

dated by the Legislature Secretariat by sent to the following :—

1. Governor 1 copy
2. Chief Minister 2 copies (one copy for the private Secretary and one for the Deputy Secretary Chief Minister's Secretariat.
3. Minister Incharge and the Minister of State. 2 copies
4. Administrative Secretary. 2 copies For Deputy Secretary/ Under Secretary and the Branch concerned.
5. Head of Department 2 copies

(b) As soon as questions are received in the Civil Secretariat, they must be flagged with the Assmeby Business flag and treated by all concerned as immediate from the moment of their receipt. Those intended for Financial Commissioner's office should be forth with sent to that office under the orders of the Under Secretary and those to be dealt with in the Civil Secretariat should be market to the Superintendent of the Branch concerned. The Superintendent of the Branch will submit one copy of the Deputy Secretary as fresh receipt and immediately proceed with taking action on the other copy. The Circulating Assistant and the Diarist of the Branch concerned will enter all such questions in the special register maintained by them for this purpose.

(c) The answers to questions must be furnished at least 3 days before the date on which the questions are due for answer in the Vidhan Sabha. Except when Chief Minister considers that for special reasons, it is proper that the Governor should see the proposed answer to a question, only those draft answers need be sent to the Governor which fall within the category of the cases mentioned in the instructions relating to the submission of cases to the Governor, issued under rule 28(2) of the Rules of Business of Haryana Government, 1977. Questions and answers so submitted must be typewritten and the answer typed under the question.

(d) Answer to unstarred questions should be approved by the Minister concerned. Approval of the Chief Minister should, however, be obtained in the case of answers to starred questions & questions which involve:—(i) questions of political nature (ii) questions which raise controversial issues, (iii) questions of general policy.

(e) A serious effort should always be made to collect the required information in getting the answers ready. Secretaries should see that it is not due to fault or delinquency on the part of the Secretariat officials that the requisite information is not collected. If any in case, it is not possible to collect the required information and the answer cannot be got ready in time, an intimation to this effect in the form given below may be given to the Honourable Speaker.

The answer to starred Assembly question No. _____ appearing in the list of Question for _____ (date) in the name of _____ is not ready. This intimation is sent to the Speaker who is requested to extend the time for answering this question, under proviso (ii) to rule 41 of the Rules of procedure and Conduct of Business in the Haryana Legislative Assembly. This question may kindly be included in the list of questions for any date after _____ (date)

Minister-in-Charge.

To

The Speaker, Haryana Vidhan Sabha

In addition to above, a demi-official letter should also issue from the Minister concerned to the Speaker, Vidhan Sabha indicating in detail the reasons necessitating the request for extension.

This intimation should reach the Speaker Haryana Vidhan Sabha well in time at least three days earlier than the date fixed for reply to the Question in the House.

- (f) No request for extension of time is necessary for unstarred Question because these are not answered on the floor of the House of the State Legislature. If, however the answer to such a Question is not ready by the fixed date an interim reply may be sent in the following form:—

"The answer to Assembly Question No. _____ appearing in the list of Un-starred Questions for the _____ (date) in the name of _____ is not ready. The reply will be submitted as soon as the relevant information has been collected.

Minister-in-charge.

To

The Secretary Haryana Vidhan Sabha

When a question is asked requiring an answer on a wide scale and the material is not available in the Secretariat but has to be collected by reference to district officers the question should be referred to, in the first instance to the Minister concerned/Chief Minister for orders whether it will be worthwhile to take action to collect the information or whether the set reply should be given that the time and labour involved in collecting the information will not be commensurate with any possible benefit to be obtained. Whenever necessary orders of the Minister-in-charge/Chief Minister should also be obtained as to whether it would be in the public interest to furnish the information asked for.

- (g) In drafting answers to questions doubtful and unverified statements of facts should never be made and, so far as possible, names should be omitted even when the question specially refers to names.

When information is to be obtained from the Deputy Commissioner for preparing answers to Legislative Questions, the questions should be referred direct to the Deputy Commissioner concerned, with a copy to the Commissioner, in order to avoid delay. The Deputy Commissioner will ordinarily reply direct to Govt. sending a copy of his reply to the Commissioner, who need only address Govt. in the matter when he thinks it necessary.

- (h) If in a question asked in the Legislature, any information is sought regarding communal representation in services, the answer to such questions should be given in the following form:

"It is regretted that this question savours of communalism and cannot, therefore, be answered".

The questions regarding reservation in services for Scheduled Castes and Scheduled Tribes should, however, be answered.

- (i) When answers to questions to be asked in the Legislature have been finally approved, copies of the questions and answers along with Notes for the Pad where necessary, should be prepared and distributed as under :—

1. Governor	1 copy
2. Chief Minister	5 copies
3. Minister-in-charge/Minister of State, Deputy Minister.	1 copy each
4. Minister/Minister of State, Minister for Parliamentary Affairs.	1 copy each
5. Chief Parliamentary Secretary/Parliamentary Secretary (when appointed)	1 copy each
6. Director Public Relations	4 copies
7. Secretary Legislature	120 (starred) 65 (unstarred)
8. Secretary-in-charge	1 copy
9. Deputy Secretary in-charge	1 copy
10. Chief Secretary in Political Branch (Through Special Messenger)	5 copies

- (j) When an interim answer is given to a question in the first instance, as in clause (e) above and further information is awaited, the final answer, when ready, should be sent to the Secretary of Legislature, for the information of the Hon'ble Speaker of the House and for communication to the Member concerned.

- (i) Answers to questions shall be regarded as confidential until they have been delivered in the Assembly.

347. *Supply of replies to questions to local officers.*—When replies to questions are likely to be of practical use to local officers, the Administrative Secretary should note on the file, when the reply to a question has been finally approved, whether a copy of it should be sent to local officers concerned or not. When an order is given to supply a copy, the Superintendent concerned should comply immediately after, but not before the reply to the question has been made in the Legislative Assembly.

348. *Procedure for dealing with resolutions.*—The Procedure for dealing with resolutions on matters of general public interest sent by members to be moved in the Haryana Legislative Assembly is prescribed in Chapter XIX of the Rules of Procedure and Conduct of Business in the Haryana Legislative Assembly made under Article 208 of the Constitution of India.

The departmental procedure is as follows :—

- (a) When a resolution is admitted, and a copy is supplied by the Legislature Secretariat, the Secretariat file, if any on the subject should be put up and submitted, with or without an office note, to the Secretary concerned, who shall, if the resolution is ballotted, submit the resolution fully dealt with, to the Minister concerned.
- (b) When a resolution has been passed by a House of the Legislature, and an intimation to that effect is received in the Administrative Branch the Secretary concerned shall forth with take the orders of the minister in charge as to the action to be taken to give effect to the resolution.

IV.—RULES AND REGULATIONS UNDER EXISTING ACTS.

349. *Cases in Legislative Department may be consulted.*—Whenever any department, other than the Legislative Department, proposes.—

- (a) to issue any statutory rules, regulation, bye-law, notification or order;
- (b) to sanction, under a statutory power, the issue of any rule, regulation, bye-law, notification or order by a subordinate authority; or
- (c) to submit to the Central Government any statutory rules, regulation, bye-law, notification or order for issue by them ;

a draft of the same shall be referred to the Legislative Department for opinion as to whether it is strictly within the powers conferred by the enactment and in proper form as regards working and arrangement, and for revision, if necessary, in these respects.

The Legislative Department is at liberty to make whatever comments it likes and may point out, for example, that the draft rule, regulation, bye-law, notification or order is un-necessary or legally in-expedient or that the object would be better achieved by new legislation or in any other manner. (see also para 119).

350. *Where Legislative Department acts on its own initiative.*—Legislative Department may, also on its own initiative, move the Administrative Department