

INTERNAL WORKING RULES OF THE COMMITTEE ON ESTIMATES

'A' & 'B'

Selection of subjects for examination

(1) The Committee will select from time to time a Department or a group of Departments of the Government whose estimates are to be examined by them.

(2) At the beginning of each financial year, the Committee will make a selection of subjects concerning any part of the estimates of a Department or Departments to be examined by them during the year under review. The Department or Departments will be asked in advance to collect all relevant information relating thereto for submission to the Committee:

Provided that the list of subjects concerning a Department may be altered at the discretion of the Committee from time to time.

Material to be furnished to the Committee

(3) The Department or Departments whose estimates are to be examined by the Committee will be asked in writing by the Secretary to furnish necessary material in support of the estimates for the information of the Committee. The form (The Previous form of information is given in Annexure-1) in which the material is to be furnished to the Committee shall be as follows:

- i. What is the organizational setup of the Department and its attached and subordinate offices/branches? This information is to be given in form of a diagram and there should be explanatory notes, wherever necessary. What are the functions and working system of the Department and its attached and subordinate offices/branches? Give a brief note.
- ii. Head wise figures of the Estimates of the Department and its attached and subordinate offices/branches for the current year and last two preceding years to be given in the form of following table:

S.No.	Main Head including Sub-Head	Original Budget Provision	Amended Provision	Actual Exp.	Diff. in 3 & 4 (+) (-)	Diff. in 4 & 5for (+) (-)	Reasons Col. 7
1	2	3	4	5	6	7	8

- iii. Details of the schemes or projects, which the Department has undertaken during last three years. The details shall include *inter alia* the name and the salient features of the scheme, the estimates of expenditure, scheduled period for its completion, yield, if any, and information on the progress of the scheme. Any evaluation, if made, in this regard, then such report is also to be presented.

iv. Information regarding Five Year Plans.

- (a) Last Five Year Plan.

What financial provisions made and physical targets fixed in each year and in comparison with that, to what extent the actual expenditure was made and targets achieved. Reasons for variations may also be stated.

(b) Current Five Year Plan.

What is the estimated expenditure every year during five years and what are the targets fixed? To what extent the actual expenditure was made and what is the progress of the work. Reasons for the variations to be stated.

- v. What major effect on the basic structure and development of Rajasthan was observed by giving priorities in making of the First to the last Five Year Plan. Give a brief note.
- vi. Copies of the last three years' Annual Progress Report, Execution of expenditure and income or any other publication, if issued, on the working of the Department and its attached/subordinate offices/branches may also be supplied.
- vii. Copies of last three years' Reports of Committee, Board or Commission of Inquiry, if any, appointed/constituted to examine any particular question relating to the work done by the Department and its attached/subordinate offices/branches shall be supplied.
- viii. If any suggestion for alternative policies or efforts done to bring about efficiency in administration and economy and improvement in organization.
- ix. Any other information, which the Department may think necessary or proper to give.

(4) The Department concerned will furnish thirty five (35) sets of papers referred in para 3 in the Assembly Secretariat.

Circulation of the material to members

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

Questions by member

(6) The members may, after going through the papers, frame questions on which further information is required by them. These questions shall be sent to the Assembly Secretariat atleast ten days in advance from the date of the meeting. Where the Committee meets at short notice, the period of ten days, referred above, may be reduced under the orders of the Chairman.

(7) The Members may similarly send their suggestions, if any, for consideration of the Committee ordinarily two days in advance from the date of the meeting.

Subject for oral examination

(8) The subjects and suggestions referred in para 6 and 7 above will be circulated to members from time to time in advance from the time of the commencement of the meeting. Copies of the points and suggestions will also be sent to the Department concerned for preparing necessary replies. A copy of the points and suggestions will also be forwarded to the Finance Department.

(9) On the date or dates when the Committee decides to call a representative of the Department concerned, the Secretary or Chairman and Director of the Department and the accredited representative of the Budget/Finance Department will attend the meetings of the Committee on such dates to explain the details of the estimates and to furnish such information as the Committee may ask for. In the meeting of the Committee, they will provide necessary information on oath.

Procedure for oral examination

(10) The Chairman of the Committee will call one by one the points or questions as set out on the questionnaire and the representative of the Department concerned or the Finance Department will explain the position. Representative of the Finance Department shall necessarily be present before the Committee during the examination and shall reply to the questions raised by the members having complete financial knowledge of the concerned department. If the points need further elucidation, other members may ask oral questions with the permission of the chairman. The representative of the Department concerned or the Finance Department will give reply to such questions. Such representative may, however, on sufficient cause shown, be permitted by the Committee to furnish the information later within a specified time.

(11) The Secretary shall note the points on which further information is required by the Committee and under the directions of the Chairman take such action as may be necessary.

Verbatim of proceedings

(12) The details of the proceedings of each meeting of the Committee will be kept by the Secretary.

(13) Speeches and statements will be forwarded to the respective members and the officials tendering evidence before the Committee for correction and to return within 48 hours of their receipt. In case the corrected copies of the proceedings are not returned by members, reporters copies will be treated as authentic. Proceedings' and statements sent to the officials must invariably be obtained from them.

(14) The verbatim proceedings will be treated as confidential and not shown to anyone who is not member of the Committee. Only such papers as have been laid on the Table of the House will be available for distribution or for reference.

Minutes of sitting

(15) The Secretary shall, as soon as possible, prepare draft minutes of the sittings of the Committee, for approval and signature of the Chairman and such draft minutes will be circulated to the members of the Committee as soon as they are prepared.

Preparation of draft report

(16) When the examination of any part of the estimate has been completed, the Committee may frame their recommendations.

(17) Each draft report or its part will be taken for consideration at the meeting of the Committee and will embody the decisions of the majority of the members present and voting.

(18) In the case of equality of votes, the Chairman shall decide the issue by a casting vote.

(19) There shall be no minutes of dissent.

Attendance of other persons

(20) When the Committee is considering the draft report or formulating its view on any matter, no one who is not a member of the Committee or an officer of the Secretariat shall be present at such meeting.

Presentation of report

(21) The Chairman will sign the reports on behalf of the Committee.

(22) As soon as each report has been completed, it will be printed for presentation to the Assembly. In case, due to unforeseen circumstances, printed copies are not available by

the scheduled date of presentation, a typescript copy will be presented to the Assembly and printed copies will be supplied to the members later.

(23) A complete index will be added to the reports presented during the year after they have been completed.

(24) The report shall ordinarily be presented to the House by the Chairman, but if he is unable to do so on any account, one of the members of the Committee may present the report on his behalf.

Action Taken Report

(25) After final presentation of the Reports to the House, the recommendations of the Committee shall be sent to the concerned department for necessary action and the concerned department shall send it back within a month to the Assembly Secretariat with final note, which shall be then resubmitted to the Committee. Committee shall have discretion to take independent decision on such notes.

(26) The Committee shall prepare an action taken report on the basis of the information received from the Government on action taken on the Recommendations of the Committee, which are classified under following heads –

- (i) Report
- (ii) Those recommendations, which have been accepted by the Government.
- (iii) Those recommendations on which the Committee has accepted the action taken on the basis of the answers.
- (iv) Those recommendations on which the Committee has not accepted the action taken on the basis of the answers and wants further action to be taken.
- (v) Those recommendations on which the Committee has received no answers from the Government.

Meetings of the Committee

(27) The Committee shall meet at such time and for such period as the Chairman may determine from time to time.

(28) If Committee is divided into sub-committees, the procedure of each sub-committee shall be the same as in the whole Committee.

Publicity of the functioning of the Committee

(29) The Assembly Secretary under the direction of the Chairman, shall make arrangements for the proper publicity of the meetings of the Committee for the information of the public.

Incorporation of points of procedure in the rules

(30) The Committee may, from time to time, amend, alter, rescind, or add to these rules.

ANNEXURE - 1

(See Rule 3)

**(Previous form of preliminary information to be furnished by the Government
Departments for the explanation of Estimates of expenditure and income)**

- (1) What was the organizational set up of the Department in the covenanting States before the formation of Rajasthan and after the formation of Rajasthan? When and in what form it was constituted and what was its gradual development?
- (2) What is the organizational set up of the Department and its attached/subordinate offices/branches? This information is to be given in form of diagram and there should be explanatory notes, wherever necessary.
- (3) What are the functions and working systems of the Department and its attached/subordinate offices/branches?
- (4) Page numbers of different volumes of the budget on which estimates of the budget of the Department and its attached/subordinate offices/branches appear. Copies of the relevant extracts of the Budget under different Heads and sub-Heads and also the sanctioned as well as appointed staff at different levels (covering their grades and places of posting) may be supplied.
- (5) Broad details on which the estimates are based. This information may be supplied in such form as to enable the evaluation of the estimates.
- (6) Volume of work in the Department and its attached/subordinate offices/branches during the current year & last three preceding years.
- (7) The provisions made, and the expenditure actually incurred under each sub-Head of the budget during each of the preceding three years.
- (8) Mention the reasons for variations, if any, in the original provision, revised estimates and the actual expenditure incurred under each sub-Head during the preceding three years.
- (9) The details of the schemes or projects which the Department has undertaken should be stated. The details shall include *inter alia* the name and the salient features of the scheme, the estimates of expenditure, scheduled period for its completion, yield, if any, and information on the progress of the scheme.
- (10) Information relating to Five Year Plans may be supplied on the following lines: –
 - (i) **First, Second and Third Five Year Plan**

A review of the financial and physical achievements as compared with the provisions made and targets fixed in the plan.
 - (ii) **Fourth Five Year Plan**

What were the final provisions made and physical targets fixed in each year and to what extent the actual expenditure was made and targets achieved in comparison with the provisions made and targets fixed in the plan. Reasons for the variations may also be given.
 - (iii) **Fifth Five Year Plan**

What was the estimated expenditure for each year during five years and what were the target fixed? To what extent the actual expenditure was made and what is the progress of the work? Reasons for the variations to be given.
- (11) Copies of the publications, if any, issued on the working of the Department and its attached/subordinate offices/branches may also be sent.
- (12) Reports of Committee, Board or Commission of Inquiry, if any, appointed/constituted in the past to examine any particular matter dealt with by the Department and its attached and subordinate offices/branches are to be supplied.

(13) Any other information which the Department may think necessary or proper to give.

ANNEXURE-2

Extract of Rule 231 to 233 pertaining to the Committee on Estimates from the Rules of Procedure and Conduct of Business in the Rajasthan Legislative Assembly

CHAPTER XXIV

Committees

(f) Committee on Estimates

231. Formation of Committees on Estimates.- (1) There shall be two Committees on Estimates, namely, Committee on Estimates 'A' and Committee on Estimates 'B' for the examination of estimates pertaining to different Departments as mentioned in the Fourth Schedule:

Provided that the Speaker or the House may at any time vary the allocation of estimates pertaining to individual department among different Committees *inter se* as also allocate estimates or subjects pertaining to Department or Departments not mentioned above to any of these Committees:

Provided further that any Estimates Committee, may, with the previous permission in writing of the Speaker, undertake examination of any subject pertaining to any department allocated to the other Committee, in which case such subject or department shall, so long as the examination persists, be deemed to have been allocated to the former:

Provided further again that Committee shall not exercise their functions in relation to Public Undertakings as they are allocated to the Committee on Public Undertakings by these Rules or by the Speaker.

231A. Functions of Committees.- (1) The functions of the Committee shall be:-

- (a) to report on what economies, improvement in organization, efficiency or administrative reform, consistent with the policy underlying the estimates, may be effected.
- (b) to suggest alternative policies in order to bring out efficiency and economy in administration; and
- (c) to examine whether the money is well laid out within the limits of the policy implied in the estimates.

(2) It shall also be the function of one of the Committees on Estimates named by the Speaker to suggest the form in which the estimates shall be presented to the assembly.

232. Constitution of the Committee.- Each of the two Committees shall consist of not more than fifteen members who shall be elected by the House every year from amongst its members according to the principle of proportional representation by means of the single transferable vote:

Provided that the Speaker may fill up the casual vacancies not exceeding one-third of the total membership of any of these Committees by nomination. Such nominated members shall hold office for the remaining term of the office unless the vacancies to which they are nominated are earlier filled by election in the House:

Provided further that a Minister shall not be elected or nominated a member of any of these Committees and that if a member, after his election or nomination to the Committee, is appointed a minister, he shall cease to be a member of the Committee from the date of such appointment.

(2) The term of office of members of each of these Committees shall not exceed one year:

Provided that the Speaker may at any time extend the term of office not exceeding six months.

233. Examination of Estimates by Committee.- Each of these Committees may continue the examination of the estimates from time to time through out the financial year and report to the House as its examination proceeds. It shall not be incumbent on these Committees to examine the entire estimates of any one year. The demands for grants may be finally voted notwithstanding the fact that any of the Committees has made no report.

Committee of Estimates 'A'

Following Departments of the Government of Rajasthan come under the purview of the Committee on Estimates' A'

1. Industries & Mines Department
2. Public Works Department
3. Education Department
4. Personnel & Administrative Reforms Department
5. General Administration Department
6. Finance Department
7. Law & Judicial Department and Legal Remembrance's Office
8. Department of Parliamentary Affairs
9. Planning Department
10. Cabinet Secretariat
11. Excise and Taxation Department
12. Forest Department
13. Local Self Government, Urban Development and Housing Department
14. Rural Development & Panchayati Raj Department
15. Power Department
16. Bhasha Vibhag
17. Town Planning Department

Committee on Estimates 'B'

Following Departments of the Government of Rajasthan come under the purview of the Committee on Estimates 'B'

1. Revenue Department
2. Co-operative Department
3. Agriculture Department
4. Animal Husbandry and Social Welfare Department
5. Irrigation, Colonisation and Marketing Department
6. Indira Gandhi Canal Project
7. Civil Supplies Department
8. Food Department
9. Election Department
10. Statistics Department
11. Medical & Health Department
12. Labour & Employment Department
13. Home Department
14. Relief & Rehabilitation Department
15. Public Undertakings Department
16. Public Health & Engineering Department

