

COMMITTEE ON WELFARE OF SCHEDULED CASTES

**Rules of Procedure**  
**of**  
**Committee on Welfare of Scheduled Castes**  
*(Internal Working Rules)*



THE ANDHRA PRADESH LEGISLATURE  
(ASSEMBLY SECRETARIAT)  
Public Gardens, Hyderabad—500004.

May, 1976.

## **PREFACE**

The Rules of Procedure of the Committee on Welfare of Scheduled Castes (Internal Working) were framed and adopted by the Committee on 27th April, 1976. These Rules were approved by the Hon. Speaker on the 5th May, 1976 under Rule 225 of the Rules of Procedure and Conduct of Business in the Andhra Pradesh Legislative Assembly.

**G. RAMACHANDRA NAIDU,**  
*Secretary, Legislature.*

Hyderabad,  
Dated 5th May, 1976.

**COMMITTEE ON WELFARE OF SCHEDULED CASTES**  
**RULES OF PROCEDURE (INTERNAL WORKING)**

**1. Selection of subjects for examination:**

(1) The Committee shall select from time to time for examination such subjects as they deem fit and as fall within the scope of Rules 272 and 273 of Rules of Procedure and Conduct of Business in the Andhra Pradesh Legislative Assembly.

(2) The programme of work for the examination of subjects may be determined by the Committee from time to time.

**2. Appointment of Sub-Committees:**

(1) The Committee, may from time to time, appoint one or more Sub-Committees for carrying out detailed study and examination of various subjects.

(2) The functions of the Sub-Committees shall be:—

(a) to study intensively the material obtained from or supplied by the various Departments or Undertakings.

(b) to prepare the questionnaire to be issued after the approval of the Committee to the Departments concerned.

(c) to examine and consider replies received from the Departments, etc.

(d) to indicate the broad points on which draft reports may be prepared.

**3. Notice of Sitting:**

When the date and time of a sitting of the Committee have been fixed by the Chairman, notice thereof shall be circulated to members of the Committee.

**4. Material to be furnished to the Committee:**

The Departments concerned with the subjects to be examined by the Committee shall be asked in writing by the Secretariat to furnish thirty sets of the necessary material for the use of the members of the Committee.

**5. Circulation of material to members:**

The material shall be circulated to the members as soon as possible after its receipt in the Secretariat.

6. *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 divulged to anyone 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. Thereafter, reference may be made only to such information as is available in the documents or records laid on the Table.

7. *Questions by Members:*

(1) The members may, after going through the papers, frame questions or points on which further information is required by them.

(2) These questions or points shall be sent by members to the Secretariat by a date to be specified by the Chairman.

8. *Questionnaire for the Departments:*

(1) The questions and points suggested by members together with other relevant points concerning the subjects under examination, shall be consolidated in the form of a questionnaire. The questionnaire shall be circulated to all members of the Committee with explanatory notes wherever necessary.

(2) The questionnaire and the suggestions received from the members shall be considered by the Committee. After its approval by the Committee, it shall be sent to the Departments which shall furnish to the Secretary, thirty sets of replies thereto by a date to be specified by the Committee.

(3) Copies of the questionnaire as approved shall be circulated to the members of the Committee.

(4) The replies received to the questionnaire from the Departments shall be circulated to the members in the manner prescribed in Rule 5 of these Rules.

(5) Where further clarification is required on any point or additional information is desired, it may be called for in the manner prescribed in Sub-rule (2) of this rule.

9. *Points for oral examination:*

(1) The Secretariat shall prepare a list of points and/or questions for oral examination of the witnesses incorporating therein any suggestions that may be received from members in this regard, for approval by the Chairman.

(2) Advance copies of the list of points or questions may be circulated to the members of the Committee.

**10. Procedure when taking oral evidence:**

(1) The Chairman may first ask any question and thereafter he may call other members, one by one, to ask questions of a witness. If a member desires to put a question, he shall do so with the permission of the Chairman. In case a witness is not in a position to elucidate any point immediately, he may be permitted by the Chairman to furnish a reply to the Secretariat in writing as soon as may be thereafter.

(2) Relevant portions of proceedings will be forwarded to the members and the witnesses giving evidence before the Committee for correction and return within 48 hours of their receipt. If corrected copies of the proceedings are not received back from members, the Reporter's copy will be treated as authentic. Portions of proceedings sent to the witnesses must invariably be obtained from them.

**11. Points on which further information is required:**

The Secretariat shall note down the points on which further information is required by the Committee and under the directions of the Chairman take such action in the matter as may be necessary.

**12. Recall of witnesses:**

The Committee may recall any witness to give further evidence on any point which is under consideration of the Committee.

**13. Production of documents:**

(1) The Committee may send for persons, papers and records required in connection with the examination of a subject in terms of rule 212 of the Rules of Procedure and Conduct of Business of Andhra Pradesh Legislative Assembly. In the case of secret documents required by the Committee, such papers may be made available by Department confidentially to the Chairman in the first instance unless it is certified by the Minister concerned that the document could not be made available on the ground that its disclosure would be prejudicial to the safety 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. Any difference of opinion between the Department and the Chairman may be settled by discussion and if no satisfactory agreement is arrived at, the matter shall then be placed before the Speaker for his decision.

**14. Verbatim Proceedings:**

(1) The verbatim proceedings shall be for the use of the Committee only and only such papers as have been laid on the Table of the House will be made public.

(2) Where the Committee decide to print the whole or any part of the evidence, the same shall be printed in the form of separate volume and shall form part of the report of the Committee dealing with the subject.

**15. Minutes of the Sitting:**

The Secretariat shall draft minutes of the sitting of the Committee/ Sub-Committee for approval of Chairman or the member who presided at the sitting, as the case may be.

**16. Circulation of Minutes:**

The minutes of each sitting of the Committee shall be circulated to the members of the Committee.

**17. Laying Minutes on the Table:**

The minutes of sittings of the Committee shall be laid on the Table of the House as soon as possible after the presentation of the report to which they relate.

**18. Preparation of draft report:**

(1) When the examination of any subject has been completed, the concerned Sub-Committee shall frame its conclusions and recommendations at a sitting which may be attended by other members of the Committee.

(2) On the basis of the conclusions and recommendations of the Sub-Committee, a draft of the report shall be prepared and shall, unless otherwise directed, be circulated to the members of the Sub-Committee for their consideration.

(3) The draft report as prepared under sub-rule (2) above shall be circulated to the members of the Committee after it has been approved by the Chairman and then considered at a sitting of the Committee. The report of the Committee shall embody the decisions of the majority of the members.

(4) There shall be no minute of dissent to the Reports of the Committee.

(5) In case it is not possible or convenient to hold a sitting of the Committee for the consideration and adoption of a draft report, the Chairman, may, with the permission of the Committee, finalise such report on the basis of the suggestions and comments received in writing from Members.

(6) Advance copies of the report as finalised by the Committee shall be marked 'Secret' and may, if considered necessary, be sent to the concerned Department for verification of factual details. It shall

be enjoined on them to treat the contents of the report as secret until the report is presented to the House.

**19. *Presentation of Report:***

(1) 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 may be authorised by him may present the report on his behalf.

(2) The Chairman will simultaneously authorise a member of the Committee from Legislative Council for presentation of the report to Legislative Council. He will also nominate another member, from Legislative Council to present the report in case the member first authorised is unable to present the same.

**20. *Distribution of Report:***

As soon as possible, after presentation of the Report to the House, copies thereof shall be made available to the members of the Legislative Assembly and Legislative Council and other persons, authorities etc., concerned.

**21. *Scrutiny of statement of action taken by Government:***

The statement showing the action taken by Government on the recommendations contained in the report of the Committee shall be put up with suitable comments to the Committee which may in turn consider the same and give its report.

**22. *Additions and alterations of the rules:***

Any addition or alteration to these rules from time to time shall be incorporated in the rules after due approval by the Committee.

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