

भारतीय संसद
PARLIAMENT OF INDIA
राज्य सभा सचिवालय
RAJYA SABHA SECRETARIAT

संसद भवन/ संसदीय सौध,
नई दिल्ली- 110001

वेबसाइट : <https://sansad.in/rs/hi>

Parliament House/Annexe,
New Delhi- 110001.

Website: <https://sansad.in/rs>

D.O.No. LAFEAS-BO23/3/2024-Bill Office-RSS (E-32534)

Dated the 20th June, 2024

As you are aware, the next (264th) Session of Rajya Sabha is scheduled to commence from Thursday, the 27th June, 2024. You may appreciate that due to various procedural and technical requirements of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha), it is not possible for the Secretariat to process communications relating to business of the House received after the office hours and as such, they would be processed only on the subsequent day. It is, therefore, necessary that all Ministries/Departments send their official communications pertaining to business of the House during office hours only, i.e., between 10.00 a.m. to 6.00 p.m.

2. It had been observed during the last few Sessions that various notices/communications required under the Rules of Procedure were sent by some Ministries/Departments at the eleventh hour causing avoidable inconvenience to the Hon'ble Chairman and the Secretariat. I, therefore, request you to impress upon all the Ministries/Departments of the Government of India to strictly adhere to the specified time for sending official communications connected with the business of the Rajya Sabha.

3. Besides, there are concerns of the Members regarding late uploading of agenda for the next day as it gives them very less time to prepare for the next day. It is, therefore, requested that information regarding the listing of Government legislative and other business for the next day in Rajya Sabha may also be furnished to this Secretariat by the Ministry of Parliamentary Affairs at the earliest, but in any case not later than 6.00 p.m., on the previous working day, so that the List/Revised List of Business, for information to Members of Rajya Sabha could be issued timely.

Yours sincerely,

Sd/-

(P.C. Mody)

Shri Umang Narula,
Secretary,
Ministry of Parliamentary Affairs,
Room No. G-62, Parliament House,
New Delhi.

Copy to:-

- (i) All Secretaries to the Government of India
- (ii) Table Office, Rajya Sabha Secretariat

Vijay Kumar
(Vijay Kumar)
Director