record thereof should run in the following manner:
MR. CHAIRMAN: The question is:
'that the Bill further to amend the……Act,……as passed by the Lok Sabha, be taken into consideration.'
(after count)
Ayes: 50
Noes: 30
The motion was adopted. (in italics)

Then, clause-by-clause consideration is taken up. If any amendment to a clause is moved, it is recorded in the following manner:

SHRI P. SHIV SHANKAR: Sir, I beg to move:
"that in clause 2 of the Bill for the figures and words ‘…..’, the figures and words ‘…..’be substituted.”
(Then follows the speech of Shri P. Shiv Shankar).
The question was proposed. (in italics)

Then follow other Hon. Members’ speeches. At the end:

MR. CHAIRMAN: The question is:
“that in clause 2 of the Bill, for the words ‘……….’ the words ‘……’ be substituted.”

The motion was adopted/negatived. (in italics)
If an amendment to a clause is adopted, the record runs thus:
MR. CHAIRMAN: The question is:
“that clause 2, as amended, stand part of the Bill.”
The motion was adopted. (in italics)
Clause 2 was added to the Bill. (in italics)
If no amendment to a clause is adopted, but there has been a discussion thereon, the record runs thus:

MR. CHAIRMAN: The question is:
“that clause 2 stand part of the Bill.”
The motion was adopted. (in italics)
If, after discussion, an amendment is withdrawn, the record runs as under:
SHRI P. SHIV SHANKAR: Sir, I wish to withdraw my amendment. (if permission is granted by the House)
The amendment* was, by leave, withdrawn. (in italics)
In this case, an asterisk should be placed on the word ‘amendment’ and a foot-note should be given in the following manner:

| Foot-note: *For text of amendment, vide col…supra. |
| Underlined words to be in italics. |

If no amendments are moved to a clause or a number of clauses running consecutively and there has been no discussion on any of them, the clause or the clauses, as the case may be, may simply be shown as added to the Bill without any question being put in respect thereof, thus:

Clauses 3 to 7 were added to the Bill.
Clause 1, the Enacting Formula and the Title were added to the Bill.
(Underlined words to be in italics)

After all the clauses of a Bill have been discussed and adopted:

THE MINISTER OF HOME AFFAIRS (SHRI………….): (In capital letters)

Sir, I beg to move:
“that the Bill, as amended, be passed.”
If motion for consideration of the Bill was moved by the Minister earlier during the day or if his full portfolio has already appeared in the record while replying to the debate on the Bill, then at this stage his portfolio need not be repeated. At this stage only his name appears in all capitals.

Then follow speeches of Hon. Members, if any.

MR. CHAIRMAN: The question is:

“that the Bill, as amended, be passed.”

The motion was adopted/negatived. (in italics)

The text of various motions/resolutions/amendments, etc. should be checked and compared with the originals as given in the List of Business for the day.

Every amendment should be preceded by the serial no. allotted to it in the ‘List of Amendments’ circulated separately.

10.50.8 When amendments stand in the name of more than one Member: If any amendment/amendments stand in the name of more than one Member, the names of the Members other than the actual mover should be given at the end of the amendment/amendments (in the body of the Debate) in the following manner:

[The amendment/amendments also stood in the name(s) of Shri/Sarvashri…) in italics]

10.50.9 Speeches Delivered in Urdu: In the uncorrected debate, speeches delivered in Urdu are recorded first in Devanagari script and their transliteration in Persian script follows thereafter within brackets thus [ ] and necessary foot-note is given. When the Floor version of the Official Report is prepared, only the Devnagari version is retained and the Persian script version is included in the Hindi version of the Official Report, below the Devnagari portion. A foot note that the Persian Script Version is available in the Hindi text of the Debate is entered in the Floor Version. Corrections suggested by the Members in their Urdu speeches in Persian script should be carried out in the Devanagari script in the Floor version and the Persian script version sent to Editing (Hindi) Section for including the changes in the Persian script.

In case of speeches delivered in a language other than Hindi, English or Urdu, only English translation thereof is included in the record and a dagger mark is placed at the beginning of the speech along with a foot-note as under:

Foot-note: *English translation of the original speech delivered in…(here give the name of the language). (in Roman)

10.50.10 Indication of Time Bell: When the Presiding Officer rings the bell asking the Member to conclude his/her speech; the words ’(Time bell rings)’ should be shown in brackets and in italics and not underlined.

10.50.11 Change of Presiding Officer: When the Deputy Chairman or the Vice-Chairman occupies the Chair during the course of a speech, an indication to this effect should be given in the body of the Debate in following manner:

[Mr. Chairman/The Deputy Chairman in the Chair]

or

[The Vice-Chairman (Shri/Shrimati……………)in the Chair.]

If the Presiding Officer changes during the course of a speech in Hindi, indication thereof may be given in Hindi in Devanagari script in a similar manner:

10.50.12 Adjournment for Lunch: When the House adjourns for lunch and when it reassembles after lunch, the recitation of the record runs as under:

The House then adjourned for lunch at…*Minutes past…** of the clock.
The House re-assembled after lunch at...*minutes past...* of the clock. [The Vice-Chairman (Shri...) in the Chair.]

*Minutes and hour are indicated in words, e.g. one, two, or three of the clock.

10.50.13 Same Discussion Continued After Lunch: When discussion on a subject is not concluded at the time when the House adjourns for lunch and the same discussion is continued immediately after lunch, then the heading of the subject need not be repeated.

10.50.14 Adjournment For the Day: When the House adjourns for the day; the recitation should be given in the following manner:

The House then adjourned at...*minutes past...** of the clock till eleven of the clock on...(day), the...(date, month and year).

*Minutes and hour are indicated in words, e.g. one, two or three of the clock.

10.50.15 Adjournment sine die: On the last day of the Session, when the House adjourns sine die, the recitation is given in the following manner:

The House then adjourned sine die at...* minutes past...** of the clock.

*Minutes and Hour are indicated in words, e.g. one, two or three of the clock.

10.51 General Instructions- i) The words “Shri...contd.” occurring at the beginning of each turn of the Uncorrected Debate copy and the words “contd. on...” occurring at the end of the turns of the Uncorrected Debate copy should be deleted. Similarly, the words “Uncorrected- not for publication” and date occurring on the top of each page of the uncorrected copy of the record should be deleted while editing the text.

ii) As a general rule, it should be noted that all the editorial notes which go inside the body of the Debate are in italics and all the editorial notes which go as foot-notes are in roman letters.

10.52 Incorporation of Corrections Suggested by Members- It must be ensured that the official record of the proceedings of the House is as authentic as possible. At the same time inaccuracies in the verbatim record need to be corrected and edited out before publishing the official record. This work is done by the Editing Section and the following procedure has been prescribed for the purpose:

i) A computer printed copy of every speech delivered or question put by a Member on a particular day and taken down by the Official Reporters is forwarded to the Member concerned for confirmation by the Distribution Branch after extraction from the uncorrected Part-I/II Debate. The confirmed copy is to be returned by the next morning by the Member in original, with changes/corrections if any, to the Editorial Branch. In order to expedite publication work, it is necessary that the manuscript is returned to the Editor (English) within 24 hours, and in any case not later than 12 noon on the third day. The forwarding note of the Distribution Branch makes a mention of this. Corrections received later than this time should not be incorporated in the edited Debates since at 12 noon on the 3rd day the uncorrected Debate will be put onto the Internet and discrepancies between the two versions cannot be allowed. In case of delay or non-confirmation, the version as taken down by the Official Reporters is utilised.

ii) Only minor and factual corrections suggested by the Ministers/Members in their speeches, etc. may be carried out at the editing stage. Any correction which amounts to a material change in the speech or which makes the preceding or the following part of the proceedings redundant should not be carried out and these should be brought to the notice of the Editor Incharge of the Section who will pass or obtain orders with regard to accepting the corrections.

iii) An item in this connection is published in Parliamentary Bulletin Part-II at the beginning of each Session of the House for the information of Members. The same is reproduced here for ready reference.
iv) Accepted corrections are to be carried out on the electronic text only in the Editorial Branch, on the master copy of the Uncorrected debate so that the electronic text as well as CRC in the Floor version and Hindi version accurately reflect the corrections and there are no discrepancies. The Reporters Branch must be intimated immediately of all accepted corrections so that changes are also made on the Intranet before the uncorrected Debate is put on the Internet.

Procedure for ensuring that speeches or other statements made by Members in the Rajya Sabha are accurately reproduced in the Official Reports.

A computer printed copy of every speech delivered or question put by a Member on a particular day and taken down by the Official Reporters will ordinarily be forwarded to him for confirmation next morning. It must be returned approved to the Editor (English) WITHIN 24 hours, and in any case not later than 12 Noon on the third day. For instance, corrected speeches of the 21st April 1986 must be returned by the 22nd April 1986 and in any case not later than 12 noon on the 23rd April 1986. Corrections received later than the time specified above cannot be incorporated in the manuscripts of the Debates. In case of delay the version as taken down by the Reporters will be utilised.

2. In case of quotations, copies thereof should invariably be supplied to the Reporters, except in the case where the page, etc. of some well-known Report, which is readily available, has been specifically referred to.

3. In case of quotations in Indian languages, slokas, etc. the quotation followed by its meaning, if it has not already been given should be filled in by the Member when his speech is sent to him for approval.

4. Members are reminded that the Official Report has to be a correct reproduction of the speeches actually delivered by them in the House and that copies of the speeches are sent to them for confirmation only and for the purpose of correcting obvious inaccuracies AND NOT FOR THE PURPOSE OF IMPROVING THEIR LITERARY FORM OR ALTERING THEIR SUBSTANCE BY ADDITIONS OR DELETIONS. Only minor corrections, viz. Those in respect or grammatical errors, misreporting of quotations, figures, names etc. are permissible. Corrections if any should be made NEATLY AND LEGIBLY AND IN INK in order to ensure their correct incorporation in the printed proceedings.

10.53 Recording of Interruptions-When a Member is interrupted by several other Members during the course of his speech, the Reporter is sometimes not able to pick up the speech of the Member holding the floor. In such cases, the Reporter records the word ‘Interruption(s)’ in his reporting. This should not be deleted from the record of the proceedings, but should be allowed to remain.

It should be noted that the word ‘(Interruption)’ appears in Italics.

10.54 Recording of Expunctions and Non-recording of Speeches in Certain Cases- A portion of the proceedings is sometimes ordered to be expunged or deleted from the proceedings. In such cases, an asterisk* should be given at the appropriate place and a foot-note should also be given in the following manner:

Foot-note: *Expunged/deleted as ordered by the Chair.
(in Roman Letters)

At times the Presiding Officer refuses permission to a certain Member and yet the concerned Member continues to speak in defiance of the direction of the Chair, in such cases, the Presiding Officer
may order that the speech of the Member is not to be recorded. In such cases, only the name of the Member should be mentioned in the record and his speech should not appear and it should be recorded as under:

SHRI…………………………**

Foot-note: ** Not recorded.

10.55 Quotations in Languages Other Than Hindi/Urdu and English - When a Minister/Member gives a quotation in a language other than Hindi, English or Urdu, its rendering in English or Hindi only is to be given. Quotations should be reported as separate para and within quotation marks.

10.56 Editing of Floor Version Debates - “…and I quote;”

Often during the course of their speeches, Hon’ble Members make references to press reports or reports of Parliamentary Committees or other Government bodies, and while doing so they often say “…and I quote;” before proceeding to read out the relevant extract.

In such cases, the words '. and I quote” may be deleted from the manuscript while preparing the press copy because in the normal published form such extracts always carry quotation marks in the beginning and at the end of the extract.

(i) Text of Amendments at the Voting Stage:

In the case of discussions on resolutions and motions, sometimes amendments are moved on one day and voting thereon is held on another day or at a later stage on the same day. In such cases, the text of the amendments, particularly in the case of those amendments, which are negatived, is not repeated, at the stage of voting thereon. The report of the proceedings of the House in such cases usually runs as under:

THE DEPUTY CHAIRMAN: Now I put Amendment No. 1 to vote.

The motion was negatived.”

In such cases, the text of the amendments need not be reproduced in the case of those amendments, which are negatived at the voting stage. For the purpose of cross-reference, an asterisk may be placed on the relevant amendment No. and a footnote may be given as under:

Foot-note:             *For text of amendment vide Debate
                     Dated…/page.

In the case of those amendments which are adopted/accepted by the House, full text of the amendment may be reproduced at the stage of voting thereon.

(ii) Name of President to be given:

While including the text of President’s Address delivered to both Houses of Parliament assembled together, in the Official Report of Rajya Sabha Debates, the name of the President is normally not mentioned. As such, the relevant editorial note should run as under:

[Text of the Address delivered by the President (Shri…*) in **English/Hindi]

*Here, add the name of the President.

**Whichever is applicable.

The editorial note at the beginning of the Address in the other language need not be changed.

(iii) Punctuation Marks denoting end of Sentence in Hindi Speeches:

While preparing the transcript of the speeches delivered on the floor of the House in Hindi, some Reporters use .1. to denote the end of a sentence while others use ‘.’ to denote the end of the sentence. Both these styles may be allowed to remain unchanged. This has been done as a measure of expedience.

10.57 Preparation of Appendices - In addition to the Debates, one Appendix is also published for each session of the House, and all those statements, etc. which cannot conveniently be included in the main body of the Debates either because they are too lengthy or because they contain complex tabular matter or contain matter which is of permanent reference value, are incorporated in the Appendix. The Appendix will contain only the English version of the text in all cases. The Debates and the Appendix are closely inter-related documents and one should not be considered in isolation from the other. The following points should be noted in regard to the compilation of the Appendix:
i) Each statement included in the Appendix should be numbered separately according to its serial order in the day-to-day Debates and marked as ‘Annexure No…’ and in the next line below the words [Vide Question No…. (a) and (b) answered on the ---th-(year)] are added.

ii) Each statement so included in the Appendix should also carry a cross reference to the Question and the part thereof and the date to which it relates in the following manner:

[Vide Starred/Unstarred Question…answered on the…th..(Year)]

iii) In the body of the Debate, the relevant Annexure number should be indicated at the appropriate place in the following manner:

[See Appendix No…Annexure No… (Serial number of the annexure)].

iv) The entire Appendix relating to one session of the House is allotted a volume number which corresponds to the number of the relevant session of the House.

v) It is not possible to lay down any hard and fast rule as to whether a statement which exceeds a certain number of pages should or should not be relegated to the Appendix. The main criteria, however, is whether, without the incorporation of the statement in the body of the Debate, the answer will become unintelligible. The person doing the editing work has to exercise his judicious discretion in this matter. The following principles should be kept in mind while deciding about which statement is to be included in the Appendix:

a) Long and bulky statement should normally be relegated to the Appendix. It may be that in certain cases a statement even of five or six pages may be so important in relation to the context that it may be advisable to retain it in the body of the Debate while in other cases, even a statement running into less than three pages may be relegated to the Appendix if it is considered relatively unimportant in relation to the context.

b) Statements containing, say, six or more columns which cannot conveniently be included in the body of the Debates may also be relegated to the Appendix. If, however, it is considered that without the relevant statement, the answer will become unintelligible, such a statement, even though it may contain tabular matter, will have to be retained in the body of the Debate. Statement may be suitably altered or adjusted or, if possible, two of them may be combined in order to gain more space for the tabular matter. As far as possible, this should be done without sacrificing the essential points in the statement. Judicious consideration has to be exercised in this matter.

c) Similarly statements, which contain material of permanent, reference value- e.g. those containing enunciation of Government policy on a certain subject or the recommendations of some inquiry committee or investigation, etc. may also be incorporated in the Appendix.

The general rule is that the Debates should not be cluttered up with too many long statements or tabular matter printed lengthwise.

10.58 Preparation of final text of Part-II Debates- After all editing charges have been made in the manuscript and then incorporated into the electronic text, a final reading of the final draft print out should be done carefully in order to weed out any obvious inaccuracies, grammatical errors and errors of fact, etc. The material should then be finally composed and CRC printed with folio headings and page numbering. In case Part-I Debate has also been prepared as CRC, the pagination should be in continuous sequence. Otherwise paging should be done afresh, outside the page-cutting margin, enabling complete pagination to be done in the Press.

The fair CRC copy is to be printed in A-5 size, single column, and single space and sent for printing to Printing Section-II. Simultaneously a copy of the hand corrected and edited manuscript (of the Uncorrected debate) is sent to the Editing (Hindi) Section for preparing the Hindi version. The printed copies of the edited Debates are received in the Sales and Archives Section which gets the copies distributed through Distribution Section as per standard mailing list to the following:

<table>
<thead>
<tr>
<th>PARTICULARS</th>
<th>NO. OF PRINTED COPIES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A List of Contents pertaining to a particular Debate should be prepared, including therein all the headings of the items discussed or referred to in the House. In the case of “Papers” the main head “PAPERS LAID ON THE TABLE” will appear and the details of papers laid will be mentioned in the main text.

Till a copy of the printed Debate is received back, the hand corrected and edited manuscript should be retained. However a copy of the electronic text of the finalized Debate should be sent to NIC as soon as the editing of the Debate for the day is complete, to enable NIC to process the material for putting the Debate onto Internet under FOLIO software.

10.59 Monitoring of the Process of Editing and Printing- To ensure that printing work is done as expeditiously as possible, the Printing Section liaises with the Government Press. The Editing Section will also maintain a Register of Official Reports as per the following format:

<table>
<thead>
<tr>
<th>Date of Sitting</th>
<th>Date &amp; Time of Receipt of uncorrected Copy and electronic text from Reporters Branch</th>
<th>Total no. of pages in Part-I/Part-II</th>
<th>Date of editing of Official Report</th>
<th>Date of correction of electronic text</th>
<th>Date of sending CRC to Printing Section</th>
<th>Date of Receipt Back of copy of Printed Report</th>
<th>Date of preparation of Session Appendix</th>
<th>Date of preparation of Session Index</th>
</tr>
</thead>
</table>

| 10.60 Indexing of the Official Record- After the Debates are printed, Index to the Debates are prepared to facilitate quick and easy reference to entries of Debates of each session. In case the Press prepares the proofs, the Indices are prepared after printed copies of the Debates are received, since page numbers will only then be available. In case however the Section itself prepares Camera Ready Copies (CRC) of the entire Debates, the Index is prepared simultaneously or soon after the editing of the Debate, using the given page numbers. The Index data is entered into the computer using a computer program and CRC copy of the Index, printed by the computer is sent to the Printing Section for printing of the session Index. |

It cannot be over emphasised that the work of completing the Index must not be neglected since its absence, locating portions of details during a session either Member wise or subject wise is almost impossible. The Principal Chief Editor must immediately bring to the notice of the Secretary-General any delay in preparing the Session Index if the preparation is not complete by the time the Printed Debates are received back from the Press.
10.61 Editing of Hindi Version of the Official Record- As the CRC print of the Floor Version of the Edited Debate is sent to the Press, the original manuscript on which the editing is done is sent to Editing (Hindi) Section to mark the extent of editing of the uncorrected version, for translation purposes. On receipt of the manuscript of the edited Debate manuscript from the Editing (English) Section, it is photocopied and a Master copy is prepared for translation purposes.

The Master Copy of the Debate is entered into the Work Register, with its date and number, for the allocation of translation work to the Translators. Each Translator, as per norms fixed, has to translate eight pages of the Debate per day. Accordingly, the Editor allocates 5 to 6 days work i.e. 40 to 48 pages to each Translator. On every set of papers, name of the Translator, number of pages allotted to him/her and date of allocation of work is indicated. Thus, the whole Debate running into 600 to 800 pages is distributed among the Translators. The supporting material such as Part-I Bulletin, Part-II Bulletin, List of Business, Synopsis etc. is provided to the Translators to facilitate them to complete the work. The allocation is recorded in the Work Register in the following format:

<table>
<thead>
<tr>
<th>Date of Debate</th>
<th>Date of Receipt of Debate</th>
<th>Total No. of Pages</th>
<th>No. of pages in English</th>
<th>Date of Commencement of Translation</th>
<th>Date of completion of translation</th>
<th>Date of sending to printing Section</th>
</tr>
</thead>
</table>

After the translation part is over, the Urdu text is edited wherever the speech was in Urdu. The Debate is then marked to the Assistant Editors for vetting. Each Assistant Editor is to vet 5250 words of the Debate per day. The Assistant Editor vets and edits the allotted portion of Debate. He/she also tallies the English text with that of the Hindi text before compiling and paginating the manuscript of the Debate. Thereafter, Hindi version of the contents list of the Debate is typed by the Typist and is checked by the Assistant Editor concerned. The Debate, complete in all respects, goes to the Editor, who gives it a compact, proper and final shape from the linguistic, grammatical and editorial point of view. Thereafter the Debate is sent to the Printing Section-II for further necessary action after making entry in the Register and also in the peon book. The Master Copy and its translation of the Debates are maintained till the printed copies of the Hindi version are received back from Printing Section/Press.

10.62 Printing- Printing of Synopsis and Debates is got done by the Printing Section-II. Details of the procedure are given in Chapter XV. The ‘Synopsis’ is got printed overnight at the Press itself from the Camera Ready Copies (CRC) or electronic text e-mailed by the Synopsis Section.

In respect of Debates, print order is given to the Press by Printing Section alongwith CRC copy and electronic (e-mailed) text is sent to Government of India Press directly by the Editing (English) Section, for Part-I and Part-II of the Floor version.

In respect of Appendices and Hindi Debates, manuscript/CRC is sent by Editing (English/Hindi) Section to Printing Section which gives the print order to the Government of India Press. In all cases where complete CRC/electronic text was not provided and the text is inputted by the Press, Printing Section will obtain the electronic text back from the Press and forward it to the Editing Section for linking to Internet.

Part E: Simultaneous Interpretation Service

10.63 Introduction- The Interpretation Service provides simultaneous interpretation of the proceedings of the Rajya Sabha primarily from Hindi to English or vice versa so that Chairperson, Ministers and Members not fully familiar with the floor language can follow the proceedings of the House. Each seat of the House has been provided with a set of earphones and a channel selector. The facility has also been provided in the Lok Sabha Members Gallery, Distinguished Visitors Gallery, Press Gallery, Official Gallery and Special Box.
Proviso to Article 120(I) of the Constitution states that the Chairman may permit any member who cannot adequately express himself in Hindi or in English to address the House in his mother tongue. In view of this, at present facility of simultaneous interpretation in Hindi and English in respect of 11 regional languages (as listed in the following para) is also available.

10.64 **Extent of Facility** - Members are informed about the procedure regarding the Interpretation facility and also the list of languages for which simultaneous Interpretation facility is available through Parliamentary Bulletin Part II before the commencement of every Session.

In addition to providing interpretation of the entire proceedings of the House from Hindi to English and vice-versa, arrangements exist for simultaneous Interpretation in English as well as Hindi of the speeches made in the following eleven languages (subject to the procedure laid down hereinafter).

<table>
<thead>
<tr>
<th>i)</th>
<th>Assamese</th>
<th>vi)</th>
<th>Marathi</th>
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</thead>
<tbody>
<tr>
<td>ii)</td>
<td>Bengali</td>
<td>vii)</td>
<td>Oriya</td>
</tr>
<tr>
<td>iii)</td>
<td>Gujarati</td>
<td>viii)</td>
<td>Punjabi</td>
</tr>
<tr>
<td>iv)</td>
<td>Kannada</td>
<td>ix)</td>
<td>Tamil</td>
</tr>
<tr>
<td>v)</td>
<td>Malyalam</td>
<td>x)</td>
<td>Telgu</td>
</tr>
<tr>
<td>xi)</td>
<td>Urdu</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10.64.1 **Record of regional language interpretation**: In order to estimate the work load in respect of regional languages, whenever a request for interpretation from a regional language is received, the Interpreter who provides the service will enter the information into the Interpretation Register maintained in the following format:

<table>
<thead>
<tr>
<th>Session No.</th>
<th>Date</th>
<th>Time (approx.)</th>
<th>Language interpreted</th>
<th>Nature of debate</th>
<th>Name of the Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10.65 **General Range of Interpretation Services** -

i) Simultaneous translation from Hindi to English and vice versa will generally be available throughout the sitting period;

ii) Hindi Interpretation will be transmitted on Channels 2 and 5 and English Interpretation on channels 3 and 6. Channels 1 and 4 have been earmarked for the floor language;

iii) Speeches made in the specified regional languages will be interpreted both in Hindi and English simultaneously, provided an advance notice thereof is received well in time;

iv) Interpretation from the other languages into English and Hindi will not be available during the period immediately after Question Hour, when miscellaneous matters not entered in the List of Business are raised, nor will it be available for remarks, observations or interruptions made in these languages in the midst of regular debates;

v) A Member desirous of making a speech in any of these languages must give at least one hour's notice to that effect to the officer at the Table stating also the language in which he/she wishes to make a speech.

10.66 **Services during Question Hour** - A Member in whose name a starred question is listed may ask supplementary during Question Hour in languages listed in the Eighth schedule to the Constitution for which arrangements for Simultaneous Interpretation already exist provided that:

i) Such Member gives a day’s notice in advance in writing but not later than 3 p.m. on the working day preceding the day in which the question is listed.

ii) In the printed debates (original version) only an English version of the supplementary questions asked in a language other than Hindi, Urdu and English is incorporated.
10.67 Procedure to be adopted by Interpretation Service-

i) Duties are allocated by the Principal Chief Parliamentary Interpreter/Chief Parliamentary Interpreter among Interpreters/Senior Interpreters for manning the Hindi and English Booths where simultaneous interpretation from English to Hindi and Hindi to English respectively is done as a matter of course.

ii) Duties are allocated by the Principal Chief Parliamentary Interpreter/Chief Parliamentary Interpreter in respect of other language services as per the request received from Member directly or from Table Office, subject to the service being available for the purpose.

iii) Interpreters must reach their booths well before the time allocated to them and go through all the documents, agenda papers and other relevant material likely to be discussed such as statements by ministers, replies to starred questions etc. This will help them anticipate properly which in turn will enable them to keep pace with the Speaker.

iv) Under no circumstances are interpretation booths to be left unattended. The person in the booth must continue to provide the service till replacement comes.

10.68 Equipment and its operation- At present there are three interpretation booths namely, Hindi booth, English Booth and Regional Language booth, and a sound control booth in the Rajya Sabha Chamber.

Each interpretation booth is fitted with Interpretation equipment consisting of two headphones and two microphones each having language selector, an 'On-Off' switch and a volume control knob.

Hindi interpretation of speeches made in English is rendered from the Hindi booth. Hindi speeches are rendered in English from the English booth and interpretation of speeches in other Indian languages is rendered into English from the regional language booth. The Interpreter sitting in the Hindi booth listens to this English interpretation by adjusting his/her language selector to channel 3 and interprets it further in Hindi.

The language selector is marked with channel nos. 1 to 6 on its outer circle. For hearing floor language the language selector is to be adjusted to channel 1 or 4. On channel 2 or 5 Hindi interpretation of English or a Regional language speech can be heard. English interpretation of a Hindi or a Regional language speech can be heard by adjusting the language selector to channel 3 or 6.

When not in use, the headphone/earphone is to be placed on the hook fixed in front of the seat and the volume control knob turned to the zero volume at the extreme left in order to avoid disturbance in the sound system in the House.

10.69 Sharpening of Interpreting Skills- The technique of simultaneous interpretation is a highly complex process. An interpreter has simultaneously to (i) listen carefully to the running speech which he has to interpret; (ii) comprehend the underlying idea, paying special attention to the thrust and emphasis laid therein; (iii) transfer mentally the idea into the other language by recalling in a split second the nearest equivalents of the words and phrases used in the original speech and frame sentences coherently; and (iv) deliver the interpretation non-stop while maintaining clarity.

10.69.1 Working of the Process: Hearing a speech distinctly and understanding it correctly, constitutes the first and foremost part of this process. The headphones through which an interpreter hears the speech are therefore highly sensitive and with proper adjustment of volume he can hear even a whisper. The person controlling the sound system has to watch the proceedings of the House with extra alertness so that as soon as a speaker rises to speak,starts speaking, he switches on the speaker's microphone.

Furthermore, watching the gesticulations of the speaker helps the interpreter a great deal in understanding the underlying idea expressed or implied. It may well be that sometimes the words of a speech do not clearly convey the intention of the speaker fully. In that case also an interpreter can guess
from the gestures of the speaker as to what he actually intends to say. Gesticulations of a speaker do help the interpreter to anticipate how he is going to complete his sentence. The interpreters' booths are therefore situated at places from where they can have a clear and unobstructed view of the House and the speaker. Thus in order to get the correct perspective of the speech, an interpreter has to hear as well as watch the proceedings of the House properly.

10.69.2 Areas of Proficiency: In order to develop the professional skill in the mechanics of simultaneous interpretation, an interpreter has to acquire proficiency specially in the following areas:

i) **Language:** Since the job of an interpreter is mainly concerned with languages, it is imperative for him to acquire sufficient command over the languages involved. He has to build up his vocabulary and brush up his knowledge of the language regularly by referring to the glossary of words and acquainting himself with phrases currently in use in a wide range of human activity. He has to familiarise himself with the sources of the language as it would help him in understanding, say, mythological or literary allusions which may be made during the course of a speech. His efforts are specially directed to master the spoken form of the language which is a public speaker's or a broadcaster's forte. He has to cultivate and speak standard accent of the language in which he interprets. He has to take great pains to improve the quality of his voice to make it articulate and well modulated. He has specially to be on guard against betraying any regional or local accent.

ii) **Knowledge of National and International Events:** Adequate knowledge of national and international events encompassing social, political and economic activities is an essential pre-requisite for a Parliamentary Interpreter. More often than not unscheduled matters are taken up for discussion in the House without notice or at short notice. Unless an interpreter knows some background of the subject under discussion he cannot interpret the speeches properly. He will not even comprehend and follow, for example, strange sounding of unfamiliar names of persons, places and things or for that matter an ironical reference to certain act. An interpreter cannot afford to come unprepared to attend to his job. Apart from newspapers, he has to go through news-magazines and periodicals covering social, political, and cultural events. In order to do justice to his profession he has also to read published works of topical nature, which may prepare him to understand issues, which are likely to be raised in the House.

10.70 **Practice Sessions** - Practice Session comprises practice of simultaneous Interpretation of simulated speeches made in both houses, group discussions on topics of current national and international developments covering a wide range of subject - social, political, economic and even scientific. The idea is to make interpreters acquaint themselves adequately with the events/developments likely to be taken up for discussion in the house (ii) develop and collect the proper and precise vocabulary and expressions which are the basic tools of this job.

10.71 **Culling Out of Rulings of the Chair** - Regional language interpreters will cull out rulings of the Chair in the intersession periods. The Debates will be distributed by Director Interpretation after entry in a Register with the following format:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Volume and No.</th>
<th>Date of Receipt</th>
<th>Date of Allotment</th>
<th>Allotted for Culling of Rulings to</th>
<th>Date of completion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>of Debate Date of Receipt</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The work will be distributed in such a way that the culling out is completed in the succeeding inter-session period. The culled out Rulings will be sent to Research & Library Section for publication.

**Part F: Reporting of Committee Meetings and Interpretation Service**

10.72 **Reporting of Committee Meetings** - Meetings of the General Purposes Committee, Rules Committee and Privileges Committee, because of the nature of discussion, requires the availability of a verbatim record and Director (Reporting) is intimated to provide Reporters to cover these meetings.
Meetings of other Committees should generally need to be covered only where evidence of witnesses is being taken or clause-by-clause consideration of a Bill is being done. In all such cases, a separate note should also be sent to Director (Reporting) enclosing two complete sets of the relevant papers in English and Hindi. The same process of drawing up of the roster, as is indicated for the sittings of the House, is adopted for recording verbatim the proceedings of the meetings of the Committees except that in the case of Committee meetings the duration of a ‘turn’ is 10 minutes in inter-session and the time for transcription of a 10 minute ‘turn’ is 2-2½ hours.

10.72.1 Sittings of Committees during Session time: The present strength of the Reporters Branch is not sufficient to cover both the House proceedings and the regular Committee meetings simultaneously. Committee meetings during Session are covered only after approval of the Joint Secretary in charge of the Committee Section so that only when it is absolutely necessary is the service availed. In such a case a separate roster is drawn up for the Committee meeting so that there is a sufficient interval between a Reporter’s ‘turn’ in the House and his ‘turn’ in the Committee, or by detaching a certain number of Reporters from the House roster depending on the exigencies of the situation.

10.72.2 Priority for House Proceedings in Transcription: Where Committee proceedings take place simultaneously with those of the House, it is the House proceedings which get the first priority in transcription.

10.72.3 Verbatim Record and Summary Record: Meetings of Committees where evidence is tendered by witnesses are reported verbatim. Normally, Committee meetings where there is no evidence taken are not covered. However, in exceptional cases if the assistance of Reporters is required due to any unavoidable reasons, the request should invariably be routed through the Joint Secretary/Additional Secretary in charge of the Committee concerned. For Committee meetings where there is no evidence taken but still the services of Reporters are requisitioned for recording a summary of the discussions, Reporters are deputed for ‘turns’ of half-an-hour each and the time for transcription of a half-an-hour ‘turn’ is two hours. In all such cases the request should state that only a summary is to be recorded.

Apart from the endorsement in the notice for such meetings, a separate note should be sent to the Reporters Branch enclosing two complete sets of the relevant papers to facilitate accuracy in reporting.

10.72.4 Interpretation in Committee meetings: Interpretation services are provided during Committee meetings where evidence is being taken or where the nature of discussion requires these services and infrastructural facilities exist. Such services are provided only on receipt of a specific request, and a separate roster is drawn up for the purpose.