

**INTERNAL WORKING RULES OF THE COMMITTEE ON
QUESTIONS AND REFERENCES**

1. **Short title and commencement.-** (a) These rules may be called the Internal working Rules of the Committee on Questions and References, 1991.
(b) They shall come into force with effect from the 11th April, 1991.
2. **Definitions.-** In these rules unless the context otherwise requires
 - (a) "Committee" means the Committee of the House on Questions and References
 - (b) "Rules of Procedure" means the Rules of Procedure and Conduct of Business in the Rajasthan Legislative Assembly,
 - (c) any other words shall have the same meaning as has been assigned to them in the Rules of Procedure.
3. **Subjects for Examination.-**The Committee shall examine the matters pertaining to the notices of starred questions, unstarred questions, short notice questions, calling attention motions and notices of motion given under Rule 295 and such other matters, which do not fall within the jurisdiction of any other Committee and which may be referred to it by the Speaker for examination.
4. **Matters referred to Committee to be Communicated to the department.-** The original text of the matter referred to the Committee, answer to the question if it happens to be an answer to a question and the notice and the relevant portion of the proceedings of the House if it is a notice of calling attention motion or a notice regarding matter under Rule 295, shall be sent to the Secretary to the Government in the concerned department and the department shall be requested to furnish to the Assembly Secretariat within 15 days an explanatory note/memorandum explaining the factual position of the case under consideration in twenty copies.
5. **Questions by members.-** (i) Members may, after studying the reply/material/literature received from the Government, determine such points or matters on which they require further information,
 - (ii) members shall send such points and matters to Assembly Secretariat within the period specified by the Chairman,
 - (iii) the points and suggestions received from the members shall be considered by the Committee or sub-committee and after consideration shall be consolidated in the form of a questionnaire which shall be circulated to the members of the Committee,
 - (iv) questionnaire, if necessary, shall also be sent to the concerned department of Government Secretariat which shall furnish its reply in twenty sets to the Assembly Secretariat by the date specified by the Chairman,
 - (v) questionnaire and replies thereto received from the concerned department of Government Secretariat shall be circulated to the members of the Committee in its meeting,
6. **Sending of information to the member concerned.-** The member who has given the notice of a question or any other notice which has been referred to the Committee shall also be requested to submit to the Committee any other information or proof relating to the matter under consideration by such date as may be specified by the Chairman and such member may furnish such information if he so desires.

- 7. Constitution of Sub-Committees.-** The Committee may appoint one or more sub-committees for examination of matters referred to it. A convener for each such sub-committee shall be appointed by the Committee. The functions of the sub-committee shall be the same as are of the whole committee. The sub-committee shall, after examining the subject, submit its report to the Committee and the Committee shall after consideration adopt it.
- 8. Placing of relevant literature before the Committee for consideration.-** On receipt of necessary note, information or proof under rule 4, 5 and 6 or after the expiry of the specified date under the said rules, the matter under consideration shall, under the directions of the Chairman, be included in the list of business of the next sitting of the committee and the following material shall be placed before the Committee for consideration:-

 - (a) reply to the question under consideration or any other notice;
 - (b) relevant portion of the proceedings of the House;
 - (c) explanatory note received from the Government,
 - (d) information or proof received from concerned members.
- 9. Notice of sittings.-**When the date and time of a sitting of the Committee have been fixed by the Chairman, notice thereof shall be sent to the members of the Committee.
- 10. Quorum.-**The quorum to constitute a sitting of a Committee shall, as nearly as may be, be one-third of the total number of members of the Committee.
- 11. Circulation of material to members.-**After the receipt of the material from the Government in the Assembly Secretariat, the same shall be circulated to the members of the Committee.
- 12. Verification of evidence taken by the Committee.-** (i) The verbatim proceeding of the meeting of the Committee, in which the Committee has taken evidence of any Government officer shall be got verified by the concerned officer within a week of the meeting.

 - (ii) While making verification the officer shall have no right to make such amendments in his statement as may change its sense.
 - (iii) The statement made by the officer is not verified within 15 days, the statement recorded by the Assembly Secretariat shall be treated as final.
- 13. Points for oral evidence.-**(i) The Assembly Secretariat shall prepare draft of such questions as shall be put to the witnesses;

 - (ii) The list of questions may be circulated to the members of the Committee.
- 14. Procedure for taking oral evidence.-** The Chairman shall put all the questions one by one and if any member desires to ask any question, he may do so with the permission of the Chairman and if the witness is not in a position to reply to the question at once, the Chairman may permit him to furnish written reply to the Assembly Secretariat as early as possible.
- 15. On the spot study.-** The Committee/sub-committee, during the examination of the matter referred to it, may go for on the spot study and, where ever necessary, may seek necessary information from the officers of other persons present on the spot.
- 16. Right of the member concerned to give evidence.-** If the member concerned, whose question or any other notice has been referred to the Committee, desires to be present before the Committee for evidence, he may, in reference to rule 6 and within specified date,

give in writing to the Secretary, the notice of his intention. Thereafter with the consent of the Chairman the concerned member may be permitted to appear before the Committee.

- 17. Verbatim proceedings of sittings.-** (i) Verbatim record relating to the meetings of the Committee in which the Committee has taken evidence, shall be kept and shall be for the use of the Committee only.
- (ii) The Assembly Secretariat shall prepare minutes of the sittings of the Committee/Sub-committee and that shall be approved by the Chairman of the Committee/convener of the Sub-committees.
- 18. Drafting of Report.-** (i) When the examination of any point or notice which has been referred to the Committee is completed, the Committee shall, in its meeting draw its conclusions and recommendations.
- (ii) On the basis of conclusions and recommendations the draft of the report of the Committee shall be prepared which after its approval by the Chairman shall be submitted to the Committee and Committee shall consider the draft in its meeting. The report of the Committee shall include the decisions taken by the majority of the members present and the draft shall be adopted.
- 19. Presentation of Report.-** The report shall ordinarily be presented to the speaker by the Chairman, but if he is unable to do so one of the members of the Committee may present the report.
- 20. Distribution of Report.-** As soon as after the presentation of the Report, the copies thereof shall be circulated to the members of the Assembly and the departments etc. of the Government.
- 21. Amendments to rules.-** The Committee may, from time to time, make amendments, changes, deletions or additions to these rules.

COMMITTEE ON QUESTIONS AND REFERENCES

253-J. Constitution of Committee

- (1) At the commencement of each financial year of the Assembly the Speaker shall constitute a "Committee on Questions and References", whose term shall be of one year.
- (2) The Committee shall consist of 15 members at the most who shall be nominated by the Speaker :

Provided that no minister shall be nominated as a member of the Committee and if any member after his nomination is appointed a Minister, he shall cease to be a member of the Committee from the date of such appointment.

253-K- Functions of Committee

- (1) If answers to starred questions, unstarred questions, short notice questions, calling attention motions and under rule 295 are not furnished by the Government even after giving it sufficient chance to do so, and if the reply received is not to the satisfaction of the Speaker, and if the Speaker considers it appropriate, he may, refer the case to the Committee on Questions and References.
- (2) A part from the matters mentioned above, any other matter concerning the House and which is not under the jurisdiction of any other Committee, may be referred to the above mentioned Committee for consideration.