

# EXTRACTS FROM THE RULES OF PROCEDURE AND CONDUCT OF BUSINESS IN LOK SABHA

[SIXTH EDITION]

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## Petitions

160. Petitions may be presented or submitted to the House with the consent of the Speaker on:— **Scope of petitions.**

- (i) a Bill which has been published under rule 64 or which has been introduced in the House;
- (ii) any matter connected with the business pending before the House; and
- (iii) any matter of general public interest provided that it is not one:—
  - (a) which falls within the cognizance of a court of law having jurisdiction in any part of India or a Court of enquiry or a statutory tribunal or authority or a quasi-judicial body, or a commission;
  - (b) which should ordinarily be raised in a State Legislature;
  - (c) which can be raised on a substantive motion or resolution; or
  - (d) for which remedy is available under the law, including rules, regulations, bye-laws made by the Government of India or an authority to whom power to make such rules, regulations etc. is delegated.

160A. A petition, dealing with any of the matters specified in sub-clauses (a) to (f) of clause (1) of Article 110 or involving expenditure from the Consolidated Fund of India, shall not be presented to the House unless recommended by the President. **Petitions dealing with financial matters.**

**General form of petition.**

161. (1) The general form of petition set out in the First Schedule, with such variations as the circumstances of each case require, may be used, and, if used, shall be sufficient.

(2) Every petition shall be couched in respectful, decorous and temperate language.

(3) Every petition shall be either in Hindi or in English. If any petition in any other Indian language is made, it shall be accompanied by a translation either in Hindi or in English, and signed by the petitioner.

**Authentication of petition.**

162. (1) The full name and address of every signatory to a petition shall be set out therein and shall be authenticated by his signature, and if illiterate by his thumb impression.

(2) Where there is more than one signatory to a petition, at least one person shall sign, or, if illiterate affix his thumb impression, on the sheet on which the petition is inscribed. If signatures or thumb impressions are affixed to more than one sheet, the prayer of the petition shall be repeated at the head of each sheet.

**Documents not to be attached.**

163. Letters, affidavits or other documents shall not be attached to any petition.

**Countersignature.**

164. (1) Every petition shall, if presented by a member, be countersigned by him. If a petition is made in any Indian language other than Hindi or English, its translation in Hindi or English shall also be countersigned by the member presenting it.

(2) A member shall not present a petition from himself.

**Petition to be addressed to House.**

165. Every petition shall be addressed to the House and shall conclude with a prayer reciting the definite object of the petitioner in regard to the matter to which it relates.

**Notice of presentation.**

166. A member shall give advance intimation to the Secretary of his intention to present a petition.

**Presentation of Petition.**

167. A petition may be presented by a member or be forwarded to the Secretary, who shall report it to the House. The report shall be made in the form set out in

the **Second Schedule**. No debate shall be permitted on the presentation or the making of such report.

168. A member presenting a petition shall confine himself to a statement in the following form:— **Form of presentation.**

“Sir, I beg to present a petition signed by..... petitioner(s) regarding.....”

and no debate shall be permitted on this statement.

169. Every petition shall, after presentation by a member or report by the Secretary, as the case may be, stand referred to the Committee on Petitions. **Reference to committee on Petitions.**

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#### *Committee on Petitions*

306. At the commencement of the House, or from time to time, as the case may be, the Speaker shall nominate a Committee on Petitions consisting of not less than fifteen members: **Constitution.**

Provided that a Minister shall not be nominated a member of the Committee and that if a member, after his nomination to the Committee, is appointed a Minister he shall cease to be a member of the Committee from the date of such appointment.

307. (1) The Committee shall examine every petition referred to it, and if the petition complies with these rules, the Committee may direct that it be circulated. Where circulation of the petition has not been directed, the Speaker may at any time direct that the petition be circulated. **Functions.**

(2) Circulation of the petition shall be *in extenso* or in summary form as the Committee or the Speaker, as the case may be, may direct.

(3) It shall also be the duty of the Committee to report to the House on specific complaints made in the petition referred to it after taking such evidence as it deems fit and to suggest remedial measures either in a concrete form applicable to the case under review or to prevent such cases in future.

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# FIRST SCHEDULE

## Form of Petition

(See rule 161)

To

LOK SABHA

The humble petition of

*(Here insert name and designation or description of petitioner(s) in concise form, e.g., "A.B. and others" or "the inhabitants of....." or "the municipality of....." etc.)*

sheweth

*(Here insert concise statement of case).*  
and accordingly your petitioner(s) pray that

*(Here insert "that the Bill be or be not proceeded with" or "that special provision be made in the bill to meet the case of your petitioner(s)" or any other appropriate prayer regarding the Bill or matter before the House or a matter of general public interest).*

and your petitioner(s) as in duty bound will ever pray.

Name of Petitioner	Address	Signature or thumb impression

Countersignature of member presenting.

## SECOND SCHEDULE

### *Form of Report on Petition by the Secretary*

(See rule 167)

Sir, under Rule.....of the Rules of Procedure and Conduct of Business in Lok Sabha, I have to report that...  
.....petitions as per statement laid on the Table have been received relating to..... (in case of Bills) the Bill to provide for.....which was introduced in the House on the.....19 , by Shri.....

#### STATEMENT

Petitions relating to..... (in case of Bills) the Bill to provide for.....which was introduced in the House on the.....19 .

Number of Signatories	District or Town	State

EXTRACTS FROM THE DIRECTIONS BY THE  
SPEAKER

[THIRD EDITION]

**Petitions**

**Examina-  
tion and  
presenta-  
tion.**

38. (1) As soon as a petition is received it shall be acknowledged in the form specified in the First Schedule.

(2) Every petition before presentation to the House shall be examined in order to see whether it is—

(a) in proper form;

(b) couched in respectful, decorous and temperate language;

(c) in conformity with the rules and decisions that may be taken from time to time.

(3) After the petition has been examined and is found to be generally in order, it shall be presented to the House by the Secretary or the member, as the case may be:

Provided that in the case of a petition on a Bill pending before the House, it shall be presented or reported to the House, as the case may be, as soon as possible after its receipt:

Provided further that in the case of a petition on a Bill pending before a Select or Joint Committee the petition may be referred to that Committee, without being presented to the House and the petitioner informed accordingly.

**With-  
drawal  
of defec-  
tive peti-  
tions.**

39. If a petition, after presentation, is found defective it may be withdrawn by an order of the Speaker and the petitioner informed accordingly.

**Admissi-  
bility  
of peti-  
tions.**

40. (1) A petition shall be rejected or returned to the petitioner if it—

(i) relates to personal or individual grievances; or

(ii) relates to matters specified in clause (iii) of rule 160 of the Rules of Procedure.

(2) In case it is considered necessary to ascertain the facts from the Ministry concerned in order to determine the admissibility of the petition, a reference may be made to the Ministry and facts gathered or action taken by them ascertained.

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### Committee on Petitions

94. After the presentation of a petition to the House, the Committee on Petitions shall meet to consider it as early as possible: **Consideration of petitions.**

Provided that in the case of a petition on a Bill pending before the House, it shall meet as soon as possible after it has been presented or reported to the House and submit its report to the House or direct the circulation of the petition to the members, as the case may be, well in advance of the Bill being taken up in the House:

Provided further that in the case of a petition received on a Bill already under discussion in the House, the Committee shall meet to consider it immediately on its presentation after its receipt and submit its report or direct the circulation of the petition to the members, as the case may be, well in advance of the Bill being disposed of by the House.

95. The Committee shall also meet as often as necessary to consider representations, letters and telegrams from various individuals, associations, etc. which are not covered by the rules relating to petitions, and give directions for their disposal: **Consideration of representations etc.**

Provided that representations which fall in the following categories shall not be considered by the Committee, but shall be filed on receipt in the Secretariat:—

- (i) anonymous letters or letters on which names and/or addresses of senders are not given or are illegible; and
- (ii) endorsement copies of letters addressed to authorities other than the Speaker or House unless there is a specific request on such a copy praying for redress of the grievance.

96. After the report has been presented, the petitioner shall be informed about it. **Intimation to petitioner.**

FIRST SCHEDULE

[See Direction No. 33(I)]

LOK SABHA SECRETARIAT

New Delhi, the.....19 .

FROM

(Name and designation)

Lok Sabha Secretariat,

New Delhi.

To

Shri.....

SUBJECT:—

Sir,

I am directed to acknowledge receipt of your petition dated the.....on the above-mentioned subject.

Yours faithfully,