

LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE
NEW DELHI-110001

No.26/1/V/2025/T

Dated the 8th July, 2025

OFFICE MEMORANDUM

Subject: - Papers to be laid on the Table of Lok Sabha.

The undersigned is directed to invite the attention of all the Ministries/Departments to Directions 116 of the Directions by the Speaker read with paras 6.1 to 6.24 of Chapter VI of the Brochure entitled "Government and Parliament - Procedure to be followed by Ministries in connection with Parliamentary Work", on the above subject. It has been observed that Ministries/Departments do not always adhere to the Procedure set out in the aforementioned brochure resulting in delay in the preparation of daily List of Business, and consequent late circulation of copies thereof to members, etc.

2. All the Ministries/Departments may note that a new Direction viz. Direction 116A has been incorporated to enable the laying of official papers on the Table of Lok Sabha in electronic form also. The procedure for submission of papers/gazette notifications in electronic form for laying on the table of the Lok Sabha is given in Annexure.

3. Specific attention of the Ministries/Departments is invited to the following recommendations of the Committee on Subordinate Legislation, for strict compliance while sending notifications containing Rules/Orders for laying:-

- (i) Whenever rules framed by the Government under any Act are laid on the Table of the House, a Statement of Objects and Reasons and also a Statement containing Explanatory notes on the rules in respect thereof should also be appended thereto for the information of Members;
- (ii) When new Rules amending the original rules are laid on the Table of the House, the relevant extract from the original rules should also be attached to such rules;
- (iii) All the Orders required to be laid before the House are so laid within a period of 15 days after their publication in the Gazette if the House is in session, and if the House is not in session, the 'Order' should be laid on the Table of the House as soon as possible (but within 15 days) after the commencement of the following session; and
- (iv) Statement explaining reasons for delay caused in laying each such 'Order' on the Table of the House be appended.


4. All the Ministries/Departments are requested that after laying of papers on the Table of the House, the web link of the same may be emailed to computercentre@sansad.nic.in describing details viz. Date, Ministry, Title and the web link of the document.

5. Further, all the Ministries/Departments are also requested to ensure that Papers, required to be laid on the Table in physical form, complete in all respects (both in Hindi and English versions), **are forwarded to Lok Sabha Secretariat (Distribution Branch, Parliament House Annexe)** two days in advance of the day on which the papers are proposed to be laid on the Table.

6. **No. of Copies required (For laying in physical form): -**

Notification	One authenticated copy alongwith 5 spare copies (Hindi and English versions)
Report, MOU, etc.	One authenticated copy (Hindi and English versions)

7. All Ministries/Departments are requested to follow the above procedure.


(S. K. GANGULI)
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To

Cabinet Secretariat and NITI Aayog,
All Ministries/Departments of Government of India.

PROCEDURE FOR SUBMISSION OF PAPERS/GAZETTE NOTIFICATIONS IN ELECTRONIC FORM FOR LAYING ON THE TABLE OF THE LOK SABHA

The following instructions may be followed by Ministries/Departments for submitting the papers in electronic form laying on the Table of Lok Sabha:-

1. The Ministries/Departments may submit their papers electronically to **ls.plottable@sansad.nic.in** in respect of Annual Reports/Audited Accounts, Notifications etc.
2. The Ministries/Departments shall ensure that each paper being forwarded to the Secretariat electronically is duly authenticated by the Minister concerned **through electronic signature including digital signature**, without which, it will be summarily returned by the Secretariat.
3. The digital authentication of each paper/document shall be done in such a manner that the electronic/digital signature of the Minister concerned appears on the top right hand corner of the first page of it.
4. If any paper relating to a 'Regulation', 'Rule', 'Sub-rule', 'Bye-law' etc. framed in pursuance of the powers delegated by Parliament is proposed to be laid on the Table of the House, the information relating to that paper should invariably be supplied to the Lok Sabha Secretariat as per procedure given in para 6.1(i)(c) of the publication 'Government and Parliament'.
5. The authenticated papers, reports, etc. meant for laying should be in PDF/A format only. The papers received in any other format will be summarily returned by the Secretariat.
6. Separate PDF/A format files should be forwarded in respect of all the attached documents (like Annual Report, Audited Accounts, Delay Statement and Review Statement, etc.) and these should not be together in a single file. Similarly, in case of Gazette Notification, all the attached documents (like Gazette Notification, Delay Statement, if any, Explanatory Note, if any - digitally authenticated by the Minister, Procedure as mentioned in para 4 above- digitally signed by Officer-in-charge) should be in separate PDF/A format file. Care should be taken to forward the papers to the correct email id as indicated above. This Secretariat will not take any responsibility for the papers sent to incorrect email id.
7. For laying of Gazette Notifications in electronic form, one digitally authenticated copy (both in English and Hindi versions) and one clear copy of all the documents may be sent to **ls.plottable@sansad.nic.in** While sending the requisite documents to the said email, it may kindly be ensured that:
 - (i) All documents (both in Hindi and English versions) sent by the Ministry for laying are in separate files as attachments to the forwarding email, so that they are easily identifiable. A checklist for the purpose is given below. In case, any requisite document is found missing, the email will be sent back and the request for laying will not be accepted;
 - (ii) G.S.R. No. / S.O. No./S.R.O. No. etc. is clearly specified in the subject of the e-mail and repetitive e-mails of the same Notification are not sent to the Secretariat to avoid any confusion.

CHECK LIST FOR MINISTRY FOR GAZETTE NOTIFICATIONS

G.S.R. No./S.O. No./ S.R.O. No.:-

S.No.	Documents	ENGLISH	HINDI	FILE NAMES (Both Hindi and English)
01	Gazette Notification (Digitally Authenticated by the Minister)			
02	Proforma (Digitally Signed by Officer in-charge)		N.A.	
03	Delay Statement, if any (Digitally Authenticated by the Minister)			
04	Any other document (Type of Document) 1. 2. 3.			