

Instructions & Guidelines for holding District Level Youth Parliament during FY 2024-25

Parliamentary Affairs Department, Dispur

CHAPTER-1

State of Assam

Instructions & Guidelines

Department of Parliamentary Affairs, Government of Assam, Dispur, Guwahati- 781006

1. The Object of the Youth Parliament

With a view to strengthen the roots of democracy, inculcate healthy habits of discipline, tolerance of views of others and to enable the student community to know something about the working of the Parliament, the Department of Parliamentary Affairs, Govt. of Assam have decided to hold annually an event called Youth Parliament of the recognised educational institutions in Assam as per guidelines.

2. Eligibility for Entry into the Competition

All recognised Higher Secondary Girls as well as Boys educational institutions run by the Government, the Municipal and Local authorities or by Trusts and private charities can take part in the event.

3. Period during which the Competition of the Youth Parliament will be held

The event of Youth Parliament will be held every year in the districts. The detailed programme shall be drawn up by the Department of Parliamentary Affairs, Govt. of Assam and circulate the same to District Commissioner of the Districts and Education Department.

4. Number of Participants in the Youth Parliament

While the number of persons constituting the Youth Parliament is not limited, it would appear desirable that there should not be more than 100 students for the programme.

5. Duration of the Youth Parliament Session

The duration of the Youth Parliament at the District Level shall commence from 9 am in the morning with provision of lunch for the students along with all the basic amenities and should conclude before 3pm. Funds for same shall be provided by Parliamentary Affairs Department as per budget allocation under SOPD funding.

6. Subject for Discussion at the Youth Parliament

It is not proposed to prescribe any particular subject for questions and answers or for other discussion. It would, however, be desirable that the matters raised in the Youth Parliament relate to subject of Welfare activity, defence of the country, social justice, social reforms, economic development, communal harmony, health, education, student discipline, etc.

7. Language

The participants can speak in English, Assamese, Bengali, or any other language recognized by the Constitution of India and as decided by the District Commissioner/ Chairman of the District Implementation Committee.

8. Venue of Youth Parliament

The District Level Implementation Committee shall select the venue/ building for holding the event and the event shall be a single day event.

9. District Level implementation Committee.

There shall be a District Level Implementation Committee at the district level for conduct of the event with the following officials.

- a. Chairman - DC or his authorised officer not below the rank of ADC.
- b. Member Secretary - Inspector of Schools of the district.
- c. Members
 - i. DEEO
 - ii. Principal of any Government/ Provincialised Colleges (2 Nos.) to be nominated by DC.
 - iii. Head of Department of Political Science of renowned College (2 Nos. of Colleges) to be nominated by DC of the district.
 - iv. Principal of a Law College of the District.
 - v. Treasury Officer of the District.

10. Financial Norms

- a) The District Implementation Committee will follow all the Govt. guidelines/ financial norms, procedures while implementing the scheme and financial expenditure thereof.
- b) The District Commissioner of the district will constitute an expenditure monitoring committee at district level to be headed by an officer not below the rank of ADC for holding the event.
- c) Funds will be provided to the districts under SOPD by the Parliamentary Affairs Department for holding the Youth Parliament. **In this connection funds will be provided in one single installment and the Utilisation Certificates (UCs) are to be submitted by the DCs' within 31-12-2024.** A copy of the UC format is enclosed herewith as **Annexure D**.
- d) A tentative and illustrative district wise expenditure calculation for Conduct of the Youth Parliament has been prepared and appended in **Annexure A**. However, DC can allocate & spend the utilisation of funds under various components/amenities as per ground reality with a capping of Rs.1 Lakh per single day event.

11. Prizes/Certificates

The District Level Implementation Committee will ensure that the certificate of participation shall be issued to the Educational Institutions/ participants as per certificate shown in **Annexure B and C** respectively.

12. There shall be a State Level Implementation Committee to be duly notified by the Government for holding the Youth Parliament event in the State of Assam with the following officials –

1. Chairman - Secretary to the Government of Assam, Parliamentary Affairs Department.
2. Member Secretary - Joint Secretary to the Government of Assam, Parliamentary Affairs Department.
3. Member - One Officer not below the rank of Joint Secretary of School Education Department to be nominated by the Seniormost Secretary of School Education Department.

4. Member - One Officer not below the rank of Joint Secretary of Higher Education Department to be nominated by the Seniormost Secretary of Higher Education Department.
 5. Member - Director of Secondary Education, Assam.
 6. Member – Sr.F.A. of Parliamentary Affairs Department.
- 13.** The State Level Implementation Committee will prepare the detailed guidelines and action plan along with plan and estimate for holding the event at the State Level & District Level.
- 14.** Youth Parliament shall consist of both theoretical and practical demonstration of functioning of the Parliament.
- 15.** Wide publicity shall be made through the print and electronic media by the District Implementation Committee headed by the District Commissioner of the Districts.
- 16.** The District Level Committee may also involve Hon'ble Learned MLAs of the District/ Member of Parliament for conducting District Level event of Youth Parliament.
- 17.** The Guardian Ministers of the District may also be invited to grace the occasion as distinguished Guest of Honour.
- 18.** The number of participants and Resource Persons for holding the event at the State Level will be decided and finalized by the State Level Implementation Committee.
- 19. Do's and Don'ts for the participants in the Youth Parliament Competitions**
1. The institutions and students participating in the Youth Parliament event should bear in mind that this scheme is a unique one. It is aimed to make these Youth Parliaments as the nurseries of future parliamentarians. If rightly implemented with a sense of duty and dedication, it is likely to pay rich dividends in the shape of all round improvement in our national character and outlook. The aspect should always be kept in view while the institutions volunteer themselves for participation.
 2. It should not be forgotten that democracy offers political methods by which every citizen has the opportunity of participating through discussion and debates in an attempt to reach a voluntary agreement as to what should be done for the good of the community as a whole. Thus the scheme of Youth Parliament would help to start a movement amongst students to channelise their energy into healthy and constructive activities so that they may become useful citizens of tomorrow.
 3. The subject to be selected for discussions in these Youth Parliaments should be as far as possible non- controversial. They should largely deal with the problems confronting the educational institutions and their day-to-day problems. The subject should relate to welfare activities, defence of the country, social justice and social reforms, economic development, communal harmony, discipline, health of the students, Human Rights etc.
 4. The participants should scrupulously avoid mention of the existing political parties and political personalities in the country. They should give imaginary or

- fictitious names to their parties and personalities. They should not give any impression that they have any leanings or bias for or against any political party or philosophy.
5. The participants should show utmost respect to the Chair. They should abide by the decisions of the Chair and should have faith in his impartiality and judgement.
 6. Every member while coming to the House for its sitting should bow to the Chair and similarly while leaving the chamber bow to the Chair.
 7. The members should not say or do anything on the floor of the House that is not warranted by rules of procedures or by the ruling or precedence or by the accepted and established customs and conventions of the House.
 8. There should be no discussion on sensitive policy matters affecting the relations of our country with foreign friendly Governments or which will prove embarrassing for the country and its present day Government.
 9. A member should never cross the floor while the House is sitting i.e. he should never pass between the Chair and any member who is speaking. Violation of this rule is regarded as a breach of Parliamentary etiquette.
 10. Members should not sit with their backs to the Chair. When a member wants to speak he should raise hands to attract the attention of the chair. No member should speak unless he or she has "Caught the eye of the Speaker and has been permitted by the Chair by name or by a sign, to speak".
 11. Every member should resume his seat as the Speaker rises to speak or calls out "order" and also when any other member is in possession of the floor. Two or more members should not keep standing at the same time.
 12. No member should rise or leave the House when the Speaker is addressing the House. "The Speaker is always to be heard in silence".
 13. No member should read out a written speech. However, a member may feel free to consult his notes whenever he loses track of his prepared speech or text.
 14. Personal references by way of imputations or questions against the bona fides of any member should not be resorted to. A member must not address individual members of the House. He should always address the Chair and make all remarks to other members through the Chair.
 15. Members should not distribute within the precincts of the House or inside the legislature questionnaires or pamphlets not connected with the business of the House.
 16. The member during participation in the discussion can use English/ Assamese/ Bengali. However, if a member wants to speak in any other language, he is supposed to do so with the permission of the Speaker, but before speaking he is supposed to furnish in advance a copy of the translation of his speech.
 17. In short all participants in these Youth Parliaments should so conduct themselves as to inspire respect for Parliament and Parliamentary Institution.

Annexure A**Parliamentary Affairs Department, Government of Assam****DISTRICT WISE TENTATIVE CALCULATION FOR CONDUCT OF YOUTH PARLIAMENT FOR THE FY 2024-25**

Total number of participants-

- i. Students-100
- ii. Resource persons & officials- 10 nos.

Breakfast: 8.30 am to 8.45 am

Session: 9 am to 1 pm

Lunch: 1 pm to 1.30 pm

Post Lunch Session: 1.30pm to 2.45 pm

Tea Break: 2.45 pm to 3 pm and Session concludes.

Tentative Estimated amount for conducting the event:

Breakfast: Rs. 100 X 100 = Rs. 10000/-

Lunch: Rs. 200 X 100 = Rs. 20000/-

Vehicle: 1 nos. for the event including POL Rs. 3000/-

Room Hiring Rent: Rs. 10,000/- (Including Audio/ Video facilities)

Banner/ Publicity/ IEC component: Rs. 8,000/-

Other contingency expenses: Rs. 12,500/-

Tea with Biscuit: Rs. 25 X 100=Rs. 2500/-

Certificate of Participation/ Appreciation: Rs.100 × 100 = Rs.10000/-

Stationeries (Folder/Pen/ Writing Pad etc): Rs.100 X 100 =Rs.10000/-

Water: Rs.10 X 200 bottles = Rs.2000/-

Honorarium for Guest Lecturer/ resource person: Rs.3000 X 4 =Rs. 12000/-

Total Amount required for the entire event per district: Rs.100000.00

NOTE: The above calculated expenditure is tentative and the actual expenditure may vary depending on the local condition prevailing in the district at the time of holding of the event.

Annexure B

Government of Assam
Office of District Commission District
(Youth Parliament)

No.

Dated:

This is to certify that (Educational Institution) participated in the Youth Parliament event held in the year 2024 at as per directions & norms fixed by Department of Parliamentary Affairs Govt. of Assam.

Signature of
Inspector of School of the District

Signature of
District Commissioner of
the District

Annexure C

Government of Assam
Office of District Commission District
(Youth Parliament)

No.

Dated:

This is to certify that (Student) of class
..... of (Educational Institution) participated in the
Youth Parliament event, 2024 held on (Date/ Month) in
..... (Venue)

Wishing you a very bright future.

Signature of
Inspector of School
the District

Signature of
District Commissioner of
of the District

Annexure-D

FORM GFR 12C

Office of the District Commissioner

.....

GFR 12 – C
 [(See Rule 239)]
Form of Utilization Certificate (For State Governments)
(Where expenditure incurred by Govt. bodies only)

Sl No	Letter No. and date	Amount	Certified that out of Rs..... Of grants sanctioned during the year..... in favour of under the Ministry/Department Letter No. given in the margin and Rs..... on account of unspent balance of the previous year, a sum of Rs..... has been utilized for the propose of for which it was sanctioned and that the balance of Rs..... remaining unutilized at the end of the year has been surrendered to Government (vide No. dated.....)/ will be adjusted towards the grants payable during the next year.....
	Total		

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the propose for which it was sanctioned.

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature

Designation

Date

PS: The UC shall disclose separately the actual expenditure incurred and loans and advances given to suppliers of stores and assets, to construction agencies and like in accordance with scheme guidelines and in furtherance to the scheme objectives, which do not constitute expenditure at the stage. These shall be treated as utilized grants but allowed to be carried forward.

Chapter-2

Introduction: Why Youth Parliament

The law-making bodies are required to discuss various local, national and international issues and then make suitable laws on them. The members of these bodies present all points of views and try to represent all kinds of interests related to a problem. Eventually there is accommodation of various interests related and a compromise decision is taken. The decisions of Parliament are important since they affect the whole country. The decisions are the result of long drawn debates. For conducting debates in Parliament a detailed procedure of rules is followed. The rules are based on democratic principles. By these rules it is ensure that everybody gets a chance to be heard and a proper decorum is maintained in the course of discussion that goes on in Parliament.

The Indian Constitution which came into force on 26 January, 1950, has set up a democratic form of government. By a democratic form of government means a government which is based on the consent of the governed. It is a system in which free public opinion is the main source of law and in which the government depends upon public opinion and responds to changes in public opinion.

One of the rationales of democracy is that in it everybody gets a chance to be heard. All citizens have the right to express their opinions freely and thereby contribute to the taking of right decisions and passing of good laws that govern the country. In order to actively and meaningfully participate in the democratic functioning of our civic and political institutions, citizens are required to have certain competencies. On few occasions we have observed that normal rules of discussion are violated by the people who manage civic and political affairs. Decorum which is essential for making any discussion purposeful, is flouted and participants are swayed by emotions. Many a time discussions become one sided in the sense that only the more vocal people present their views and others sit as silent observers. As a result various aspects of a problem are not presented properly, and consequently appropriate decisions are not taken.

It is, therefore, necessary that at school stage a suitable programme is devised to train students for their role as citizens in a democracy. Education should make students competent enough to consider public issues and form their opinion on them judiciously. Youth is a season of hope and aspiration. It is proper to take advantage of this and develop in our young students the necessary civic competence. A good citizen is supposed to be an expert in human relations. The meaning of citizenship is not only confined to knowing rights and duties, but also extended to areas of human behaviour. We must have suitable programme to train our students in the field of human behaviour.

Why Youth Parliament

The Youth Parliament is a Programme in which group discussion and role-playing techniques can effectively be used.

The framers of the Indian Constitution deliberately chose the parliamentary democracy in which Parliament is the supreme law-making body and exercises financial and administrative control over the government. The parliamentary democracy is simple to operate and is intelligible to the people, because they are familiar with its working.

Along with the parliamentary system, the Constitution adopted the principle of adult franchise with an abundant faith in the common man. The introduction of the parliamentary government on the basis of adult franchise brings enlightenment and promotes the well-being of the common man. Adult franchise in India has given a voice and power to the teeming millions. Under the system of adult franchise the poor and the rich, the literate and the illiterate, all have the right to vote and the right to get elected to parliament.

Over the years the law-making procedure has become complex and, therefore, requires training and special effort to be conversant with it. Familiarity with the procedure is an imperative for effective and purposeful participation in parliamentary debates. While in the past the earlier experience gained by our parliamentarians in the various representative institutions at the local level, stood them in good stead. In recent years many young leaders have become members of parliament, without any corresponding chance to get requisite training and exercise at the local or state level.

Association of young leaders with the parliamentary activities is good for the country, but their purposeful participation depends upon their acquaintance with the procedure. Even political parties have feel the need for training and orienting their youth legislators. In the light of this development the scheme of Youth Parliament should go a long way in equipping future legislators for their role in the country's parliament and state legislatures.

The composition, powers and functions of the Indian parliament are generally included in the course of study at the middle, secondary and higher secondary stages of schooling. Knowledge of its procedure helps in developing an insight into the working of parliament and therefore the session of Youth parliament have a special importance in developing such an insight in the young students.

Thus, the purposes of Youth Parliament are as follows :

1. To make students understand the parliamentary procedure.
2. To develop in students an insight into the working of parliament.
3. To make students consider public issues and form their opinion on them.
4. To train students in the technique of group discussion.
5. To develop in students an ability to arrive at a decision after group discussion.
6. To develop in them respect and tolerance for the views of others.
7. To develop in them an understanding that respect for rules is essential for conducting any discussion systematically and effectively.
8. To train students in group behaviour.
9. To make students aware of various problems facing by our society and the country.
10. To develop in students the quality of leadership.
11. To make students understand the common man's point of view and express it in an articulated manner.

CHAPTER-3

Indian Parliament at a Glance

India is a Sovereign Socialist Secular Democratic Republic. Our Constitution has set up a democratic form of government and the Government is run by the representatives chosen by the people. Every five years General Elections are held and the people elect their government. The whole country is divided into constituencies, each constituency electing one representative. Each State sends a fixed number of representatives determined on the basis of its population.

India is a Union of States. The Constitution provides for both a Union Government and State Governments. The powers of the Union Government and the State Governments are clearly defined by the Constitution. On the lines of Parliament at the national level we have legislatures at the State level.

The Constitution has given three separate lists of subjects. Parliament alone can pass laws on subjects given in the Union List. Laws pertaining to the defence of the country, railways, shipping, currency, posts and telegraphs, foreign affairs, etc; are enacted by the Union Government.

The State Government can make laws on subjects given in the State List. The important ones are agriculture, health, forests, irrigation, electricity, law and order in the State, police, entertainment, etc.

Both Parliament and the State legislatures have the power to make laws on subjects given in the Concurrent List. The important subjects under this list are civil and criminal procedure, labour welfare, factories, newspaper, education, books, etc.

The Union Government consists of three organs, namely, the Executive, the Legislature and the Judiciary. We have accepted the parliamentary form of government in which parliament is the supreme law-making body and the executive powers are vested in the Council of Ministers headed by the Prime Minister.

The Lok Sabha is a House of the People because its members are chosen directly by the people. The members are elected for five years. Every member has to take an oath of faith and loyalty to the Constitution. The political party which has the majority of members in the Lok Sabha, elects its Leader who is appointed as the Prime Minister of India by the President. On the advice of the Prime Minister, the President appoints other ministers.

The Lok Sabha members elect one person from among themselves to preside over its sittings. This person is called the Speaker. The speaker conducts the proceedings of the Lok Sabha impartially.

The Rajya Sabha is the Upper House of the Parliament. It is called the Council of States because it consists of representatives of the States. Besides twelve members who are nominated by the President on the basis of their contributions in the fields of literature, science, art and social service, the rest of the members are elected by the members of legislative assemblies of the States. The Rajya Sabha is not subject to dissolution. One-third of its members retire on the expiration of every second year. The Vice-President of India presides over the sittings of the Rajya Sabha, therefore, he is also known as the Chairman, Rajya Sabha.

Functions of Parliament

Parliament makes laws for the whole country. It is the supreme law-making body in the country.

The Union Government receives money through various taxes. It spends this money on the welfare of the people. The income and expenditure are shown in the budget prepared and presented before Parliament every year by the Government. The budget is approved by Parliament. Without the Parliament's sanction the Government can neither impose any taxes nor spend any amount. Thus, Parliament keeps a control on the income and expenditure of the Government.

The most important function of Parliament is to exercise control over the ministers and their work. A member of Parliament can ask any minister questions about his/ her department. Through these questions, the members keep a check on the functioning of various departments. The Prime Minister and his/her ministers are responsible to Parliament for their work.

A proposed law is first introduced in Parliament in the form of a bill. There are two types of Bills- Money Bills and Bills other than money Bills. Any Bill relating to income and expenditure is called a Money Bill. A Money Bill cannot be introduced in the Rajya Sabha. It must be first introduced in the Lok Sabha. After it has been passed in the Lok Sabha, the Money Bill is sent to the Rajya Sabha for return. The Bills which are not Money Bills, can be introduced in either House of Parliament.

Every Bill that is introduced in Parliament has to go through three readings in each of the Houses. Copies of the bill are given to the members in advance to enable them to study and to raise objections, if any, at the introduction stage. The minister or any other members introduces the Bill. In the second reading a general clause-by-clause discussion on the Bill takes place. The members who support the Bill argue why the Bill is important and necessary. The members who oppose it, criticize and suggest improvement in the Bill. If so desired, it can be sent to a Select Committee composed of the members of the House, or to a joint committee of both the houses of Parliament which examines the Bill in detail. The Committee reports back with or without proposals for amendments. In the third reading the Bill as a whole is finally discussed and put to vote. If the majority of the members are in its favour, the Bill is passed.

This procedure is followed in both the Houses. When both the Lok Sabha and the Rajya Sabha have passed the Bill, it is sent to the President for his signature. After the President gives his assent by affixing his signature thereon, the Bill is then called an Act and has the force of law.

Generally, the Bills are passed in Parliament by a simple majority. It means that if 100 members are present in the House and 51 members are in favours and 49 are against, the Bill is said to have been passed by a simple majority. Changes or amendments can be made in the Constitution. To amend some of the parts of the Indian Constitution special majority is necessary. For amendments of certain articles of the Constitution a two-thirds majority of the members present and voting in Parliament is required.

Thus, we see that Parliament performs very important functions. These can be grouped into five major functions. First, it exercises control over the government and its income and expenditure. Second, it makes laws on a variety of subjects. Third, the members of Parliament express their views on various public issues. In this way they bring to the notice of the government many grievances of the people. Fourth, as we have seen, the members ask questions to seek information. This information is published by the newspapers. Thus, the people are educated on many matters of public importance. The people also come to know about the defects of the government. It can also impeach the President of India and the Vice-President of India and can remove judges of the Supreme Court and the High Courts.

Parliamentary Privileges

Every member of Parliament has the privilege of freedom of speech. No member is liable to any action in any court for saying anything in the House. His/ her statements in the House cannot be questioned in any court of law.

No member of Parliament can be arrested under civil cases during the session of the House or forty days before or after the session.

There is a collective right of the House to make rules to regulate its procedure and conduct of business. No court is competent to call in question any proceedings of the House.

If the conduct of any member is found to be derogatory to the dignity and status of the House, he/ she can be punished by the House for his/ her misbehaviour. There is a Privilege Committee of the House, which investigates the alleged misbehaviour. On the basis of the report of this Committee the House takes action. Thus, the House has the power to punish any person for breach of its privileges or for contempt.

The members of parliament receive a monthly salary and daily allowances for attending the sessions of parliament. They also get other benefits, such as railway pass, telephone and housing facilities. When they cease to be members, they are given pension benefits.

CHAPTER-4

Preparing for the Youth Parliament

How to Select Students

Great care should be taken in selecting students for the Youth Parliament. As far as possible the students who are preparing for their Board Examination, may not be involved in the Youth Parliament. While selecting the students it may be remembered that the following students are generally considered to be suitable:

1. Students who have debating abilities.
2. Students who hold merit positions in their classes.
3. Students who have leadership qualities and are interested in extra-curricular activities.
4. Students who are studying in secondary and higher secondary classes.

It is further suggested that for ensuring wider participation a large number of students be involved, preferably new group of students every year, and they should be asked to collect relevant data on the topics selected for the question hour and other legislative business. Girl students should be given an equal chance to participate in the Youth Parliament.

Training

The teacher-in-charge of the Youth Parliament in the school will first explain the composition, powers and functions of the Parliament to the participating students. He/ she should also ask the students to go through this book.

At this stage he/ she may hold a short discussion with them and brief them about the important points of parliamentary proceedings.

He/she should then prepare an agenda or the List of Business with the help of the students. For each item of the business or agenda a detailed script should be prepared.

If the roles are assigned to the students simultaneously, it would help in the preparation of the detailed script. A student who has been assigned a particular role can be asked to prepare a first draft of the script of his/ her role. He/ she may be asked to take the help of a few students in the preparation of the draft. This first draft can be further improved upon in consultation with the teacher.

Check-List

1. The composition, powers and functions of parliament have been explained to participating students.
2. Copies of this book have been made available to the students.
3. A List of Business has been prepared.

After the list of business has been decided, preparation will have to be made for each item of the list. It is, therefore, necessary to be acquainted with the exact procedure that is to be followed with regard to each item.

The Youth Parliament are meant to be the models and therefore the emphasis should be on highlighting the good aspects of the proceedings. The Youth Parliament should not be an imperfect imitation of the present-day legislatures. It should also be seen that its discussion does not degenerate into chaos and confusion, though this might be case in some of the existing legislatures. Students should, therefore, be discouraged to create ugly scenes in the proceedings.

However, this should not prevent the Youth Parliament from bringing in some elements of melodrama or some interesting features in its proceedings. The following examples are given to suggest that more of such features could be devised for making the proceedings spicy and interesting.

1. During the question hour a member while asking a supplementary, begins to make a short speech. The speech is interrupted and questioned by some members on the basis that during the question hour only questions can be asked and no discussion can be held. The speaker asks the member concerned to frame his language in a question form. The member acts accordingly.
2. A member flouts a rule of procedure by speaking without the Chair's permission or makes interruptions while others are speaking. This is pointed out either by other members or Speaker himself/herself. Then the situation is rectified.
3. Some members raise their hands for being permitted to speak during a discussion. One of them complains that the Speaker is not paying any attention to him/ her inspite of the fact that he/she has been frequently raising his/ her hand for permission. Then the Speaker gives him/her permission to speak.
4. The following acts are not permitted in the House.
 - (a) Entering the House with coat hanging on the arm.
 - (b) Carrying walking-sticks into the Houses.
 - (c) Sitting with the backs to the chair.
 - (d) Reading newspapers, books, periodicals etc. not directly concerned with the business before the House.

A member may be asked to do one of these acts. Another member points out this to the Speaker and the Speaker asks the member concerned to stop the wrong act, which the member does.

A balanced blend of advance detailed preparation and spontaneity is ideal. However how much spontaneity is to be allowed, is a matter to be left to the discretion of the teacher-in-charge of the Youth Parliament. It is felt that in the initial states the Youth Parliament should be satisfied to stage its session on the lines of a 'political play' with detailed script, and should not for the time being bother about spontaneity. Once the students and their school have gained experience and insight into the proceedings over the years, they can be allowed more freedom for innovations. But again care should be taken to see that this freedom does not turn into chaos and sub-standard discussion.

There are scores of items of business which are taken up by the Lok Sabha for discussion and decision. The order in which these items are generally taken up, is as follows:

1. Oath or affirmation.
2. President's Address to both the Houses of parliament, to be laid on the Table.
3. Obituary references.
4. Questions (including short notice questions).
5. Vote of thanks on President's Address.
6. Leave to move motions for adjournment of the business of the House.
7. Questions involving a breach of privilege.
8. Paper to be laid on the table.
9. Communication of messages from the President.
10. Communication of messages from the Council of States (Rajya Sabha)

11. Intimation regarding President's assent to Bills.
12. Communications from Magistrates or other authorities regarding arrest or detention or release of members of the House.
13. Calling attention notices.
14. Announcements by the Speaker regarding leave of absence of members from the sitting of the House.
15. Announcements by the Speaker regarding various matters, e.g. resignations of members of the House, nominations to panel of Chairman, Committee, etc.
16. Rulings by the speaker.
17. Presentation of Reports of Committees.
18. Laying of evidence before Select/ Joint Committees on Bill.
19. Presentation of petitions.
20. Statements by Ministers.
21. Personal statements by ex-Ministers in explanation of their resignation.
22. Statements under Direction 115.
23. Personal explanations under Rule 357 (if not made during the debate).
24. Motions for election to committees.
25. Motions for extension of time for presentation of reports of Select/ Joint Committees on Bill.
26. Motions for adoption or Reports of Business Advisory Committee.
27. Motions for leave move Resolution for removal of speaker/Deputy Speaker.
28. Motions for leave to make a motion of no-confidence in the Council of Ministers.
29. Bills to be withdrawn.
30. Bills to be introduced.
31. Introduction of private Members bill.
32. Consideration of private Members bill.
33. Laying of explanatory statements giving reasons for immediate legislation by Ordinances.
34. Raising of matters, under Rule 377, which are not points of order.
35. Consideration of Reports of the Committee of Privileges.

It is not necessary that all the items should come up in a single sitting. The above list is meant only to serve as a guide for arranging various items of business. The Youth Parliament should select a few prominent items in its agenda which could be disposed of within the time-limit of one hour.

A detailed procedure of the following items has been given in this book and, therefore, the Youth Parliament may select items of its agenda from this list.

1. Oath or affirmation.
2. Obituary references.
3. Questions.
4. Paper to be laid on the table.
5. Calling attention notices.
6. Adjournment Motion.
7. Questions invoking a breach of privilege.
8. Motions for leave to make a motion of no-confidence in the Council of Ministers.
9. Discussion on matters of urgent public importance for short duration.
10. Bills to be introduced -Legislative business.
11. Private Members Resolution.

CHAPTER-5

Procedure for Conducting

Youth Parliament -Part I

Seating Arrangement

The chamber of the Lok Sabha is a semi-circular hall with the Speaker sitting in a canopied chair, placed conspicuously at the centre of the diameter connecting the two ends of the semi-circle. There is a dividing space in front of the Speaker's rostrum. The seating arrangement for members is in the shape of horseshoe. On the left of the rostrum are the seats for the Opposition and on the right are seats for the Treasury (Government).

The lay-out of the chamber of the Youth Parliament should resemble as far as possible the lay-out of the chamber of the Lok Sabha. The lay-out with the seating arrangement is given in the illustration.

The Speaker's chair is placed on an elevated rostrum. The Prime Minister is allotted the first seat on the right-hand side of the Chair. Others ministers are seated in order of their seniority next to the Prime Minister.

Just below the seats of the Speaker is seated the Secretary-General of the Parliament. Other officers of the House, Official Reporters, etc. are also seated at the same table. The Marshal should sit on a chair behind the Speaker on the left.

National Emblem may be displayed on the wall behind the Speaker's seat.

A sufficient number of seats may be provided in the visitors' gallery for the diplomats and distinguished visitors. A separate gallery may be earmarked for the 'Press'.

Placards of the Speaker, the Prime Minister and other Ministers who are going to answer questions or are going to speak and the Leader of the Opposition should be prepared and placed in front of their respective seats. There should be no placards showing the names of individual political parties- real or imaginary.

If arrangement is made for loudspeakers, care should be taken to have as many microphones as possible. Nine microphones are ideal-one for the Speaker, four for the Treasury Benches and four for the Opposition.

In the Youth Parliament the students may come in their normal dresses. If different dresses are planned, care should be taken to see that they should not give an impression of caricaturing. The accent in the Youth Parliament is, and for the matter should be, on procedure and content and quality of discussion rather than on mimicry and caricaturing.

Formal Sitting of the House

Before the formal sitting of the House begins, members occupy their seats and wait for the speaker to come to the House. The scene that one observes is that of informal atmosphere. Members talk among themselves, exchanging greetings and pleasantries. The Youth Parliament should try to enact this informal scene before the arrival of the Speaker.

The arrival of the Speaker is preceded by a ceremonial announcement by the Marshal heralding the arrival of the Speaker. (The Marshal remains standing throughout the sitting of the House.) Before the announcement he ensures that there is a quorum in the House and thereafter he announces: "Hon'ble Members, Hon'ble the Speaker". The members stand in their seats till the Speaker has reached his chair and taken his seat after bowing to the House. Before taking his/her seat the Speaker bows to the

Opposition members first and then the Treasury Bench members also reciprocate by bowing their heads to the Speaker.

Check-list

1. Marshal knows what is to be announced.
2. The members know that they have to stand in their seats till the speaker has taken his seat.

Oath or affirmation

A newly elected member of the House is required to make an Oath or affirmation at the commencement of a sitting of the House. The prescribed form of oath or affirmation is:

"I, having been elected (or nominated) a member of (Youth Parliament) House of the People do swear in the name of God/ solemnly affirm that I will bear true faith and allegiance to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India and that I will faithfully discharge the duty upon which I am about to enter."

The member can make an Oath or affirmation in English or in any of the languages specified in Eighth Schedule of the Constitution. Before making an Oath the member should bring with him the certificate of election granted to him/ her by the Returning Officer.

The Speaker announces making of an Oath or affirmation by the new members, as the first item-of the day. The Secretary-General then calls the name of newly elected members one by one for making an oath or affirmation. The member proceeds from the place he is occupying to the right-hand side of the Secretary-General's table and hands over certificate of election to him. A form of the oath or affirmation is then handed over to the member-elect. The Secretary-General asks the member whether he/she would like to take oath or affirmation and in which language. While making the oath or affirmation the member should face the Chair. After making the Oath or affirmation he/she shakes hands with or wishes the Speaker. At the time of shaking of hands/wishing there is generally a loud thumping of desks by the members. After wishing the Speaker the member passes behind the Chair to the other side of the Secretary-General's table and signs the Roll of Members. He/she then takes his/her seat in the House.

Check-List

1. Typed copy of form of oath or affirmation in the language in which the member desires to make the oath, is ready.
2. The Speaker knows what he/she is supposed to say.
3. A typed copy of the certificate of Election to be handed over to the Secretary-General is ready.
4. The newly elected member knows what he/she is supposed to do:
 - a. First he/she should go to the right-hand side of Secretary-General's table.
 - b. While making the oath or affirmation he/she should face the chair.
 - c. After making the oath or affirmation he/she should shake hands with (or wish) the Speaker.

Obituary references

Obituary references can be made in the House to a deceased member of the House or a distinguished person of national or international repute. The Speaker rises in his/her seat and announces the sad demise of the departed person. Thereafter the Prime Minister associates himself/herself with the sentiments expressed by the Speaker and pays tributes

to the memory of the departed soul. The leaders of all prominent parties and groups follow the Prime Minister and pay suitable tributes. However, in the case of the death of an ex-member of the House the general practice now is that the obituary references is made only by the Speaker.

Thereafter, the House stands and observes two minutes silence as a mark of respect to the departed soul. The Speaker then directs the Secretary-General to convey the condolences of the House to the bereaved family.

Check-List

1. The speaker knows what he/she has to speak.
2. Typed copies of statements-cum-tributes to be paid by the Prime Minister and others are kept ready.
3. The House observes two minutes silence.

The Question Hour

The question has been defined as an instrument by which a member can elicit information on any matter of public importance. This part of sitting is devoted to oral questions commonly known as starred questions. Therefore, the question hour is the most popular item of the agenda in the Youth Parliament. It is the most interesting item not only for the members of the House but also for the audience. To make this hour interesting and informative, an intensive advance preparation on the part of the teacher-in-charge and the participating students is called for.

The Youth Parliament can devote about ten minutes for this item of the agenda.

There are two kinds of questions- starred question and unstarred question. A member who desires an oral answer to his/her questions distinguishes it by an asterisk. The starred questions are those questions which are desired to be answered orally. The unstarred questions are meant for written answers which are placed on the Table of the House.

Any member may, with the permission of the Speaker, put a supplementary question for the purpose of elucidating further information on any matter regarding which an answer has been given and if the member does not regard the answer a complete one.

However, in the Youth Parliament only starred questions and their supplementary questions should be included. The question hour item is such that participation and involvement of a large number of students can be ensured.

The subject matter of questions can be the day-to-day problems faced by the common citizens. Current topics such as price-rise, increase in crimes, law and order, floods, famines, students problem regarding employment, discipline, textbooks and curriculum, can also form an interesting subject matter for questions. The questions can cover any aspect of our national life as well as our relations with other countries. It is suggested that teachers and students should look for relevant subject matter for questions in the daily newspapers which publish the Lok Sabha and the Rajya Sabha debates during the period of their sittings.

Every member has a right ask question. The question should specify (a) the official designation of the Minister to whom the question is addressed. And (b) the date on which the question is proposed to be placed in the list of questions for answer.

Questions should be printed or cyclostyled in the 'List of Questions'. The Speaker will call out the name of the member in whose name the question stands. The member rises in his/her place and asks the question mentioned against his/her name in the list of questions. Though in the Lok Sabha, the member asks the question by referring to its number, in the Youth Parliament the member should read out the entire question so that the audience may know the subject matter of the questions. Thereafter, the Speaker asks the Minister concerned to answer question. The Minister then stands and answers the questions. However, the member can ask supplementary questions with the permission of the Speaker in further elucidate any matter of fact regarding the answer given by the Minister. Other members may also ask supplementary questions. It should be remembered that there should be no discussion on the answer given by the Minister.

- The right to ask question is governed by the following conditions :
- (i) The question shall not bring in any name not necessary to make the question intelligible.
 - (ii) It shall not contain arguments, ironical expressions and defamatory statements.
 - (iii) It shall not ask for an expression of opinion or the solution of an abstract legal question .
 - (iv) It shall not ask to the character or conduct of any personal except in his official capacity.
 - (v) It shall not ordinarily exceed 150 words.
 - (vi) It shall not be related to a matter which is not primarily the concern of the Government of India.
 - (vii) It shall not ask for information set forth in ordinary work, or reference.
 - (viii) It shall not refer discourteously to a friendly foreign country.
 - (x) It shall not ask for information on a matter which is pending before a court of law.

Check List

1. The list of questions has been proved or cyclostyled.
2. The Ministers concerned have the answers ready with them.
3. The members who have to ask the questions, have a copy of their questions ready with them.
4. If supplementary questions are so be asked, their copies and the answers to these supplementaries are also ready with the members and the Ministries concerned.
5. The Speaker has the list of questions and supplementaries with him/her.

A few examples of questions are given below :-

*501 Shri Girish Chander

Will the Hon'ble Minister of Industry be pleased to state:

- (a) Whether it is a fact that the price of printing paper has gone up by 50% this year as compared to the last year?
- (b) Whether this has resulted in the considerable increase in the prices of school book as well? and
- (c) Whether the Government proposes to take certain steps to remedy this situation, and if so, the details thereto.

*502 Shri K.R. Sriram

Will the Hon'ble Minister of Works and Housing be pleased to state:

- (a) How the Capital was allowed to go without water for several days together?
- (b) Whether it was an act of sabotage by a striking Workers' Union? and
- (c) If yes, what action is proposed to be taken by the Government?

Answers to Question 501 can be as follows:

- (a) Yes, Sir,
- (b) Yes, Sir,
- (c) The Government is taking effective steps to control the price of printing paper. We also intend to take suitable measures to reduce the impact of price rise of printing paper on school books.

Supplementary questions

The list of questions for Oral Answers are required to be printed or cyclostyled, is, given in **Appendix IV**.

APPENDIX IV**List of Business and List of Questions
For Oral Answers****YOUTH PARLIAMENT
XYZ SCHOOL, GUWAHATI - 01****LIST OF BUSINESS
Dated, 2024****OATH OR AFFIRMATION**

1. Newly elected members to make the prescribed oath or affirmation of allegiance to the Constitution and to take seat in the House.

OBITUARY

2. Obituary reference to the passing away of Shri Ram Mohan, an ex-member of the Youth Parliament.

QUESTIONS

3. Questions entered in a separate list are to be asked and answers given.

PAPERS TO BE LAID ON THE TABLE

4. Shri Ajay Gupta ("Minister of Information and Broadcasting") to lay on the Table of the House a copy of the report (Hindi and English version) of the Working Group on Autonomy for Akashwani and Doordarshan.

CALLING ATTENTION

5. (i) Shri Kalyan (ii) Km. Manishi (iii) Km. Harminder Kaur to call the attention of the "Prime Minister" to the Nuclear Policy of India.

BILL TO BE INTRODUCED

6. Shri R. Arvandan, "Minister of Finance", to move for leave of the House to introduce a Bill further to amend the "Reduction of the Salaries of Managerial Personnel Bill".

New Delhi

Navin Kumar
Secretary

(Prime Minister, Ministers of Law and Justice, Home Affairs, External Affairs, Health, Work and Housing)

*201 Km. Gayatri

Will the Hon'ble Minister of Law and Justice be pleased to state:

- (a) Whether many names of eligible voters were missing from the Electoral Roll during the 18th Lok Sabha Elections, 2024?
- (b) If yes, what were the factors responsible for these omissions? And
- (c) What measures does the Government propose to take to prevent such occurrence in future?

*202 Km. Gurpreet

Will the Hon'ble Minister of Health and Social Welfare be pleased to state:

- (a) Is it a fact that 60% of the health budget is spent on urban population although they comprise only 20% of the Indian population? And
- (b) What steps does the Government propose to take to equitably distribute the money all over the country?

*203 Shri Girish Chander

Will the Hon'ble Minister of Industry be pleased to state:

- (a) Whether it is a fact that the price of printing paper has gone up 50% this year as compared to the last year?
- (b) Whether this has resulted in the considerable increase in the prices of books as well? And
- (c) Whether the Government proposes to take certain steps to remedy this situation, and if so the details thereto?

*204 Shri Murali Parameswaram

Will the Hon'ble Minister of Defence be pleased to state:

- (a) What factors, if any, were taken into consideration when the decision was taken to purchase the Jaguar Aircraft?
- (b) In what way the Jaguar aircraft has an edge over French Mirage and Swedish Viggen? and
- (c) When were the first Jaguars flown into India?

Some More Questions

*205 Smti Santana Chetia

Will the Hon'ble Minister of Human Resource Development be pleased to state:

- (a) How many Kendriya Vidyalayas (Central Schools) are there in India and abroad?
- (b) What are the admission rules for different classes in these schools?
- (c) Are these rules strictly followed or some relaxation in the shape of special dispensation is available to authorities of KVS? and
- (d) If some special dispensation powers are permitted, are there any guidelines for judicious exercise of these powers?

*206 Smti Sweety Gogoi

Will the Hon'ble Minister of Human Resource Development be pleased to state:

- (a) How much damage has been done to the Taj Mahal by the Mathura Refinery? And
- (b) What measures have been taken by the Archaeological Department to save this national monument for destruction?

*207 Smti Geeta Sarma

Will the Hon'ble Minister of Human Resource Development be pleased to state:

- (a) The reasons why the traditional game of hockey is deteriorating in quality in the country? and
- (b) What steps are being taken by the Government to restore the status of Indian hockey in the international field?

*208 Shri Suresh Bhagawati

Will the Hon'ble Minister of Home Affairs be pleased to state:

- (a) How many cases of chain-snatchers were apprehended and prosecuted? and
- (b) What steps are being taken by the Government to prevent recurrence of such crimes?

*209 Shri Utpal Sarmah

Will the Hon'ble Minister of Home Affairs be pleased to state:

- (a) The number of dacoities and murders committed in Guwahati in the last three months.
- (b) The number of criminals arrested and action taken against them, and
- (c) What steps the Government are taking to minimise the recurrence of such cases to improve law and order in Guwahati.

*210 Shri Ranjeet Das

Will the Hon'ble Minister of Home Affairs be pleased to state:

- (a) The number of cases of eve-teasing in Guwahati.
- (b) Is it a fact that most of the cases are held at the bus stops and in the buses?
- (c) Out of them how many are the University students?
- (d) What steps the Government have taken to stop such incidents?

*211 Shri Mahmood Hassan

Will the Hon'ble Minister of Home Affairs be pleased to state:

- (a) What is the total number of beggars in the country?
- (b) Is the government seriously thinking to do away with this social problem? and
- (c) If yes, what are its proposals to solve the problem?

*212 Shri Iqbal Hussain

Will the Hon'ble Minister of Law and Justice be pleased to state:

- (a) How many cases are pending in the Supreme Court and High Courts of various states in India? and
- (b) What steps are being taken by the Government to provide speedy trial of cases in our Judicial Courts?

*213 Shri Indira Kalita:

Will the Minister of Animal Husbandry and Veterinary be pleased to state:

- (a) Please furnish the number of domesticated animals and the number of Veterinary Hospitals in the state of Assam. Kindly furnish Legislative Assembly Constituency wise details.
- (b) Please furnish the total number of posts, type of posts along with number of vacant posts in Veterinary Hospitals in the state of Assam. Kindly furnish Hospital wise details.
- (c) Please furnish in details the type of medicine, foods and other facilities provided by the Govt. to these Veterinary Hospitals.
- (d) Whether the Govt. is aware of the fact that the stock of medicines provided to the veterinary hospitals gets cleared within 10 days and as a result there is lack of supply of medicines for the rest of the Month? If yes, what plans have the Govt. undertaken to solve the issue of these shortages?

*214 Shri Debajit Bora:

Will the Minister of Agriculture be pleased to state:

- (a) Please furnish the total number of beneficiaries (district wise) under Pradhan Mantri Kisan Samman Nidi (PM-Kisan).
- (b) Please furnish the total number of beneficiaries (district wise) under Pradhan Mantri Fasal Bima Yojana (PMFBY).
- (c) Please furnish the total procurement of rice produced in the State (2022-23).

*215 Shri Ranjan Sarma:

Will the Minister of Panchayat and Rural Development be pleased to state:

- (a) Please furnish the year wise, Development Block wise and GP wise list of works with sanctioned amount of each executed under MGNREGA, all Installments of 14th & 15th Finance, contingency and accrued interest during the period from 2019-20 till date.
- (b) Please furnish the year wise, Development Block wise and GP wise list of works under MGNREGA showing estimated amount, amount utilized for payment of wages, amount utilized for payment of materials, date of commencement, date of completion, progress of works, reasons for incompleteness of the work if any.

*216 Shri Ranjan Boro:

Will the Minister of PWD be pleased to state:

- (a) The Govt. decided that all wooden bridges within the state would be converted to RCC as of today, how many Wooden bridges within the state have been converted to RCC and how many are still pending?

*217 Smti. Malabika Choudhury:

Will the Minister of School Education be pleased to state:

- (a) Is the Govt. aware that, in each LAC of Assam a High School has been adopted as Model School? Is there any provision of allotment of fund by the department to develop the said school in terms of infrastructure, sports, library, etc.?
- (b) Is the Govt. aware that, many High Schools are running without any full fledged Headmaster? If so, please specify the school.
- (c) Will the Govt. make arrangement to appoint the Headmaster in those High School without further delay?
- (d) Is it true that in many High School lots of post of Asstt. Teachers are lying vacant since long back. Will the Govt. take initiative to fill-up those posts for the interest of imparting proper education in the school.

*218 Shri Deba Kalita:

Will the Minister of Fisheries be pleased to state:

- (a) How many departmental farms are available at present? How many such existing farms are functioning as on date?
- (b) How many departmental farms are on lease as on today? Name the farms district-wise against which revenue was collected during 2022-23 & 2023-24?
- (c) Is there any possibility of development of infrastructure of those farms? If yes, what are the steps taken so far?

*219 Shri Darsing Ronghang:

Will the Minister of Home be pleased to state:

- (a) Whether the Government is aware that in January, 2019 the Constitution (125th Amendment) Bill, 2019 was introduced in the Rajya Sabha to amend the provisions related to the Finance Commission and the Sixth Schedule of the Constitution?

If yes, will the Government inform as to whether the said Bill has been taken up for discussion and passage in the Lok Sabha?

- (b) If the said Bill has not yet been taken up for discussion and passage in the Lok Sabha, will the Government inform as to when the same will be taken up?

*220 Shri Debo Mishra:

Will the Minister of Home be pleased to state:

- (a) The total number of cases related to child trafficking reported from the districts under BTR, districts with char areas and Lower Assam districts from 2020-2023 to till date. Kindly furnish district wise data with respect to gender and age of victims, geographical location (Urban/rural), etc.
- (b) Whether the Govt. has noticed any susceptible patterns or factors which makes certain districts and groups particularly vulnerable to trafficking?
- (c) Whether the State government is aware of organized cartels for child trafficking in the state? Whether there is a monitoring mechanism for studying the pattern/route of this organized crime according to its scope and nature of cases?

*221 Isfaqur Rahman:

Will the Minister of Home be pleased to state:

- (a) What is the total number of VDP in Assam?
- (b) What is the remuneration of village defence personnel?
- (c) Is the Govt. considering the enhancement of their remuneration?

*222 Shri Rupam Doley:

Will the Minister of Agriculture be pleased to state:

- (a) How many Tractors, Power Tillers and other Agro Machineries have been distributed among the farmers in the state of Assam in last three years?
- (b) Kindly furnish the list of beneficiaries district wise.

*223 Shri Bulbul Medhi:

Will the Minister of Health and Family Welfare be pleased to state:

- (a) How many vacant posts of doctors, nurses and other medical staff are there in different health institutions ? Please furnish the list in details, health institution wise.
- (b) What steps will the government take to fulfill these vacancies? Please give in details.

*224 Shri Ramen Sarma:

Will the Minister of Home be pleased to state:

- (a) Please furnish the total number of sexual abuse cases against children registered under the POCSO Act, 2012 in Assam over the past three years.
- (b) How many of those cases were reported from juvenile homes, orphanages, and educational institutions? Kindly furnish district wise details including status of cases, victims age, gender and nature of offences.
- (c) Whether there has been an increase in reporting sexual abuse crimes against children through online portals since March, 2020?
- (d) Please furnish the number of special fast-track courts for trials of sexual offences against children established across districts in Assam.
- (e) If not established in all districts, kindly furnish the reasons for the lack of these courts and whether there are plans to establish them.

*225 Shri Ranjan Daimari:

Will the Minister of Skill, Employment & Entrepreneurship Department be pleased to state:

- (a) Please furnish year wise amount budgeted and amount utilized during 2022-23.
- (b) How many boys & girls are provided training in various trade during 2021-22 and 2022-23? Please furnish year wise, district wise and trade wise nos. of boys & girls given training with duration of training for each trade in details.
- (c) Whether the Government has established District Youth Welfare Centre in each district head quarter of Assam as pronounced by the Finance Minister in her Budget Speech on 16-03-2023? If yes, please furnish the list in details?

*226 Shri Tanmoy Gogoi:

Will the Minister of Co-operation Department be pleased to state:

- (a) Furnish district wise name of GPSS Ltd. having own office building, godown in serviceable condition. Also furnish the district wise list of GPSS Ltd. having no own office building, godown in serviceable condition.
- (b) Will Govt. take necessary steps for repair or construction of office Buildings, Godowns where necessary? If yes, when?
- (c) Whether there is constituency level and GPSS Level vigilance & monitoring committee? If yes, how these committees are formed? What is the power and function of such committees?

*227 Shri Bhaskar Pegu:

Will the Minister of Fishery be pleased to state:

- (a) The type of assistance provided to fish producers in the state in the last two years. Kindly furnish District wise details.
- (b) Kindly furnish the total monthly requirement of fish in the state, the monthly production of fish in the state and the amount of fish imported monthly from outside the state.
- (c) What steps have the Government taken to increase the production of fish in the state and thereby reducing the imports?

*228 Shri Manash Nath:

Will the Minister of Social Justice and Empowerment be pleased to state:

What are the schemes sanctioned under the department during the last three years till 2023-24? Please furnish district wise details of the scheme alongwith location and physical and financial target vis-a-vis achievement.

*229 Shri Jadav Saikia:

Will the Minister of Fishery Department be pleased to state:

What kind of fish are cultured in the Fisheries of Assam and what is the annual revenue earned by such sale of fish and whether the said fish are exported or locally sold and what is the percentage of GDP earned through such sale? The district wise information may kindly be submitted.

*230 Shri Pritam Saikia:

Will the Minister of School Education be pleased to state:

- (a) Whether the Govt. is aware of the fact that there are several posts lying vacant in the High Schools which were provincialized in 2013?
- (b) If aware, in what time will the Govt. fill up the vacant posts for important subjects in the High Schools provincialized in 2013?
- (c) There are several posts of teachers lying vacant in LP and High Schools and even colleges in various districts across the state. In what time, will the Govt. fill up the vacant posts?

*231 Shri Debeswar Bora:

Will the Minister of Education be pleased to state:

- (a) June 24 is celebrated as International Yoga Day, recognized for its significance in fostering both physical and mental growth among students. However, only a limited number of schools in Assam currently include Yoga in their curriculum.
- (b) Does the Govt. have any plan to introduce Yoga into the curriculum starting from the next academic year?

Chapter-6

Procedure for Conducting Youth Parliament- Part II

Like the practice prevalent in the Lok Sabha, the session of Youth Parliament starts with the arrival of the Speaker which is announced by the Marshal who first comes in the House to ascertain whether there is quorum in the House which should be at least 10 per cent of total membership of the House.

As soon as the Speaker arrives in the Chamber, Marshal announces his arrival with the words "Hon. Members, the Hon. Speaker" :-

Thereafter the entire House stands up. The Speaker before taking his seat first bows to his left, then to his right and then in front of him. The Members from the respective sides also respectfully bow to the chair before taking their seats.

1. Oath or Affirmation by Members

The Speaker takes up the business of the House in the order in which it is printed in the list of business. The first item in the agenda is Oath or Affirmation by the new Members. Before taking the seat in the House every new Member is required to make or subscribe an Oath or Affirmation in the following forms:-

"I, A.B. having been elected (or nominated) a member of the Youth Parliament do swear in the name of God (or solemnly affirm) that I will bear true faith and allegiance to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India and that I will faithfully discharge the duty upon which I am about to enter".

The member may take oath or affirmation in Hindi or English or in any of the language specified in the Eighth Schedule of the Constitution. Before taking the Oath, the member should bring with him the certificate of election granted to him by the Chief Election Commissioner (Returning Officer). In the House, on the name of the member being called by the Secretary-General, the member proceeds from the place he is occupying to the right hand side of the Secretary-General's table and hands over his certificate of election to the Secretary-General. A copy of the Oath or an Affirmation in the language in which member desires to make the Oath /Affirmation is then handed over to him. The member faces the chair while making the Oath or the Affirmation and then goes up to wish the Speaker or shake hands with him. When he shakes hands with the Speaker or greets him with folded hands, there is generally thumping from the Members. The member then passes behind the Chair to the other side of the Secretary-General's table where he signs the roll of the members. After signing the roll he takes his seat in the House.

2. Obituary Reference

The next item on the agenda may be obituary reference to a deceased member of the House or a distinguished personage of National or International repute or a celebrated personality in the realm of arts and sciences. The general practice in this regard is that the speaker rises in his seat and announces the sad demise of the departed personage. Thereafter the Prime Minister associates himself with the sentiments expressed by the Presiding Officer. The Prime Minister is followed by the Leader of Opposition in the House who pays tributes to the memory of the departed soul. Thereafter, the Speaker announces that the House will observe silence for a short while as a mark of respect to the departed soul. The House then stands to observe silence. After the members have taken their seats, the speaker directs the Secretary-General to convey the condolences of the House to the member of the bereaved family.

Of late in the case of death of Members obituary references are made in the Lok Sabha by the Speaker only. Thereafter, the House stands and observes two minutes silence as a mark of respect to the departed soul.

3. Questions

The first part of a sitting in the Youth parliament should be devoted to oral question commonly known as Starred Questions in the Indian Parliament. It is the most popular hour for the members of Parliament and also for the Public. From the point of view of a Minister it is the most searching test of his grasp on the items or business allocated to him, his ability to lead as well as his ready wit when answering supplementary. The question has been defined as instruments whereby a member can elicit and get information on any aspect of public administration.

The teachers-in-charge of Youth parliament generally experience difficulties in framing questions and replies. The subject matter of questions can be the day- to-day problems faced by the common citizens.

Current topic such as unwieldy queues of passengers especially of office-workers and students waiting for the buses, student's problems regarding employment, text-book curriculum and discipline, rise in price, increase in crimes, floods and famines can be the subject matter of questions.

The question can be wide-ranging and can cover any aspect of our national life or our day-to-day existence. In Youth Parliament, students can also ask questions about their school activities and their own problems.

For purposes of answering questions in Parliament, the Ministries of the Government of India have been divided into 5 groups representing the five days in the week when Parliament sits. The classification and grouping are based on past experience and are so arranged that the volume of questions on any given day is spread out more or less evenly. The Youth Parliament can also follow this procedure.

Questions should be printed separately in the 'List of Questions' and the Speaker should call out the name of a Member in whose name the question stands. When the Speaker calls on the name of the member he rises in his place and asks the question mentioned against his name in the printed list of questions.

Thereafter, the Speaker calls the Minister concerned to answer the question. In the Lok Sabha, the Member only asks the questions by referring to its numbers. In the Youth Parliament we have slightly modified this procedure according to which the member should read out the entire question so that the participants may know the subject matter of the questions. After the Minister's reply the member putting the question who is entitled to the first supplementary if he wishes and other questions one by one but not more than 4 with the permission of the Speaker to elucidate any matter of fact regarding the answer given. There should be no discussion on question nor lengthy supplementaries be made by the members.

Short Notice Question - Where any question relates to a matter of urgent public importance it may be asked for oral answer by a Member with notice shorter than the minimum time of 10 days in the Lok Sabha. If the Speaker accepts the urgency he can admit it at shorter notice after ascertaining the willingness of the Minister to answer it. When it is admitted and placed on the agenda it is called immediately after the question hour. The procedure to be followed for raising and reply to Short Notice Question shall be the same as followed for Starred Question.

4. Adjournment Motion

Adjournment Motion seeks to raise discussion on some sudden or emergent matters of public importance that has arisen in the country or abroad demanding the immediate attention of the Govt. and the House. If the motion is in order and the Speaker is satisfied with regard to the same, he will give his consent and ask the member concerned to seek leave of the House. The member will rise in his seat and seek leave of the House as follows: "Sir, I beg for leave of the House to move the adjournment motion". If at least 1/10th of the members present in the Youth Parliament stand up in favour of leave being granted, the motion is admitted by the Speaker. If less than this number rise in their seats, the Speaker informs the member concerned that he does not have the leave of the House to move the adjournment motion.

When the Speaker is satisfied that the notice of an adjournment motion is inadmissible he will refuse his consent without bringing the matter before the House and member concerned will be informed of the speaker's decision. Some of the grounds on which the Speaker may disallow adjournment. Motions are briefly listed as under:-

- (i) It does not relate to definite matter;
- (ii) It does not relate to a matter urgent enough to warrant interruption of the business of the day;
- (iii) It does not relate to a matter of sufficient public importance;
- (iv) It does not relate to a matter of recent occurrence which has arisen suddenly but relates to a continuing matter;
- (v) It is not a matter for adjournment motion; other opportunities can be availed of to raise the matter;
- (vi) It raises more than one issue;
- (vii) It relates to a matter which is likely to be debated in the near future/discussion on which has already been discussed;
- (viii) It relates to a matter which is subjudice;
- (ix) It relates to a state subject;
- (x) It raises a question of privilege;
- (xi) It raises a matter entailing legislation;
- (xii) Conduct of a foreign Government cannot be discussed on an adjournment motion;
- (xiii) It relates to an individual case;
- (xiv) It relates to the affairs of an autonomous corporation/ body;
- (xv) Unsatisfactory reply given to a question or refusal by Government cannot be subject matter of an adjournment motion.

In Lok Sabha the motion "that the House do now adjourn" thus admitted is taken up for discussion at 1600 hrs. or earlier if the Speaker after considering the state of business in the House so directs. As the Youth Parliaments of the Schools hold their sessions for short durations they can take up adjournment motions immediately after the Calling Attention Motion or as it suits the convenience of the Speaker.

After the disposal of Calling Attention or as the case may be, Speaker calls the member in whose name the adjournment motion is admitted to move the motion. The

member rises in his seat and moves the following motions: "That the House do now adjourn". The member will then speak on the definite matter which he wants the House to consider. This will be followed by short speeches on the subject matter of the motion by the members from ruling as well as from the opposition benches. The Minister concerned will thereafter intervene in the debate which will be replied to by the mover. The Speaker will then formally place the motion before the House for voting.

As the adjournment motion is given notice of and admitted on the same day, due to urgency and importance of its subject matter entry with regard to it is not shown in the Agenda of the House for the day. However, the question regarding admission of the Adjournment Motion is raised immediately after Question Hour.

5. Questions Involving a Breach of privilege

The Members of Parliament have come to enjoy certain amenities, exemptions and privileges to protest their functional freedom, individually and the dignity and the authority of the House of Parliament collectively. "Privileges exist chiefly for protection and maintenance of the independence and dignity of Parliament. Particular Privilege is concerned with the right of Parliament to obtain expressed views of each of its members given without fear of any act or threat or proceedings by anyone outside the House".

Any statement on action, that is anything said or done which tantamounts to disobedience of its orders or authority or which damages, derogates or detracts from its dignity or which holds it up to contempt or ridicule, constitutes "contempt of the House" and is censurable and in extreme case punishable with imprisonment or detention.

Briefly the procedures for dealing with questions of privilege are as under :-

A member wishing to raise a question of privilege is required to give notice to the Speaker of his intention to do so. If it is specific matter of recent occurrence and if the Speaker feels that it requires the intervention of the House he gives his consent. The member then moves for leave to raise question and may make a short statement concerning it if objection to leave being granted is taken then the Speaker requests these members who are in favour of leave being granted to rise in their places and if not less than 10 per cent of the members present in the Youth Parliament rise, the Speaker declares that leave is granted. If the Speaker refuses leave, he mentions it in the House and the matter rests there. Questions of the privilege deserve priority and are taken up immediately after question hour. When leave is granted, the House may consider a question and come to a decision or it may refer the matter to the committee of Privileges on a motion made to that effect by a member. The Speaker on his own may refer any question of privilege to the committee for examination, investigation or report.

6. Papers to be Laid on the Table of the House

It means the papers or documents laid on the Table of the House for the purpose of bringing them in the record of the House by a Minister or by a private member or by the Secretary-General of the House with the permission of the Speaker in pursuance of the provisions of the Constitution or the Rules of procedure or Directions by the Speaker or an Act by Parliament and the rules and regulations made there under. All papers, so laid on the Table, are either printed as part of the proceedings of the House or placed in the library. Member who wants to seek information from Ministries regarding papers

mentioned in the list of business to be laid on the table of the House should give advance intimation to the Speaker stating the specific points on which information is required so that the Minister concerned should come prepared with the information.

7. Calling Attention Motions

A member may with the prior permission of the Speaker call the attention of a Minister to a matter of urgent public importance and request him to make a statement thereon. This is a purely Indian innovation fulfilling the needs felt by members to bring to the notice of the House the matters of urgent public importance without taking recourse to an Adjournment Motion. The test of admissibility decided by the Speaker is urgency and public importance of the subject matter. Its notice should be given preferably on the same day on which the subject matter of the motion has arisen. The Procedure is that when the member is called by the Speaker, he rises in his place and calls attention of the Minister concerned to the matter and requests him to make a statement. The Minister reads out the statement or in case the statement is a lengthy one he may lay the same on the table of the House. In the latter case the members are given time to study the statement and ask questions which the Minister replies on the spot. There is no debate on the statement but members may ask questions to seek clarification.

The Calling Attention Motion is an important item in the Agenda of a Youth Parliament and it should be seen that it does not degenerate into a long winding debate. After the Minister has read out his statement, the first opportunity to seek clarification or elucidation of a point is given to the Member who tables the notice of the Calling Attention Motion. Thereafter other members in whose names the item stands in the list of business may, with the permission of the Speaker ask questions or seek clarification one by one. When all the members have made their points the concerned Minister is called by the Speaker to reply to the points raised by the Members.

The entry with regard to this item is given in the List of Business in the following manner:-

Calling Attention

Shri Anand Kumar;

Shri George Mathew;

Shri Suresh Singh;

Shri Mohammed Khan

To call the attention of the Minister of Home Affairs to the situation arising out of the continued strike by lawyers in various parts of the country; and the steps taken by the Govt. to settle the matter.

Some of the subjects on which the calling Attention Motions were recently admitted in the parliament are as under:-

1. Situation arising out of the D.T.C strike by employees of the Delhi Transport Corporation;
2. Need to ensure remunerative prices to the sugar cane growers for their product;
3. Crisis in the textile industry affecting cotton growers and handloom and powerloom weavers and the action taken by the Government in the matter.

CALLING ATTENTION

Shri/ Smt.....

Shri/ Smt/ Ms.....

Shri/ Smt/ Ms..... to call the attention of the Minister ofto (subject matter).

The Speaker calls the name of the member (or members) in whose name the item has been included in the List of Business. On being called, the member rises in his/her seat and calls the attention of the Minister concerned and requests him/her to make a statement on the matter. The form in which the member calls the attention, is as follows:

I call the attention of the Ministerto the following matter of public importance and I request that he/she may make a statement thereon.

The Minister then makes a statement of facts. The member or members, in whose name or names the notice has been tabled, are permitted to ask questions seeking clarification arising out of the statement made by the Minister. Members whose names do not appear in the List of Business are not generally allowed to ask questions. The Minister after hearing all the questions raised by the members will give a consolidated reply thereto and after that there would be no further discussion on the matter.

This business should not take more than 10 minutes in the Youth Parliament.

Check-List

1. The item has been included in the List of Business in the prescribed manner.
2. The speaker knows what he/she has to say.
3. The member concerned knows what he/she has to say to call the attention. He/she also knows what further questions he/she has to ask after the Minister concerned has made a brief statements.
4. The Ministers concerned has prepared his/her brief statement.

Discussion on Matter of Urgent Public Importance for Short Duration

In 1953 a convention was established in the Lok Sabha to provide an opportunity to members to discuss any matter of public importance. According to this convention members can raise matters for discussion for short duration without any formal motion or any vote thereon.

The notice for such a discussion is accompanied by a note explaining the reasons for raising the discussion. The notice is also required to be supported by at least two other members with their signatures. The matter raised for discussion should not be vague and unsubstantiated. It should be of urgent public importance.

Procedure

The item is included in the List of Business in the following manner:

DISCUSSION ON MATTERS OF URGENT PUBLIC IMPORTANCE UNDER RULE 193

Shri/ Smt	}	to raise a
Shri/ Smt/ Ms..... discussion		
Shri/ Smt/ Ms		

On the

The member who has given the notice, makes a short statement. Other members participate in the discussion. Whatever information they have on the matter, is given to the House. Lastly, the Minister concerned gives a brief reply. The mover of the discussion has no right of reply. There is no formal motion, nor is there any voting. The Youth Parliament is advised to allot only 10 minutes for such a discussion.

Check-List

1. The item has been included in the list of Business in the prescribed manner.
2. The member concerned has prepared his/her brief speech.
3. The members who are going to participate in the discussion, have prepared their speeches.
4. The Minister in charge of the subject has prepared his/ her reply.

CHAPTER-7

Procedure for Conducting Youth Parliament - Part III

LEGISLATIVE BUSINESS

Law-making is a major function of Parliament and, therefore, in the Youth parliament the legislative business should form an important part of the list of Business. All legislative proposals are brought in the form of Bills before the Parliament. A Bill is draft of a statute. No Bill can become a law unless it has been passed by the Parliament and has received assent of the President.

Law-making Parliamentary democracy like ours has become a complex process. When a particular problem or difficulty is experienced or a need is felt to give effect to any social or economic or political policy, wide consultations are held with many groups. Once the Cabinet decides about a proposal, it is drafted by government draftsmen in consultation with departmental experts and officials. Thus, the proposal is given the shape of a Bill and introduced in Parliament. Bills are either Government Bills which are sponsored by Ministers, or Private Members' Bills which are sponsored by individual members other than Ministers.

Parliament has exclusive powers to make laws with respect to matters enumerated in List-I of the Seventh Schedule of the Constitution which is known as the Union List. Similarly State Legislatures have exclusive powers to make laws in respect to matters enumerated in List-II which is known as the State List. List-III is called the Concurrent List comprising subjects over which Parliament and the State Legislatures have concurred Powers to make laws.

1. (i) Classification of Bills

Bills are broadly divisible into (i) Govt. Bills which have to be sponsored by Ministers and (ii) Private Members' Bills which are sponsored by individual members other than Ministers. Bill can be classified on the basis of their content as under :-

- (a) Original Bills; i.e. Bills which embody a new proposal, idea or policy;
- (b) Amending Bills; i.e. Bills which seek amendment in existing enactments;
- (c) Consolidating Bills; i.e. Bills which seek together in one enactment provisions scattered in many enactment;
- (d) Bills to continue or keep alive the enactments which are about to expire;
- (e) Bills to replace Ordinances passed;
- (f) Constitution Amendment Bills.

(ii) Stage of a Bill

A Bill has to pass through three stages called the three readings of the Bill.

First Reading of the Bill

On the day appointed for the introduction of the Bill the Speaker calls the Minister-in-charge to move the motion for leave to introduce the Bill. The Motion will be "I beg to move for leave to introduce a Bill (the title of the Bill)"

The Speaker then puts the question to the vote of the House in these words: "The question is that the leave be granted to the Minister of to introduce theBill, (Year). Those in favour will say 'Aye', those against will say 'No'.

After the verdict of the House has been assessed, the Speaker will say thrice: "the Ayes (or Noes) have it, the Ayes (or Noes) have it, the Ayes (or Noes) have it". He will then declare that "leave is granted (or is not granted)" as the case may be. If the leave is granted, he asks the Minister concerned to introduce the Bill. The Minister then stands in his seat and says: "I Introduce the Bill".

The form in which it should appear in the daily list of business should be as per illustration given below :-

“Legislative Business”

Bill for Introduction

Industrial Development Bank of India (Amendment) Bill.

Shri (Minister of Finance) to move the leave to introduce a Bill to amend the Industrial Development Bank of India Act, 1964

"Also to introduce the Bill".

When the motion is adopted, the Bill is considered as introduced by the Minister.

By convention such a motion is not opposed unless one or more members contend that it is outside the competence of the House in which case they have to inform the Secretary General of the House of their intention in writing before the commencement of the sitting for the day.

Second Reading of the Bill

The Second Reading of the Bill consists of two stages. In the first stage any one of the following motions may be made, followed by discussion on the principle of the Bill. The motion may be ... (i) that it be taken into consideration (ii) that it be referred to a Select Committee of the House (iii) that it be referred to a Joint Committee of both the House of Parliament and (iv) that it be circulated for eliciting public opinion.

In case second motion viz "the Bill may be taken into consideration" is moved, then if the House agrees, it proceeds to discuss its general principles and provisions. Details of the Bill except those necessary to illustrate the principles, are not usually discussed at this stage.

The second stage of the second reading is a clause by clause consideration of the Bills as introduced or as reported by Joint or Select Committee. Notices of amendment can be given any time after introduction of a Bill but all amendments must be given at least a day ahead of the consideration of the Bill. The Speaker may with the approval of the House waive any notice short of a day. To be admissible, an amendment must be within the scope of the bill, not be consistent with any previous decision of the House, nor be frivolous or meaningless or dialatory in nature.

Third Reading of the Bill

When a Bill is considered clause by clause and all its schedules and other parts have been

considered and voted, the Minister-in-charge can move that the Bill be passed. Once a motion has been made, no amendments, except those of a formal verbal or inconsequential nature, can be considered. The discussion at this stage is that the Bill as it has emerged may be passed or rejected. In passing an ordinary Bill a Simple majority of members present and voting is necessary. In the case of a Bill to amend the Constitution, a majority of the total membership of the House and a majority of not less than 2/3 of the members present and voting is required. The form in which a Bill should appear for a second and third reading should appear in the list of Business should be as per illustration given below:

LEGISLATIVE BUSINESS

BILL FOR CONSIDERATION AND PASSING

Shri (Name) Minister of Railways to move that the Bill further to amend the Indian Railways (Amendment) Act, 1919 be taken into consideration.
Also to move that the Bill be passed.

Private Members' Bills

The general procedure to be followed by private members in regard to their bills is similar to that for Government Bills except that :-

- (a) The period of notice is one month;
- (b) no member can give notice of more than 4 Bills during a session; and
- (c) relative precedence after introduction is determined by ballot.

2. (i) Motions

The House will not consider any matter except on a motion made to that effect. The House expresses its will in the form of orders and its opinion in the form of Resolution but both have their origin in a motion. A motion has been defined as a proposal submitted to the House for its consideration and decision "A motion is simply an expression of the opinion or the will of the Member of the House which he puts before the House so that if the House wants it, it will become the opinion or the will of the whole Assembly" (Erio Taylor in his book the House of Commons at Work).

A matter requiring the decision of the House is decided by means of a question put by the speaker on a motion made by a member. A debate on a motion passes through the following four stages:

- (a) moving the motion;
- (b) proposing the question by Speaker;
- (c) the debate on discussion where permissible; and
- (d) the vote of decision of the House after the Speaker has put the question. A member shall not speak after the Speaker has collected the voices of Ayes and Noes on the Question.

Motions can be of different types moved by different persons for different purposes. They may be moved by Ministers of Govt. or by private members. Generally speaking, Government motions are confined to occasions when they desire some policy or action of the Government to be endorsed by the House. Even a Government Bill has to proceed by a series of motions. As against this Private members motions are generally to the concerned proposals, Bills and Resolutions.

Example of some Important Motions

There are some special type of Motions which, if included by the participating schools in the Youth Parliament Competitions in their list of business will add variety to their deliberations. The following are the examples of these types of motions:-

- (1) Adjournment Motions;
- (2) Motions of No-Confidence in the Council of Minister; and
- (3) Motions of thanks on the Address delivered by the President under article 87(1) of the Constitution to both Houses of Parliament as assembled together.

2. (ii) Adjournment Motions

This type of motion have already been explained at length at Sl. 4 of Chapter VI.

2. (iii) Motions of No-Confidence in the Council of Ministers

Members of Opposition sometimes bring forward motion of No-Confidence in the Council of Ministers in the following words "that this House expresses its want of confidence in the Council of Ministers". This provides wide scope to Members to criticise the entire policies and practices of the Government.

For moving this motion in the House, the member has to give before commencement of the sitting for that day, a written notice of his motion to the Secretary General. If the Speaker is

of the opinion that the motion is in order, he calls upon the member to seek leave of the House. The member then moves the following motion: "I beg for leave of the House to move the No-Confidence Motion". The speaker reads the motion to the House and requests those members who are in favour of leave being granted to rise in their places and if not less than ten percent of the total membership of the house stands, the leave is granted by the House. However, in case less than 10 percent rise in their place, the leave is not granted by the House and the motion is not taken up for discussion. Where, however, leave has been granted for moving of the no-confidence motion the Speaker will announce the time at which the motion will be taken up for discussion. On the appointed time the Speaker will call the member who will move the motion in the following words:

"That this House expresses its want of confidence in the Council of Ministers".

After moving the motion, the mover will make a short speech followed by speeches by the other members of the House belonging to opposition as well as ruling parties. Discussion on No-Confidence Motion is not confined to any particular subject. It is open to any member to raise any matter or comment upon any policy and action of the Government during the course of discussion. Members from ruling as well as opposition parties participate in the discussion.

After the members have spoken on the motion, the Prime Minister gives a reply to the charges levelled against his Government. Thereafter the mover of the motion is given a chance to reply.

The Speaker then puts the motion before the House and obtains the decision of the House by voice -vote.

2. (iv) Motion of thanks on President's Address

It is a formal motion moved in the House expressing its gratitude for the address delivered by the President under article 87(1) of the Constitution to both Houses of Parliament assembled together. It provides an opportunity for the discussion of the matters referred in the address. It is moved by a senior member of the ruling party in the following form:

"That an address be presented to the President in the following terms:

That the members of Youth Parliament assembled in this session are deeply grateful to the President for the Address which he has been pleased to deliver to both Houses of Parliament assembled together on the (date)"

Another member of the ruling seconds the motion

The Speaker in consultation with the leader of the House allots time for the discussion of the matter referred to in the President's address to the House under article 87(1) of the Constitution. On such a day the House shall be at liberty to discuss the matter referred to in the address on a motion of thanks moved by a member and seconded by other member as explained above.

3. (i) Resolutions

Resolution may be in the form of opinion or recommendations or may be in a form so as to record either approval or disapproval by the House of an Act or policy of the Government or convey a message or amend, urge or request action or call attention to a matter or situation for consideration of the Government.

Accordingly if a resolution is to be admissible, it shall satisfy the following conditions:

- (i) It must be clearly and precisely expressed;
- (ii) It must raise substantially one definite issue;
- (iii) It must not contain arguments, inferences, ironical expressions, imputations or defamatory statements;
- (iv) It must not refer to character or conduct of person except in their official or public capacity; and
- (v) It shall not relate to any matter which is under adjudication by a court of law having jurisdiction in part of India.

A member in whose name a resolution stands on the list of business shall except when he wishes to withdraw it, when called upon, move the resolution, and shall appear in the list of business.

After a resolution has been moved, any member may, subject to the rules relating to resolutions move an amendment to the resolution.

After the member has moved the resolution, other members both from the opposition as well as ruling benches shall speak one by one as and when Speaker calls them to speak on the subject matter of the Resolution. Thereafter, the concerned Minister will intervene in the debate which will finally be replied to by the mover.

In case the mover in his reply presses for a decision on the resolution the Speaker will then take the decision of the House by voice vote.

Certain statutes provide that any rules or notification made under powers delegated to the executive by them must be approved by a resolution of Parliament within a specified period and these rules have effect in such modified form or cease to have effect as the resolution may direct.

The following types of Resolutions are generally moved and adopted in Parliament:-

1. Resolution seeking approval of a notification.
2. Resolution seeking approval of the proclamation of Emergency.
3. Resolution regarding firm resolve of Indians to drive out the aggressors.
4. Resolution regarding power to make laws by Parliament in respect of subjects falling under the 'State List'.
5. Resolution regarding creation of certain new All India Services.
6. Resolution seeking approval of the Five Year Plan.
7. Resolution regarding proclamation issued by president under Article 356 assuming to himself all functions of a State.
8. Resolution regarding approval of a proclamation varying the earlier proclamation.

3. (ii) Short Duration Discussion under Rule 193.

As per rule for raising short duration discussion under the Rule 193 of the Lok Sabha Rules, any member desirous of raising discussion on a matter of urgent public importance may give notice in writing to the Secretary-General specifying clearly and precisely the matter to be raised. The notice supported by the signatures of at least two other members shall be accompanied by an explanatory note stating reasons for raising discussion on the matter in question.

The member whose name stands first against this item in the list of business being called by the Speaker shall make a short speech on the subject matter or the discussion. Thereafter, other members whose names are mentioned against this item or other members whom Speaker may call to speak, shall speak briefly. Lastly, the concerned Minister replies to the Debate.

The mover of the motion has no right of reply. There is no formal motion nor is it put to the vote of the House.

The manner in which it is put down in the List of Business is indicated below:-
 Short Duration Discussion under Rule 193 or Discussion on Matters of Urgent Public Importance under Rule 193.

1. Shri _____
2. Shri _____
3. Shri _____

to raise a discussion on the

Some of the Subjects on which the discussion under the above rule have been raised in the Lok Sabha are indicated below:-

1. Increase in the administration prices of the Petroleum Coal, Postal articles, before the presentation of the Budget;
2. Increase in price of essential commodities or price rise;
3. Law and order situation in the country;
4. Increasing incidents of crime against the women in the country;
5. Large scale loss of ammunition due to fire at the Central Ordnance Depot, Jabalpur on 23-3-1998 and the steps taken by the Govt. to prevent recurrence of such mishaps;

APPENDIX I

Glossary of Parliamentary Terms

Adjournment: It means putting off till another time. It is either adjournment of the debate or adjournment of the house. Adjournment of the debate means postponement to the debate of a Motion/Resolution/Bill on which the house is then engaged. Such a motion is moved at any time during a debate. A motion for adjournment of the debate, if carried, postpones the decision of any question. Adjournment of the house means termination of the sitting of the house till the time appointed for the next sitting. It should be differentiated from prorogation and dissolution.

Adjournment sine die: It terminates a sitting of the house without any definite date being fixed for the next sitting. Usually the Speaker adjourns the house sine die on the last day of its session.

Agenda: It means the List of Business for a particular day. It contains items of business to be taken up by the house in the order in which they are listed.

Amendment: It means a change proposed in a motion or a Bill. Amendment can be proposed either by leaving out or adding certain words or both.

Amendment to the Constitution can also be proposed, but a special majority is required to pass Constitutional Amendments.

Appropriation Bill: Money cannot be withdrawn from the Consolidated Fund of India except under appropriation made by law. Appropriation Bill is a Bill passed annually for authorization of the house for withdrawing money from the Consolidated Fund of India

Bar of the House: The Bar is the line which is marked by a broad strip of leather laid across the carpet on the floor of the House between the benches. The members are not allowed to speak outside the bar. Persons who are not members of the House, are not allowed to cross the bar during the sitting of the House. Persons who commit breach of privilege, can be called to the bar of the House for reprimand or admonition by the House.

Bill: It is the draft of a legislative proposal. It is a draft of statute, which can become law only when it has received the approval of a Parliament and assent of the President. A bill consists of the title, a preamble and various clauses (sub-divisions of a Bill).

Budget: It is an annual financial statement of the estimated receipts and expenditure of the Government in respect of a financial year. The Budget or the annual financial statement is presented before the house in two parts, namely the Railway budget and the General budget.

Calling Attention Notice: A Calling Attention Notice is given by a member to call the attention of a Minister to a matter of urgent public importance.

Casting Vote: In case equal number of votes have been cast both in favour and against any matter (viz. Bill, motion, etc.) the Speaker may cast a vote to decide the matter. Such a vote is called the casting vote.

Closure: At any time during the discussion of a motion a member can move for closure which brings the debate to a close. The motion "That the question be now put" is put by the Speaker. If the motion "That the question be now put" is carried, the matter is immediately decided without any further debate.

(With the coming into force of the Business Advisory Committee in 1953, the time for discussion on various items of business is decided in advance and therefore the need for a closure motion is not felt by the members. Consequently, the occasions for taking recourse to the closure motion have become very rare.)

Committees: The Parliament has to transact a great deal of business. Since it does not have sufficient time, it transacts this business through various committees. The committees are

appointed to deal with such items of business as require expert knowledge and detailed discussion.

The Lok Sabha has an organised system of committees. Members of various committees are appointed or elected by the House. The following are some of the important committees:

Business Advisory Committee: It recommends time that should be allocated for discussion of various items of business.

Select Committee: It is a committee the members of which are selected specially for the purpose of considering a particular Bill. Its function is to go through the text of a Bill, clause by clause, and suggest changes, if any. The Committee ceases to exist after it submits its report to the House.

Public Accounts Committee: Its function is to examine the yearly accounts of the Government and to see that the Government money is spent prudently and economically.

Committee on Public Undertakings: Lately there has been a steady growth of various statutory corporations and companies which are controlled and managed by the Government of India. The Committee on Public Undertakings examines the reports and accounts of such public undertakings.

Committee of privileges: When leave to raise a question of privilege is granted by the House, the House may refer it to the Committee of Privileges for consideration. The Committee examines the question of privilege and reports back to the House. In its report the Committee mentions whether or not a breach of privilege has been committed. In case of breach of privilege has been committed, it may recommend any action, if called for.

Contempt of the House: It means any act or omission which obstructs the House in the performance of its functions. For example, if a person disobeys an order to attend a committee, he is liable to be punished for contempt of the House. The person who has committed contempt of the House may apologise and it is up to the House to accept it and let him go. If the House decided to punish him, a motion has to be moved and in the motion the period of imprisonment and the place or jail where the contemner is to be placed, are mentioned. In case the offence is not serious, the person concerned may be called to the bar of the House. He may be then reprimanded or admonished by the Speaker.

Contempt of the House may be distinguished from a breach of privilege. A breach of privilege is an offence against a specific privilege of Parliament while contempt of the House is an offence amounting to an obstruction in the proceedings of the House. All breaches of privilege are contempt of the House. It is possible that a person may be guilty of a contempt of the House, but he may not have violated any specific privilege of the members.

Crossing the Floor: When a member passes between the member who is addressing the House (in possession of the House) and the Speaker, he is said to have crossed the floor. This act of passing between the member and the Speaker is forbidden, because to cross the floor is a breach of parliamentary etiquette.

'Crossing the floor' also means changing one's political allegiance, i.e. changing from one political party to another.

Division: After the voice vote is taken on any item, the Speaker says, "I think the Ayes (or the Noes) have it." If his opinion is challenged by the minority, he orders division so that the exact balance of the opinion may be determined. The Speaker directs that the votes be recorded either by operating the automatic vote recorder or by suing 'Aye' and 'No' slips in the House or by members going into the lobbies. In case the votes are to be recorded by members going into the lobbies the members for 'Ayes' go to the right lobby and those for 'Noes' go the left lobby. Votes are recorded in the lobbies and then the Speaker announces the result. Thus division is a mode of deciding a question by recording votes for or against it.

Expunction: It means deletion of words or expressions from the proceedings of the House by the Speaker. Such expressions as are considered to be indecent or unparliamentary, are ordered to be deleted from the records.

Finance Bill: It means the Bill which is introduced each year to give effect to the financial proposals of the Government. It is a Bill to impose or alter taxes.

Financial Bills: Financial Bills are of two categories. Money Bills fall in the first category. They can be introduced only in the Lok Sabha.

Bills of the second category are different from Money Bills. They contain proposals involving incidental expenditure from the Consolidated Fund of India. They may be introduced in either House. Examples of such Bills are: the All India Khadi and Village Industries Commission Bill, 1955; the Foreign Exchange Regulation (Amendment) Bill, 1957.

Gazette: It is an official newspaper containing lists of government appointments, legal notices, despatches and announcements, etc.

Guillotine: It means putting to the vote of the house all outstanding questions relating to the business on hand by the Speaker on the expiry of the time allotted for the discussion of such business. Guillotine is a form of closure, but unlike closure it is applied straightway by the Speaker without any motion.

Half-an-hour Discussion: The Speaker may allow discussion on a matter of sufficient public importance which has been the subject of a recent question and the answer to which needs elucidation of a matter of fact. Such a discussion is held in the last thirty minutes of a sitting.

Hear, Hear: It is an explanation. Members are allowed to exclaim Hear, Hear during a debate provided it is used with moderation.

Joint Sitting: Whenever there is an agreement between the Lok Sabha and Rajya Sabha on a Bill, other than a Money Bill, the President may summon them to meet in a Joint Sitting. The Speaker presides at a Joint Sitting.

Law: Law is a body of rules given in an Act which in the form a Bill has been duly passed by the two Houses and assented to by the President. It is binding on every citizen and the courts are bound to apply it. The term 'law' covers any rule, regulation, bye-law or sub-rule made by a subordinate authority under delegated powers.

Leader of the House: He is an important functionary and exercises direct influence on the course of business. The Prime Minister who is the Leader of the majority party in the Lok Sabha, usually functions as the Leader of the House in the Lok Sabha.

Leader of the Opposition: Generally the leader of the largest recognised Opposition party having at least one-tenth membership in the house is recognised as Leader of the Opposition. The Leader of the Opposition is the official spokesman of the Opposition in the House. In India he/she has been granted the same status as that of Cabinet Minister.

Lobby: It is the covered corridor immediately adjoining the House. There are two lobbies in the Lok Sabha, the Inner Lobby which is also called **Division lobby** and the **Outer lobby**. The Outer lobby is intended for the use of members of Parliament, for members and the press representatives for informal discussion and exchange of views.

Lok Sabha: The House of the People is called the Lok Sabha because it is elected directly by the people.

Message: Under the provision of the Indian Constitution the President can send a communication to either House of Parliament. Such a communication is known as 'Message'. Messages to the Lok Sabha are sent by the President through the Speaker. The Speaker reads out the message to the House and then the House takes up the matter referred to in the message for consideration.

Money Bill: A Money Bill contains provisions dealing with all or any of the matters specified in the Constitutions of India. Some of these matters are the impositions or abolition of any tax, and

the payment of money into or the withdrawal of money from the Consolidated Fund of India. A Money Bill cannot be introduced in the Rajya Sabha.

For example, a Message from the President notifying his intention to call a Joint Sitting of both the Houses, in connection with the Dowry Prohibition Bill, 1959, was sent in 1961.

Motion: It means a proposal submitted to the House for its consideration and decision. When the House votes a motion, the motion becomes the opinion or the will of the whole House.

Motion fall into three broad categories : (i) Substantive motions; (ii) Substitute motions, and (iii) Subsidiary motions.

(i) A substantive motion, is a self-contained proposal submitted for the approval of the House. It is drafted in such a way that it enables the House to express its decision. The motion of thanks on the President's Address to the House, the motion of no-confidence and the motion for adjournment on a matter of public importance are some of the examples of substantive motions.

(ii) A substitute motion, is moved in substitution of the original motion. As a substitute motion arises out of the original motion, it has to be moved before the discussion on the original motion commences.

(iii) A subsidiary motion, is related to other motions or it emerges from some proceedings of the House.

It is further sub-divided into ancillary motions, superseding motions, and amendments. Motions made in connection with the various stages of a Bill are called ancillary motions. For example, "That the Bill be referred to a select committee", is an ancillary motion. Superseding motions are moved in the course of a debate. They may seek recirculation of a Bill for eliciting further opinion. Amendments are the third type of subsidiary motions. An amendment may be to a Bill or a motion or even to an amendment.

Motion of No-Confidence is a motion moved in the House to express want of confidence in the Council of Ministers.

Cut Motion is a motion moved in the House during the discussion on the demands for grants to reduce the amount of demand. Cut motions are moved by the members of the Opposition only.

M.P: It means Members of Parliament. Members of Parliament can use the abbreviation 'M.P.' after their names.

Order, Order: The Speaker uses these words to call the House to order or to ask the House to hear the Chair or a member who is in possession of the House.

Ordinance: An Ordinance can be issued by the President in exercise of the powers vested in him by Article 123 of the Constitution, when the Parliament is not in session. Such an Ordinance has the same force and effect as an Act of Parliament.

Papers Laid on the Table: It means the papers or documents laid on the Table of the House for the purpose of bringing them on the record of the House. Papers can be laid on the Table by a Minister or by a Private member or by the Secretary-General with the permission of the Speaker.

Parliamentary privileges: It means the powers other than legislative, possessed by both the Houses and their members. Without these privileges the members cannot discharge their functions. Examples freedom of speech and freedom from arrest during sessions.

Point of Order: It means a point relating to the interpretation or enforcement of the Rules of Procedure or such Articles of the Indian Constitution as regulate the business of the House. A Point of Order is raised in the House for the attention and decision of the Chair.

It can also be raised on a matter relating to the maintenance of decency and decorum of the House.

President's Address: The President of India addresses the Joint sitting of the two Houses at the commencement of the first session after each General Election to the Lok Sabha and also at

the commencement of the first session of each year. His address is a statement of policy of the Government and is, therefore, discussed in the House.

Prorogation: It means the termination of a session of the House by an order of the President.

Question: The Parliamentary Question is an effective technique by which a member can elicit, authentic and concrete information on programmes, policies and performance of the government.

Question Hour: The first hour of sitting of the House each day is the Question Hour during which members ask questions and the Ministers answer them. In the Lok Sabha it is from 11 a.m. to 12 noon.

Starred Question: A member who desires an oral answer to his question on the floor of the House is required to distinguish it by an asterisk and therefore such a question is known as Starred Question.

Unstarred Question: It is question which does not call for oral answer. Unstarred Questions are listed for written answers which are laid on the Table of the House.

Supplementary Question: A member can ask a supplementary question arising out of the main question and demand an answer. Supplementary Questions are asked for the purpose of further elucidation on any matter of fact.

Short Notice Question: Normally a ten days' notice is required for any Question to be answered. However, a question relating to matter of urgent public importance may be asked for oral answer, with a shorter notice. The member asking such a question has to state the reasons for shorter notice.

Quorum: It means the minimum number of members required to be present at a sitting of the House. The quorum to constitute a sitting of the Lok Sabha is one-tenth of the total number of members of the House.

Readings: There are three Readings or stages through which a bill passes. The First Reading means a motion for leave to introduce a Bill. The Second Reading consists of discussion of the principles of the Bill and also its clause-by-clause consideration. The Third Reading means discussion on the motion that the Bill be passed.

Secretary-General: The Secretary-General of the Lok Sabha is a permanent official of the secretariat of the House. He/she is appointed by the Speaker. He/she performs parliamentary and administrative functions. He/she advises the Speaker on various parliamentary matters and procedures.

Session: It is the period from the day the Parliament begins its first sitting to the day the Parliament is prorogued.

Subordinate legislation: It means rules or regulations, having the force of law. They are framed by the subordinate authority in pursuance of the power delegated to it by the Parliament.

Summons: It is an official communication issued by the Secretary-General of the Lok Sabha under the President's order to the Lok Sabha members informing them about the place, date and time of commencement of a session of the House.

Unparliamentary words: Words or expressions which ought not to be used in debate, are known as unparliamentary words. The use of such words or expressions is a breach of order and a member using such words can be called upon to withdraw from the House or be 'named'. When the Speaker so names the member to the House, the Leader of the House moves at once "that Shri/Smt (name of the member) be suspended from the service of the House". The question on this motion is put at once without any debate.

Vote on account: It means grants in advance made by the House to enable the Government to carry on until the voting of the demands for grants and passing of the general Appropriation Bill.

Whip: In the parliamentary form of Government, a party has inside Parliament a number of officials known as Whips. The main duty of the Whips is to ensure attendance of the members at the time of important decisions. The Whips form a link between the top leadership and the ordinary members.

Zero Hour: It is of a recent origin. It starts immediately after the Question Hour. During the Zero Hour any matter not listed in the business of the House, can be raised by a member. The Zero Hour can extend to any period of time depending upon the Speaker's direction. The Government is not obliged to answer any of the questions raised in the Zero Hour.

APPENDIX II

Some of the Words and Expression Declared as Unparliamentary

- | | |
|---------------------------------|------------------------------|
| 1. Black mailing | 17. Impertinent |
| 2. Bloody | 18. Indecent |
| 3. Contemptible | 19. Insincere |
| 4. Cowardly | 20. Insinuation |
| 5. Criminal | 21. Insulting |
| 6. Damn-lie | 22. Intentionally misleading |
| 7. Definite untruth | 23. Mischievous |
| 8. Deliberately false | 24. Nonsense |
| 9. Deliberate Misrepresentation | 25. Not becoming a gentleman |
| 10. Disgraceful | 26. Not true or lie |
| 11. Dishonest | 27. Offensive |
| 12. Double-dealing | 28. Ridiculous |
| 13. False | 29. Rotten lie |
| 14. Fraudulent | 30. Scandalous |
| 15. Foolish | 31. Untrue |
| 16. Hypocritical | 32. Unworthy of the house |

To call a member as

- | | |
|-----------------|--------------|
| 1. Barbarous | 12. Hooligan |
| 2. Blackguard | 13. Idiot |
| 3. Black-mailer | 14. Liar |
| 4. Bully | 15. Monkey |
| 5. Cheat | 16. Monster |
| 6. Corrupt | 17. Murderer |
| 7. Coward | 18. Nonsense |
| 8. Dishonest | 19. Rat |
| 9. Fraud | 20. Rogue |
| 10. Goonda | 21. Rude |
| 11. Hypocrite | |

Suggesting that another Member

1. is double dealing
2. is lacking in intelligence
3. is insincere
4. has motives
5. has no respect for womanhood
6. has no patriotic sense
7. has used ungentlemanly methods
8. was exhibiting a bad breeding
9. was ganging up
10. was kicked out of his constituency
11. was not a gentleman
12. was wanting in intelligence

Relating to the Chair or House

1. Backdoor Methods
2. Beloved chairman
3. Imbecile (House)
4. Irresponsible sections of the House
5. Debating society (House)
6. Monkey House
7. Partiality (Chair)
8. Unfair

APPENDIX III**Eighth Schedule of the Indian Constitution****Languages**

1. Assamese
2. Bengali
3. Gujarati
4. Hindi
5. Kannada
6. Kashmiri
7. Konkani
8. Manipuri
9. Malayalam
10. Marathi
11. Nepali
12. Oriya
13. Punjabi
14. Sanskrit
15. Sindhi
16. Tamil
17. Telugu
18. Urdu
19. Bodo
20. Dogri
21. Santhali
22. Maithili