

## **INTERNAL WORKING RULES OF PROCEDURE ON THE COMMITTEE OF THE WELFARE OF BACKWARD CLASSES**

### **1. Selection of subjects for examination:**

- (1) The Committee shall select from time to time for examination such subjects as they may deem fit and as fall within their term of reference (see annexure-1).
- (2) The programme for the examination of subjects may be determined by the Committee from time to time.

### **2. Appointment of study Groups:**

- (1) The Committee may from time to time appoint one or more Study Groups for carrying out detailed study and examination of various subjects.
- (2) The following shall be the functions of the Study Groups:
  - 1) To study the material supplied by the Government/ Undertaking (including Statutory and Semi-Government bodies).
  - 2) To prepare the questionnaire to be issued after the approval of the Chairman to the Departments/Undertaking (including Statutory and Semi-Government bodies).
  - 3) To examine and discuss the replies received from the Government/ Undertaking (including Statutory and Semi-Government bodies).
  - 4) To study such matter that may be assigned by the Committee or the Chairman and prepare report on it.
  - 5) To undertake study tours and prepare study notes thereof.
  - 6) To determine main points on which the report may be prepared.

### **3. Notice of Sitting** - When date and time of a sitting of the Committee have been fixed by Chairman, notice thereof shall be circulated to the members of the Committee.

### **4. Material to be furnished to the Committee:** - The Department/Undertaking (including Statutory and Semi-Government bodies) concerned with the subjects to be examined by the Committee shall be asked in writing by the Secretariat to furnish twenty five sets of the necessary material for the use of the Committee.

### **5. Circulation of material members:** - The material shall be circulated to the members as soon as possible after its receipts in the Secretariat.

### **6. Papers sent to the Committee to be treated as confidential:** - The papers sent to the Committee shall be treated as confidential and the contents thereof shall not be divulged to anyone or shall any reference be made to such information outside to Committee at any time before the report on the subject has been presented to the House.

### **7. Questions by members:-**

- (1) The members may after going through the papers, frame questions on which further information is required by them.
- (2) These questions shall be sent by members to the Secretariat by a date to be specified by the Chairman.

### **8. Questionnaire for Department:-**

- (1) The questions and points suggested by members, together with other relevant points concerning the subject under examination, shall be consolidated in the form of a questionnaire.
- (2) The questionnaire and the suggestions received from the members shall be considered by the Study Groups/Committee. After the approval by the Chairman,

the questionnaire shall be sent to the Department which shall furnish to the Secretariat twenty five sets of replies thereto by the date to be specified by the Chairman.

- (3) The copies of questionnaire approved by the Chairman shall be sent to the members of the Committee.
- (4) The replies received to the questionnaire from the Department shall be sent to members in the manner prescribed in rule 5 of these rules.
- (5) Where further clarification is required on any point or additional information is desired it may be called for in the manner prescribed in sub-rule (2) of this rule.

**9. Points for oral examination: -**

- (1) The Secretariat shall prepare a list of points and/or questions for oral examination of the witnesses incorporating therein any suggestions that may be received from members in this regard for approval by the Chairman.
- (2) Advance copies of the list of points of questions may be sent to members of the Committee.

**10. Procedure for taking oral evidence: -**

- (1) The Chairman shall put questions to the witness and shall ask to the members to put one by one. If a member desires to put a question, he shall do so with the permission of the Chairman. In case the witness is not in a position to elucidate any point immediately, he may be permitted by the Chairman to furnish a reply to the Secretariat in writing as soon as may be thereafter.
- (2) The relevant portions of the proceedings of the sitting shall be sent to the members and witness for correction and to return within 48 hours of their receipt. In case the corrected copies of the proceedings are not received from members reporter's copy shall be treated as authentic.

**11. Recall of witnesses: -** The Committee may recall any witness to give further evidence on any point, which is under consideration of the Committee.

**12. Supply of notes and material by Study Group to Committee. -** The Study Group may make available to the Committee such of the tour notes, study reports and other reports, as they consider necessary.

**13. Production of documents: -**

- (1) The Committee may send for persons, papers and records in connection with the examination of any subject in terms of rule 195 of the rules of Procedure. In the case of secret documents required by the Committee, such papers may be made available by department confidentially to the Chairman in the first instance, unless it is certified by the Minister concerned that the document could not be made available on the ground that its disclosure would be prejudicial to the safety or interest of the State.
- (2) The Chairman may give due consideration to the wishes of the Department before making any secret documents available to the members of the Committee. Any difference of opinion between the Department and the Chairman may be settled by discussions and if no satisfactory arrangement is arrived at the matter shall then be placed before the Speaker for his decision.

**14. Expunction of words from proceedings: -** If the Chairman is of opinion that words have been used in debate which are indecent, unparliamentary or undignified, he may, in his discretion order that such words, be expunged from the proceedings of the Committee.

**15. Verbatim proceedings:-**

- (1) The verbatim proceedings shall be for the use of the Committee only and only such papers as have been laid on the Table of the House will be made public.
- (2) In case the Committee decides to publish the whole of the evidence or any part thereof, the same shall be published as a separate part and shall form a part of the report of the Committee on the subject.

**16. Minutes of sittings:-** The Secretariat shall draft minutes of the sitting of the Committee/Study Group for approval of Chairman/Governor or the member who presided at the sitting, as the case may be.

**17. Preparation of draft report:-**

- (1) When the examination of any subject has been completed, the concerned Study Group shall form its conclusions and recommendations at a sitting which may be attended by other members of the Committee.
- (2) On the basis of the conclusions and recommendations of the Study Group a draft of the report shall be prepared and shall, unless otherwise directed, be circulated to the members of the Study Group for their consideration.
- (3) The draft report as prepared under sub-rule (2) above shall be circulated to the members of the Committee after it has been approved by the Chairman and then considered at a sitting of the Committee. The report of the Committee shall embody the decisions of the majority of the members present.
- (4) There shall be no minute of dissent to the reports of the Committee.
- (5) In case it is not possible or convenient to hold a sitting of the committee for the consideration and adoption of a draft report, the Chairman may, with the permission of the Committee, finalise such report on the basis of the suggestions and comments received in writing from members.

**18.** Advance copy of the report as finalised by the Committee shall be marked secret, and sent to the concerned Government Secretary/Secretaries for verification of factual details and for such other action which may be considered appropriate. Copies may also be sent to such other officers for information or necessary action as may be directed by the Chairman. It shall be enjoined on the Secretaries to treat the contents of the report as secret until the report is presented to the House. On receipt of the amendments communicated by the Department, the Committee may make factual changes as may be considered appropriate in the draft report before it is presented to the House.

**19. Presentation of report:-** The report shall ordinarily be presented to the House by the Chairman, but if he is unable to do so, one of the members of the Committee may present to the report.

**20. Distribution of report:-** As soon as possible after presentation of the report to the House, copies thereof shall be made available to the members of the Rajasthan Legislative Assembly and other concerned persons, authorities etc.

**21. Scrutiny of statement of action taken by Government:-**

- (1) The statement showing the action taken by the Government on the recommendations contained in the report of the Committee shall be put up with suitable comments to the Committee for the purpose of examination, and then together with the recommendations of the Study Group placed before the Chairman.
- (2) Any subject/point which in the opinion of the Study Group or the Chairman requires consideration by the Committee, shall be specifically referred, to the Committee.
- (3) On the basis of the comments made by the Study Group and the suggestions of the Chairman, a draft report shall be prepared. The draft report shall then be considered

by the Study Group and after it has been approved by the Chairman, it shall be circulated to the members of the Committee. After receiving comments from the members it shall be finalised by the Chairman and will be sent to the secretary of the concerned Department for factual verification, after that it will be laid before the House in the normal procedure.

- 22. Special Guest:-** A member of Rajasthan Legislative Assembly who is not a member of the Committee, with the permission of the Chairman, may be invited to attend the sitting of the Committee, but he shall have no right to vote.
- 23. Attendance of persons other than members of the Committee at its sittings:-** A member of Rajasthan Legislative Assembly who is not a member of the Committee or a member of any other Legislature, or an officer of any other State Legislature, may with the permission of the Chairman, attend a sitting of the Committee when evidence is being taken by them, but not when the Committee is deliberating. Such member or officer shall not however, take part in any manner in the proceeding of the Committee nor sit in the body of the Committee.
- 24. Publicity of the Functioning of the Committee:-** The Assembly Secretariat, under the direction of the Chairman shall make arrangements for the proper publicity of the meeting of the Committee and Study-Group through newspapers and Assembly bulletins for the information of the public.
- 25. Incorporation of points of procedure in the rules:-** Any addition or alteration to these rules shall be incorporated in the rules after the consent of the Committee and approval of the Speaker (if necessary).

## APPENDIX

(See rule 1 and preface)

Following Rules regarding the Constitution of Committee on the Welfare of Backward Classes accepted by the Rajasthan Legislative Assembly on 17th November, 2000 are hereby incorporated in the Rules of Procedure and Conduct of Business of the Rajasthan Legislative Assembly.

In Chapter 24 new heading (S) Committee on Welfare of Backward Classes shall be added along with new rule 253-O and 253-P, as under,

### (S) Committee on Welfare of Backward Classes

#### **253-O. Constitution of the Committee:-**

- (1) There shall be a Committee for the welfare of backward classes.
- (2) The Committee shall consist of not more than fifteen members who shall be nominated by the Speaker: Provided that no Minister shall be nominated a member of the Committee and if a member after his appointment to the Committee, appointed a Minister he shall cease to be a member of the Committee from the date of such appointment.
- (3) The term of office of members of the Committee shall not exceed one year.

**253-P. Functions of the Committee:-** The Committee shall examine the steps taken by the State Government in connection with the welfare and overall development of the backward classes.