

Rules for Internal Working of the Committee on Welfare of Women and Children.

- 1. Constitution of Sub Committees:-** The Committee may appoint one or more Sub-Committees to examine the matters referred to it. A convener for each Sub-Committee shall be appointed by the Committee. Functions of the Sub-Committees shall be the same as those of the Committee. A Sub Committee shall, after examining the matter, make a report to the Committee and the report shall be adopted by the committee after due consideration.
- 2. Summoning of meetings:-**
 - (1) When the Chairman has fixed the date and time of a meeting of the Committee, a notice there of shall be circulated among the members of the Committee.

In the absence of the Chairman the meeting of the Committee shall be convened by the Secretary with the approval of the Speaker.
 - (2) A list of the items to be considered in the meeting shall be enclosed with the notice of the meeting and the relevant literature shall, as far as may be practicable, be circulated - among the members.
- 3. Scrutiny of the complaints received:-** Each complaint received by the Committee shall be scrutinized by it and the Committee shall pass orders for taking necessary action thereon.
- 4. Scrutiny of cases referred by the House or the Speaker for examination:-** The Committee shall scrutinize the matters referred to it by the House or the Speaker and shall pass orders for taking necessary action thereon.
- 5. Procuring material for the Committee:-** The Secretary shall, by sending a copy of the complaint received to the concerned department, public undertaking, statutory body, local body, autonomous or semi-autonomous body or the points referred, obtain detailed factual information thereon in 20 sets for the use of the Committee.
- 6. Circulation of the material among members: -** The material shall be circulated among the members as soon as possible after it is received in the Secretariat.
- 7. The papers circulated to the Committee to be treated as confidential:-** The papers circulated to the Committee shall be treated as confidential and the contents thereof shall not be disclosed nor shall any reference be made to such information outside the Committee at any time before the report on the subject has been presented to the House or the Hon'ble Speaker, as the case may be. After presentation of the report a reference only to such information may be made as is available in the documents or the record laid on the Table of the House.
- 8. Preparation of Questionnaire on the basis of the information received from the department:-**
 - (1) After studying the information received from the department, the members may, frame such questions on which they require further information.
 - (2) The questions and points suggested by the members and other relevant points concerning the subject under examination shall be consolidated in the form of a questionnaire.

- (3) The Committee shall finalize the questionnaire at its meeting and the approved questionnaire shall be sent to the department concerned for furnishing reply there to in 20 sets by the date fixed by the Committee.

9. Points for oral evidence:-

- (1) The Secretariat shall prepare a list of points/questions for oral evidence of the witnesses which shall include suggestions received from the members in this regard.
- (2) Copies of the points or questions maybe circulated in advance among the members of the Committee.

10. Procedure for taking oral evidence:- The Chairman shall put questions one by one to witnesses. If any member desires to put a question, he may 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 Assembly Secretariat in writing as soon as may be thereafter.

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. Points on which further information is required:- The Assembly Secretariat shall note down points on which further information is required by the Committee and shall take such action in respect there of according to the direction of the Chairman as may be necessary.

13. Sub-Committee to make available the notes and material to the committee: - The Sub-Committee shall make available to the Committee such of the notes of its tour, reports regarding its study and other reports or papers as it may consider necessary.

14. Production of documents:

- (1) The Committee may send for persons, and may call for papers and record required in connection with the evidence on a complaint made in terms of rule 253-L of the Rules of (2) procedure. In case the Committee requires any secret documents, such documents may be made available by the department confidentially to the Chairman in the first instance unless it is certified by the Minister concerned that the documents cannot be made available on the ground that their disclosure would be prejudicial to the security 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 and in case of a difference of opinion between the department and the Chairman the same may be settled by discussions and if no satisfactory settlement is arrived at then the matter shall be placed before the Speaker for his decision.
- (3) The Committee shall be entitled to call for documents of the Police Department subject to the provisions of the Criminal Procedure Code and the Indian Evidence Act.

15. Proceedings to be recorded verbatim:

- (1) The proceedings of the meetings in which the Committee shall take oral evidence shall be recorded verbatim. The verbatim record shall be for the use of the Committee only,
- (2) The Secretary shall send the relevant portions of the proceedings to the witnesses who have given evidence, for corrections, confirmations and for return within 48 hours of their receipt. In case the corrected copy of the proceeding is not received, the copy of

the reporters shall be treated as authentic. The portions of the proceedings sent to the witnesses shall invariably be received back from them.

- 16. Minutes of the meetings:-** The Assembly secretariat shall draft the minutes of the meetings of the Committee/Sub-Committee for approval of the Chairman, Convener or, as the case may be, the member, who presided over the meeting.
- 17. Reference of witness in the minutes:-** A reference of the witness appearing before the Committee shall be made in the minutes and a verbatim copy of the concerned proceeding shall be enclosed.
- 18. Preparation of the Draft Report:**
 - (1) When the examination of the subject under consideration is complete a draft report shall be prepared by the Secretariat on the subject which shall be, circulated among the members of the Committee. The draft report shall be approved by majority of the members present at the meeting of the Committee.
 - (2) The draft report as prepared under sub rule (1) above shall be circulated among the members of the Committee after it has been approved by the Chairman and then considered at the meeting of the Committee. The report of the Committee shall embody the decisions of the majority of the members present.
 - (3) There shall be no note of dissent in the report of the Committee.
 - (4) In case it is not possible and convenient to hold a meeting of the Committee for the consideration and adoption of a draft report the Chairman may, with the permission of the Committee, finalize such report on the basis of the suggestions and comments received in writings from members.
- 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 who has been authorized by the Chairman to present the report, may present the report to the House on his behalf.
- 20. Distribution of Report:-** As soon as possible after presentation of the report to the House, copies thereof shall be made available the members of Rajasthan Legislative Assembly and other concerned persons, authorities etc.
- 21. Report rereading the action taken by the Government:-** The Secretariat shall prepare statement showing the recommendations/comments of the Committee which have been implemented by the Government and shall be placed before the Committee for information and there after it shall be included in the report of the Committee.
- 22. Attendance of persons other than members of the Committee at its meetings:-** A member of Rajasthan Legislative Assembly who is not a member of the Committee or, a member of any other State Legislature or, any officer of any other State Legislature may, with the permission of the Chairman, attend a meeting of the Committee when evidence is being taken by it, but not when the Committee is deliberating. Such member or officer shall not however, take part in any manner in the proceedings of the Committee nor shall he sit with the body of the members of the Committee.
- 23. Incorporation of the points of procedure in the Rules:-** Any addition or alteration to these Rules shall, from time to time, be made after due approval.

SCHEDULE -1

(Extract of the rules of procedure and conduct of business in the Rajasthan Legislative Assembly)

Committee on Women and Children Welfare

253-L. Constitution of the Committee:-

- (1) The Speaker shall, as far as may be, at the beginning of the financial year, constitute a Committee on the Welfare of Women and Children, the term of office where of shall ordinarily be two years.
- (2) The Committee shall consist of not more than fifteen members out of which not more than ten shall be women members. All members shall be nominated by the Speaker:

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

253-M. Functions of the Committee:- There shall be a committee for the prevention of atrocity on, traffic in and exploitation of women and Children as well as for their welfare. The functions of the Committee shall be as follows:

- (a) to consider the complaints received with regard to the atrocities, trafficking and exploitation against the provisions of the Constitution of India or of a Rajasthan Act, and to give a report to the Assembly as to what action should be taken by the State Government with regard to the matter under its Jurisdiction. The Committee, shall examine complaints generally relating to all matter covering atrocities on, traffic in and exploitation of the women and children in the State and particularly to the following subjects and shall submit its comments, suggestions and recommendations by way of a report to the Assembly, namely:
 - (1) Cases of the Children below the age of 14 years who, within the meaning of article 24 of the Constitution, are employed to work in any factories, hotels or mines or are engaged in any other hazardous employment in the State;
 - (2) Working of the orphan homes, observation homes, women welfare homes or women reformatories, special schools made for women and children;
 - (3) Case of exploitation of women and their murder committed in the State for dowry;
 - (4) Evils developed among the children by the use of drugs and other intoxicating substances;
 - (5) Issues raised in the Assembly during discussion on atrocities, trafficking and exploitation of women and children;
 - (6) Working of the administrative departments and the Directorate of women and children Welfare running women and children welfare programmes in the State;
- (b) to submit implementation report to the Assembly with regard to the action taken by the State Government on the measures proposed by the Committee; and
- (c) to examine the cases relating to the aforesaid matters which the Committee may deem proper or which may specifically be entrusted by the Assembly or the Speaker.

253-N. Regulation of the Procedure:- The Speaker may issue such directions as he may consider necessary for regulating the procedure in connection with all matters related with the consideration of the Committee or the Assembly.