

(General Information relating to Legislative and other matters)

No. 16

Dated December 11, '93

PROCEDURE OF NOTICES

Attention of Members is invited to Rule 238 of the Rules of Procedure and Conduct of Business in the Delhi Legislative Assembly which reads as follows :-

"238(1) Every notice required by the rules shall be given in writing addressed to the Secretary and shall be left at the Table or in his office during working hours.

(2) Unless otherwise provided in these rules, a notice received in the office at hours after other than those specified in the preceding sub-rule shall be treated as given on the next opening day.

(3) While the House is sitting, copies of the notices except of cut motions, received under sub-rule(1) by 4 p.m. shall be circulated by the Secretary to Members by 10 a.m. next day".

Every notice should be signed in ink by the Members giving the notice, indicating the Division Number and the name of Member in Capital Letters and should be deposited in the Assembly Notice Office (Room No. 51).

All notices delivered in the Assembly Notice Office are date stamped and the time of receipt is also indicated thereon.

The Assembly Notice Office is responsible for transmission of their notices to Branches/Officers concerned without delay. Members are, therefore, requested not to deposit their notices either at the Table of the House or with any other Officer/Branch of the Assembly Secretariat.

The hours specified for notices being received by Assembly Notice Office are between 9.30 hours and 1800 hours every day except Saturday, Sunday or a Public Holiday. Notices left at the Notice Office after 1800 hours are treated as given at 9.30 hours on the next working day. This is not intended to preclude Members from sending notices addressed to the Secretary by post.

Communications on different matters may not be combined in one letter.

Notice period required for some of the Notices which are frequently given by Members, is as under :-

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| (i) Questions - Starred & Unstarred                             | - Not less than 12 clear days.                 |
| (ii) Short Notice Question                                      | - Not less than 3 clear days.                  |
| (iii) Calling Attention to matters of urgent public importance. | - One hour before commencement of the sitting. |
| (iv) Adjournment Motion.  | - do -   |
| (v) Private Members' Resolutions                                | - Not less than 10 days.                       |
| (vi) Private Members' Bills                                     | - 15 days                                      |

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No. 17

#### VISITORS' CARDS

Members are requested to ensure that the visitors for whom they apply for visitors' cards are very well-known to them personally.

(2) Special attention of Members is invited to the following certificate which is to be given by them while applying for visitors' cards for the Galleries of Assembly:-

"The above named visitor is my relation/personal friend known to me personally and I take full responsibility for him/her".

(3) Members are also requested that the particulars required in the application forms may be duly filled in. The names of visitors' are required to be given in full and not with initials. The father's/husband's name of a visitor should also invariably be given in full.

(4) It will not be possible to issue Visitors' Cards in the absence of full particulars as required in the application form.

(5) Members are further requested that the application forms for the visitors' cards should be delivered in the Assembly Notice Office preferably by 1300 hours on the working day previous to the date for which the visitors' cards are required.

(6) Kind co-operation of Members in this regard is solicited for strict enforcement of the above regulation inter-alia in the interests of security.

( K.S. GUPTA )  
SECRETARY.