

**Government of Punjab**  
**Department of Parliamentary Affairs**  
**(Parliamentary Affairs Branch)**

**STANDING ORDERS**

In pursuance of the provisions of Rules 13 and 19 of the Rules of Business of the Government of Punjab, 1992 as framed vide Punjab Government standing orders issued vide No.15/1/92-GC(2)/3214, dated 25-2-1992 and in supersession of the previous standing orders issued vide No.9/14/2011-2PA/5958 dated 30-5-2012, it is hereby ordered that in respect of the Department of Parliamentary Affairs, the cases mentioned in Annexure-I shall be submitted to the Chief Minister, Punjab for his orders, the cases mentioned in Annexure-II shall be submitted to me (Minister-in-charge of the Department) for passing orders and the cases mentioned in Annexure-III shall be submitted to the Administrative Secretary or under his orders to any officer.

2. During my absence from the headquarter, cases of immediate nature, which are required to be disposed of at my level, decision which cannot wait for my return or which cannot be sent to me during my tour for timely orders, shall be disposed of by the Secretary-in-charge of the Department of Parliamentary Affairs. However, such cases shall be shown to me on my return to the headquarter.

3. Cases which are not covered/mentioned in Annexure shall be disposed of as per Rules of Business *ibid*.

4. This delegation will be subject to the overall control and directions of the undersigned.

Dated, Chandigarh  
07.06.2017

Endst.No.9/14/2011-2PA/8931-33

A copy, with Annexures, is forwarded to the following for information:-

1. Additional Chief Secretary to Governor, Punjab.
2. ~~Special~~ Principal Secretary/Chief Minister, Punjab.
3. Private Secretary/Chief Secretary, Punjab.

SH. BRAHM MOHINDRA  
PARLIAMENTARY AFFAIRS MINISTER


Dated, Chandigarh 8-6-17

Endst.No.9/14/2011-2PA/8934-36


A copy, with Annexures, is forwarded to the following for information :-

- i. Private Secretary/ Parliamentary Affairs Minister.
- ii. Personal Assistant/ Principal Secretary, Parliamentary Affairs.
- iii. Superintendent, General Coordination Branch with reference to their letter

No.15/4/95-GC(5)/3982 dated 03.04.2017.

  
Under Secretary  
o/c Sikandar

Dated, Chandigarh 8-6-17

  
Under Secretary  
o/c Sikandar

**Annexure-1**

Cases to be submitted to the Hon'ble Chief Minister Punjab, for passing orders as per provision of Rule 28(1) of the Rules of Business of the Government of Punjab, 1992 vide order No.15/1/92-GC(2)/3214 dated 25-2-1992 (as amended up to 28<sup>th</sup> February, 2005):-

**S. No. Nature of cases**

1. Approval of Governor's Address
2. Summoning and prorogation of Session of the Punjab Vidhan Sabha.
3. Appointment of protem (Acting) Speaker.
4. Date-wise programme of the sittings of the State Legislature.
5. Obituary reference to be made on the floor of House.
6. Amendments to following Acts and Rules framed there under:-
  - (i) The Punjab Legislative Assembly Speaker's and Deputy Speaker's salaries Act, 1937.
  - (ii) The Punjab State Legislative Assembly (officer) Act, 1939.
  - (iii) The Punjab State Legislative Assembly (Allowances of Members) Act, 1942.
  - (iv) The Punjab State Legislative Assembly (Prevention of disqualification Act, 1952).
  - (v) The Punjab State Legislature Officers, Ministers and members (Medical Facilities) Act, 1965.
  - (vi) The Punjab State Legislature members, (Pension and Medical Facilities Regulation) Act, 1977.
  - (vii) The salary and Allowances of Leader of Opposition in the Legislative Assembly Act, 1978.
  - (viii) The Punjab State Legislature (Protection of Publication) Act, 1978.
7. Creation and abolition of the Punjab Vidhan Parishad Matters regarding.
8. Matters pertaining to the appointment etc. of Secretary, Punjab Vidhan Sabha.
9. Foreign visit of the Speaker, Punjab Vidhan Sabha to attend Common Wealth Parliamentary Association.
10. Grant to the Indian Parliamentary Association and the Common Wealth Parliamentary Association.
11. Discretionary grants to be placed at the disposal of the Speaker and Deputy Speaker, Punjab Vidhan Sabha.
12. Any other cases which the C.M. may like to see and pass orders as he may deem proper.
13. Nomination and Functioning of consultative Committees for all the Departments of the Government.
14. Government stands on private Members Bills, Resolutions etc.
15. Facilities to the Members of the State Legislatures.
16. Complaints against Speaker/Deputy Speaker/ Ministers/ MLAs.
17. Code of Conduct for the legislators.
18. Sponsoring of the visit of MLAs to places of interest and State Projects.
19. Nomination of Legislators on Committees constituted by the Government.
20. Constitution of Committees of the State Legislatures.

Cases to be submitted to Hon'ble Minister of Parliamentary Affairs,

Punjab:-

- | <u>Sr.No.</u> | <u>Nature of cases</u>  |
|---------------|---|
| 1.            | Policy relating to Whips, Conferences-Implementation of the recommendations thereof.  |
| 2.            | Writing off House Building/Car Advance given to the Leader of Opposition and Members of the Punjab Legislative Assembly.  |
| 3.            | Advice to the Government Departments on procedural and Parliamentary matters.   |
| 4.            | Provision of funds regarding Maintenance, Repairs and Furnishing of MLAs flats, MLAs Hostels and Punjab Vidhan Sabha etc above Rs.1,00,000 (Rs. One lac.).  |
| 5.            | Matters relating to the establishment of Punjab Vidhan Sabha except those relating to the Secretary, Punjab Vidhan Sabha.   |
| 6.            | Instructions regarding arrest, detention and privileges to MLAs.  |
| 7.            | Constitution of Inter-Departmental Committee-Approval thereof.  |
| 8.            | Administration of the following Rules:- <ol style="list-style-type: none"> <li>i) The Salary and Allowances of Leader of Opposition in Legislative Assembly Rules, 1979.</li> <li>ii) The Punjab State Legislature Officers, Ministers and Members (Medical Facilities) Rules, 1966 (so far as these rules are applicable to the Leader of the Opposition and Officers and Members).</li> <li>iii) The Punjab Legislative Assembly (Grant of Advance to Ministers Rules,1979)(so far as these applicable to the Leader of Opposition).</li> <li>iv) The Punjab Legislative Assembly (Grant of Advance to Speaker and Deputy Speaker) Rules, 1979.</li> <li>v) The Punjab Legislative Assembly (Grant of Advance to members) Rules, 1979.</li> <li>vi) The Punjab State Legislature Members (Pension and Medical Facilities Regulations) Rules, 1984.</li> </ol> |
| 9.            | Re-imburement of Medical Bills to Members/Ex-Members of the Punjab Legislative Assembly/Punjab Vidhan Parishad and existing/retired Officers/Officials of Punjab Vidhan Sabha /Punjab Vidhan Parishad not involving any relaxation in the rules as per instructions issued by the Department of Health and Family Welfare from time to time.  |
| 10.           | Visits of the Committees of other State Legislature/Parliament.   |
| 11.           | Functioning of the State Consultative Committees.   |
| 12.           | Provision of funds regarding Maintenance, repairs and furnishing of MLA's Flat's Hostels and Punjab Vidhan Sabha etc. upto Rs. 1,00,000/- (Rs. One lac only).   |

Cases to be disposed of at the level of Principal Secretary, Parliamentary Affairs or under his orders by any other Officers:-

<u>Sr. No.</u>	<u>Nature of Cases</u>
1.	Policy matters relating to the Assurances Committee of the Punjab Vidhan Sabha.
2.	Policy instructions regarding replies to the Vidhan Sabha questions and attending of Session by the Administrative Secretaries.
3.	Daily reports of the proceedings of the sitting of the Punjab Vidhan Sabha during Session.
4.	Follow up of Annual Reports of the Committee on Subordinate Legislation.
5.	Preparation of Duty Rosters for IAS/PCS/PSS Officers in the Chief Secretary's Organization for attending Session of the State Legislature
6.	Disposal (distribution) of Call Attention Notices/Motions.
7.	Outstanding assurances of Vidhan Sabha-Follow up.
8.	Co-ordination with Departments for expediting replies to the Lok Sabha/Rajya Sabha Question.
9.	Accounts work and other miscellaneous matter relating to the defunct Punjab Vidhan Parishad.
10.	Follow-up action on the assurances by the Govt. in the Governor's Address.
11.	Any other miscellaneous matter not covered under the above.