

MIZORAM LEGISLATIVE ASSEMBLY

HANDBOOK FOR MEMBERS

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HANDBOOK FOR MEMBERS OF THE MIZORAM LEGISLATIVE ASSEMBLY

1. Accommodation :

Any Member of Mizoram Legislative Assembly who does not own a house of his own in Aizawl is entitled to accommodation either in the Legislators' Home or in the MLA Hostel. Rules relating to allotment, occupation etc. of these Homes may be seen at Appendix - 'A' and 'B'.

2. Admission to Galleries :

The following galleries are provided in the Legislative Assembly Hall.

- (1) Press Gallery.
- (2) Visitor's Gallery.
- (3) Distinguished Visitors' Gallery and
- (4) Official Gallery.

As the present building of the Assembly House can accomodate only a few number of visitors, hon'ble Members are allowed to recommend two Visitors only for one sitting.

3. Adjournment Motion (Motion for adjournment -Rule 61)

(i) A motion for an adjournment of the business of the Assembly for the purpose of discussing a definite matter of urgent public imporatance may be made with the consent of the Speaker.

(ii) The Speaker shall decide whether the matter to be discussed is definite and whether it is of urgent public importance.

Method of giving notice :- Rule - 63

Notice of an adjournment Motion shall be given to the Secretary not later than 9 : 30 A.M. on the day on which the motion is proposed to be made and copies thereof shall be endorsed to :-

(i) the Speaker

(ii) the Minister concerned.

Provided that notices received after 9 : 30 A.M.

shall be deemed to have been received at 9 : 30 A.M. on the next day on which the House sits.

A sample of such notice is given below :-

Dear Sir,

I hereby give notice of my intention to ask for leave to make a motion for the adjournment of the business of the house for the purpose of discussion of a definite matter of urgent public importance, namely :-

(Here give the subject matter of the Adjournment motion).

Yours faithfully,

.....M.L.A.

To,

- (i) The Speaker, Mizoram Legislative Assembly.
- (ii) The (Here give the designation of the Minister concerned).

4. Bills

Every Act originates as a Bill, A Bill when it is passed through its three stages, namely, introduction, consideration and passing, in the House and receives the assent of the Governor or the President, as the case may be becomes an Act.

(For other details, please see Chapter XIV on 'Legislation' of Rules of Procedure and Conduct of Business in Mizoram Legislative Assembly).

5. Convention Re : Bills :

A convention has been established that it is seldom a practice that a Bill is opposed at the stage of granting leave to introduce it in the Legislatures.

6. General Procedure In Regard to the Giving of Notices :

Every notice required by the rules is to be given in writing, addressed to the Secretary to the Assembly signed by the Member giving notice.

For convenience and for expeditious functioning in the Assembly Secretariat, every communication should deal with one matter only. Different matters should not be combined in one letter as that may cause delay in disposal.

The principal notices required by the rules and the period of notices are :

- (i) Questions - 15 clear days before the last day of a Session. (Rule - 36).
- (ii) Resolutions - 10 clear days notice before the date appointed for the disposal of Private Members, resolution. (Rule 121)
- (iii) Private Members, Bills - One month unless the Speaker allows the motion to be made at shorter notice. { Rule 70 (3) }
- (iv) Amendment to Bills - 2 clear days { Rule - 84 (i) }
- (v) Motion for reduction of grants - 3 clear days (Rule -151)

7. Assembly Committee :

"Assembly Committee " means a Committee which is appointed or elected by the House. (for election to the Committees please see the illustration of the Procedure at Appendix - 'C') and which works under the direction of the Speaker and presents its reports to the House or to the Speaker.

In the Parliamentary system of Government Committees of Legislatures are an integral and useful adjunct to the work of Legislature. Assembly Committee may be broadly classified into two groups - (i) Standing Committees, that is, those which are elected or nominated every year or periodically and whose work is of continuous nature; and (ii) adhoc Committees which are appointed or constituted by the House or the Speaker to consider or report on specific matter (such as a Bill or the conduct of a member or some members on a particular occasion) and becomes out of office as soon as they have completed their work on the matter.

There are at present twenty-one Assembly standing Committee including three Financial Committees, viz, Public Accounts Committee, Estimate Committee and Committee on Public Undertakings as listed at Appendix - 'D' Selected Committee on Bills is, although Assembly Committee, and Adhoc Committee as stated above. (The functions of the Assembly Committees have been detailed in the relevant rules of the Rules of Procedure and Conduct of Business in the Mizoram Legislative Assembly). Three things are required to make the Committees work more effective. Firstly, there should be seriousness in the functioning of the Committee, secondly, there should be the capacity to function properly, and, thirdly, there is a general disinclination on the part of the Members to do anything.

8. Cut Motions on Demands for Grant :

In accordance with the existing practice cut motions are divided into three categories; namely -

- (i) Disapproval of policy cut,
- (ii) Economy cut, and
- (iii) Token cut.

(for details please see Part III - Procedure in Financial matters under the Administrator's Rules).

A sample copy of giving notice of cut motion is given in Appendix - 'E'.

9. Questions :

The subject matter of a question must relate to a matter of administration for which the Government is responsible. Its purpose shall be the eliciting of information or suggesting action on a matter of public importance. In every Legislature the first hour of every meeting is available for the asking and answering of questions.

The questions hour in the Assembly is of great interest to the members of the Legislature and to the public

outside since it serves as an important instrument to get vital informations. The form for submission of question is given in Appendix - 'F' (for other details regarding question please see Chapter VIII in the Rules of Procedures).

10. Resolutions :

A resolution may be in the form of a declaration of opinion or a recommendation, or may be in the form so as to record either approval or disapproval by the House of an act or policy of Government or convey message ; or commend, urge or request to action.

A form for submission of a Resolution is appended in Appendix - 'G' (For other details please see Chapter XVI in the Rules of Procedure).

11. Salaries and Allowances :

Members of the Assembly are entitled to receive such salary and allowances as per rules made on this behalf.

A copy of the Mizoram Salaries and Allowances and Pension of Member of the Legislative Assembly Act, 1999 may be obtained from the Superintendent, Establishment, Assembly Secretariat.

12. Parliamentary Terms :

GENERAL

There is always a disposition on the part of the Members to use in their speeches parliamentary words and phrases. But such words and phrases are scattered over in various books on Parliamentary Procedure and are not to be found in one single book and at one place. The following is the list of such expressions as are important and commonly used, and a note has been added to each expression explaining as briefly as possible its meaning and implication :

(1) **"Adjournment "** :- An adjournment terminates the sitting of the House which meets again at the time appointed for the next sitting or postpones consideration of the business on which the House is then engaged until a future day.

" Agenda paper" :- This is equivalent to the List of Business issued under Rule 30 (1) of the Rules of Procedure and Conduct of Business and contains items of business to be taken up by the House in the order in which they stand noted in it.

(2) **"Appropriation Bill"** :- When all the grants necessary for the service of the year have been voted, the expenditure of each grant upon the service for which the grant is made is secured by the Appropriation Act. For this purpose an Appropriation Bill is introduced.

(3) **"Ballot"** :- This is a method applied to determine the relative precedence of Private Members' Resolutions and other motions under the rules.

(4) **"Casting vote"** :- "Casting vote" means -

- (i) the vote of the Speaker or any other Presiding Officer;
- (ii) the second vote of the Chairman of a Selection Committee;
- (iii) the second vote of the Chairman of the Public Accounts Committee;
- (iv) the second vote of the Chairman of the Estimates Committee;
- (v) the second vote of the Chairman of Committee on Public Undertakings.

The Speaker in giving his casting vote may state his reasons for taking the side in whose favour he votes, but he is not bound to give such reasons. He almost always

votes in such a way as to maintain the status quo or to postpone the settlement of the question.

(5) "Closure" :- The right to move a closure motion is a valuable weapon in the hands of the members to cut short the debate on any question. In order to bring a debate to a close a member may rise and move "That the question be now put". The acceptance of a closure rests with the discretion of the Chair. Before he accepts it, he considers whether the question before the House has received adequate debate or not, whether or not the views of the Opposition have been adequately expressed before the House. The chair also intervenes by restricting the closure to occasions when a motion is made not in abuse of the rules of the House or infringement of the rights of the minority. Such a motion is generally made at the conclusion of a speech and also at time whilst a member is addressing the House and the Chair may accept it immediately upon or within a few minutes after a proposal to this effect is made to the House. The convention is to leave to the Chair much discretion as to the time and circumstances in which closures should with propriety be granted. The discretion that the Chair exercised in the matter of accepting a proposal for closure or in refusing it is entirely absolute and is not open to debate. No debate is allowed on a closure motion. When a closure has been moved and carried it is not in order to reflect upon the moving of the closure at all. Neither time nor motive of closure can be discussed. The effect of a closure is that the original question is put forthwith and decided without further amendment or debate, save as otherwise provided in the rules.

(6) **"Crossing the floor"** :- This mean passing between the member in possession of the House and the Chair. To cross the floor is a breach of the Parliamentary etiquette.

(7) **"Dilatory motions"** :- These are motions for the adjournment of the debate and the House or motions to retard or to delay the progress of a business under consideration of the House. Debate on such motions must be restricted to the matter of such motions.

(8) **"Guillotine"** :- Guillotine is a different form of closure. It means the putting by the Speaker of outstanding question or questions relating to the business in hand. The Chair puts the question, no further discussion thereon being allowed. Unlike closure, the guillotine to be applied is not preceded by any motion. Under the rules of the House guillotine, technically speaking, applies only to budget demands, Appropriation Bill and Finance Bill.

(9) **"Hear, hear"** :- This exclamation by members during the progress of a debate has been sanctioned by long parliamentary usage; but if it is used with immoderation or with undesirable intonation, it is declared to be out of order by the Chair.

(10) **"Lobby"** :- It is the covered corridor immediately adjoining the Chamber and co-terminous with it. Division Lobbies are situated on either side of the Chamber. The "Ayes" lobby is situated to the right of the Speaker's Chair and the 'Noes' to its left.

(11) **"Maiden speech"** :- This is the first speech of a member elected for the first time in a new House. Such a member is as a matter of courtesy called upon by the Speaker to make his maiden speech in preference to others rising to speak at the same time. This privilege is, however, not conceded by the Chair unless claimed within the House which the member was first returned.

(12) **"Motions"**:- All motions moved in the House are classified into three broad categories, namely, '**Substantive**' '**Substitute**' and '**Subsidiary**' Motions, which are defined in the succeeding paragraphs.

(i) **Substantive Motions**:- A substantive motion is a self-contained independent proposal submitted for the approval of the House and drafted in such a way as to be capable of expressing a decision of the House, e.g. all Resolutions are substantive motions.

(ii) **Substitute Motions**:- Motions moved in substitution of the original motion for taking into consideration a policy or situation or statement or any other matter are called Substitute Motions. Such motions, though drafted in such a way as to be capable of expressing an opinion by themselves are not strictly speaking substantive motions in as much as they depend upon the original motion.

(iii) **Subsidiary Motions:-** They depend upon or relate to other motions or follow upon some proceedings in the House. They by themselves have no meaning and are not capable of stating the decision of the House without reference to the original motion or proceedings of the House.

"**Subsidiary Motions**" are further divided into:-

- (a) Ancillary Motions,
- (b) Superseding Motions,
- (c) Amendments.

(a) **Ancillary Motions :-** They are motions which are recognised by the practice of the House as the regular way of proceeding with various kinds of business. The following are example of ancillary motions:-

- (1) That the Bill be taken into consideration.
- (2) That the Bill be passed.

(b) **Superseding Motions:-** They are motions which, though independent in form, are move in the course of debate on another question and seek to supersede that question. In that class fall all the dilatory motions. The following motions are superseding motions in relations to the motion for taking into consideration a Bill:-

- (i) That the Bill be re-committed to a Select Committee.
- (ii) That the Bill be re-circulated for eliciting further opinion thereon.
- (iii) That the consideration of the Bill or the debate on the Bill be ajourned sine die or to some future date.

(c) Amendments :- They are subsidiary motions which interpose a new process of question and decision between the main question and its decision. Amendments may be to the clause of a Bill, to a Resolution or to a Motion, or to an amendment to a clause in a Bill, Resolution or motion.

(13) "Other, order" :- The Speaker sometimes says this to call the House to order, or to ask the House to hear the Chair or a member in possession of the House. Generally this call is made under various circumstances some of which are noted below :-

- (1) If the member interrupting is not allowed to interrupt.
- (2) If the member speaking is found to be irrelevant.

- (3) If a member rises to speak when he should not.
- (4) If a member is in any manner disorderly.
- (5) If there is noise and confusion in the House and the Chair wants that order should prevail.
- (6) If there is an occasion for the Speaker a matter of procedure at any time.

(14) "Papers laid on the Table " :- Papers are said to be laid on the Table when they are laid on the Table in the House in which meetings of the house are held. The said Table remains placed just in front of the Speaker's dias in the House. All papers so laid on the Table are either printed as part of the proceedings of the house or placed in the Library according to the size and volume of the paper.

13. Proposing the Question :

Proposing the Question :- When a member moving a certain motion has concluded his speech, the Chair proposes the question to which the motion relates in the following form ;

"Motion moved " : and reads the text of the motion.

The discussion on the question commences after the question has been proposed by the Chair.

"Putting the question " :- When debate on a question is closed, the Speaker, rising from the Chair, states or reads the question to the House, beginning with "the question is, that"

14. Customs and Conventions :

Customs and Conventions :- (1) There are many established Parliamentary customs and conventions which a member elected for the first time has to make himself familiar with. These customs and conventions are based on the past precedents, the rulings of Presiding Officers and on the unrecorded traditions of Parliament/ State Legislature which a member comes to know through his personal experience in Legislatures.

(2) Every member should, while coming to the house for sitting, bring with him the identity card issued to him by the Secretary so that the Security Staff/Watch and Ward Staff on duty in the premises of the House may conveniently accommodate him, or such officers have strict orders not to allow strangers into the Assembly House and it is no easy thing for them to get acquainted with the names and

appearances of all the members, specially as the Security Staff/Watch and Ward staff deputed to do the work change from time to time and they have to perform their difficult task of regulating order in the building in an astonishingly short time.

(3) After interviewing the Speaker he should see the Secretary to receive from him advice as to how to take his oath and as regards other matters concerning his membership and his business, if any, before the House.

(4) Before entering the House a member has to record his presence in the Attendance Register which remains placed on a table in the Lobby which he has to sign for every day of his presence at the sittings of the House. Communications that are made to his address when the House is sitting are placed in the Pegion-hole of the Members lounge room.

(5) Members should be present in the House a few minute before the scheduled time, which is ordinarily 10 :30 A.M. At the appointed time in the House the Marshal announces the Speaker, whereupon the Speaker immediately enters the Chamber and Members rise from the seats and respond to the three bows made by him. As soon as he has taken his seat the swearing-in process is completed the regular business of the day commences.

(6) During sittings a member may have to receive one or more slips intimating that someone is waiting outside to interview him on urgent and important business. He may interview the person in the Waiting Hall or in the lounge room but not inside the House, or at any place in the Lobby.

(7) The Members can say or do nothing on the floor of the House that is not warranted by the Rules of Business or by the rulings or precedents, or by the accepted and established customs and conventions of the House.

15. Parliamentary Etiquette :

Parliamentary Etiquette :- The following is the list of some of the important rules of parliamentary etiquette which members have generally to observe in the House.

(1) While the House is sitting every member should enter and leave the Chamber with decorum and in such a manner as not to disturb the proceedings in the House.

(2) Every member should bow to the Chair before taking or leaving his or her seat.

(3) A member should never "across the floor" when the House is sitting - that is, he should never pass between the Chair and any member who is speaking. Violation of this rule is regarded as a breach of Parliamentary Etiquette.

(4) During a sitting, a member should, if necessary, go out quietly by a back door close to his seat without causing any disturbance to the House.

(5) Members should not talk amongst themselves but, if indispensably necessary, they may do so only in very low voice, so as not to disturb the proceedings. Talks by members, though not very audible at distances, yet may considerably disturb the Chair due to special sound arrangement.

(6) Members in their places should not read newspapers, periodicals, books or letters not directly connected with, or necessary for, the work before the House.

(7) No Member should speak unless he or she has caught the eye of the Speaker, and has been called upon by the Chair by name or by a sign to address the Chair.

(8) Every Member should resume his seat as soon as the Speaker enters the Chamber to preside, or rises to speak, or calls out "Order" and also when any other Members is in possession of the floor (i.e. speaking with the permission of the Chair) or has interposed in the course of the debate to raise a point of order, or to offer a personal explanation.

(9) No Member should rise from his seat or leave the House when the Speaker is addressing the House. The Speaker is to be always heard in silence.

(10) Members in favour of a question that is put by the Speaker will say "Aye", and those against it will say "No".

(11) Except with the leave of the Chair, previously obtained, no member should read out a written speech though notes may be referred to.

(12) It is desirable that, as far as practicable, a Member should not be referred to by name, but in some other suitable way, such as "the Member who has last spoken", "the Member representingconstituency", "the Member from", etc.; if unavoidably necessary, full name may be used.

(13) Repetition of the arguments of previous speakers, or one's own, is to be avoided, except rarely with a view to give emphasis to a point.

(14) Personal reference (unless it be imperatively necessary for the purposes of the debate, being itself a matter in issue or relevant thereto), by way of imputation of motive to, or questioning the bonafides of any member, should not be resorted to.

(15) Members when in the lobby should talk or laugh in subdued tone as not to disturb the proceedings of the House.

(16) No Members should speak to the gallery from inside the House, nor should he make any reference or appeal to it.

(17) A Member must not, address, while speaking, individual members of the house, but should always address the Chair, and make all remarks to other members through the Chair.

(18) Members wishing to address the House should rise at their seats until they succeed in "catching the eye of the Speaker".

(19) No member is to argue with another member when the latter is speaking. He may, however, put questions through the Chair with a view to obtain information from the member who is speaking. But a member who is addressing the house with the permission of the Chair should not be interrupted by another of member persistently. It is open to the former not to give way by resuming his seat, but to go on with his speech if the interruption is not due to the raising of a point of order.

(20) A member should not interrupt any member while speaking, by disorderly expression or noises or in any other disorderly manner.

(21) The Speaker may direct any member whose conduct is in his opinion grossly disorderly to withdraw immediately from the House, and any member so ordered to withdraw should do so forthwith and should absent himself during the remainder of the day's sitting.

(22) A statement made by a member of Government from the records in his possession should be accepted as correct, unless a point is deliberately raised to challenge it.

(23) A Member may, with the permission of the Speaker, make a personal explanation although there is no question before the House, but in this case no debatable matter may be brought forward, and no debate shall arise.

(24) If any statement is imputed to another member, and the latter says that he did not make that statement the contradiction should be accepted without demur.

(25) When any member offers a criticism of the speech of another member, the latter is entitled to expect that the critic should be present in the House to hear the reply of the member criticised. To be absent when the latter replies is a breach of Parliamentary etiquette.

(26) When a member makes a motion or raise a debate, he should be present in the House to hear the other side and reply to the debate.

(27) Document cited by a member in course of his speech which is not available to other members, should be kept ready to be placed by him on the Table of the House, if he is required to place such document on the Table.

(28) Words containing insinuation, and offensive and un-parliamentary expression should be carefully avoided by all when addressing the House.

(29) As members enjoy freedom from prosecution for Statements made by them in the House, allegations should not be made by them against any individual of a public body unless they are supported and fortified by strong and adequate proofs to substantiate them, if the members making such allegations are challenged to substantiate them.

(30) A member should speak only from the seat usually occupied by him.

(31) When the Chair holds that a particular word or expression is un-parliamentary, it should be immediately withdrawn by the member who has used it without trying to rise any debate over it.

(32) A member while speaking should not -

- (a) refer to any matter of fact on which judicial decision is pending;

- (b) use offensive expressions about the conduct of proceedings of Parliamentary or any State Legislature;
- (c) reflect on any determination of the House except in a motion for rescinding it;
- (d) use the head of the State name for the purpose of influencing the debate;
- (e) utter reasonable, seditious or defamatory words;
- (f) use the right of speech for the purpose of obstructing the business of the House, and,
- (g) reflect on the conduct of persons in high authority unless the discussion is based on a substantive motion drawn in proper terms.

(33) Members should not light cigarettes etc. in the Chamber.

(34) Two members should not keep standing at the same time.

(35) When a member is making a maiden speech he should not be interrupted.

(36) Members should not obstruct proceedings, hiss or interrupt and should avoid making running commentaries when speeches are being made in the House.

16. Code of Conduct for Members :

Code of Conduct for Members:- (1) Information given to Members in confidence or by virtue of their being members of Committees of Legislature should not be divulged to anyone nor use by them directly or indirectly in the profession in which they are engaged, such as in their capacity as editors or correspondent of newspapers or proprietors of business firms and so on.

(ii) A member should not try to secure business from Government for a firm, company or organisation with which he is directly or indirectly concerned.

(iii) A member should not give certificates which are not based on facts.

(iv) A member should not make profit out of a Government residence allotted to him by subletting the premises.

(v) A member should not unduly influence the Government Officials or the Ministers in a case in which he is interested financially either directly or indirectly.

(vi) A member should receive hospitality of any kind for any work that he desires or proposes to do from a person or organisation on whose behalf the work is to be done by him.

(vii) A member should not in his capacity as a lawyer or a legal adviser or a counsel or a solicitor appear before a Minister or an executive officer exercising quasi-judicial powers.

(viii) A members should not proceed to take action on behalf of his constituents on some insufficient or baseless facts.

(ix) A member should not permit himself to be used as a ready supporter of anybody's grievances or complaints.

(x) A member should not endorse incorrect certificates or bills claiming amounts due to him.

(xi) A member should not elicit information from Government in an inauthorised manner by including a subordinate to give information which in the course of his normal functions he should not do, nor encourage any such person to speak to him against his senior officials on matters of public importance and policy.

(xii) A member should not write recommendatory letters or speak to Government Officials for employment or business contacts for any of his relations or other persons in whom he is directly or indirectly interested.

17. Un-Parliamentary Expressions.

A list of words and expression declared Un-parliamentary by the various legislatures in India and in Commonwealth Parliaments is given below :-

Expressions:

A

Absolute lie

Absolute and Basically False

Assure (with reference to a question put by a member)

Abuse

Abused e.g. " The Hon'ble Deputy Speaker the powers delegated to him".

Abusive and insulting language

Abusive language

Accusing another Member of 'A Plain lie'

Accusing Members of bribery

A Daniel has Come thing too
(Casting reflection on the Chair)

A damn Good thing too

Addressing a Minister by name

Arrant nonsense

Ass (with reference to members)

Backdoor methods (Reference to Chair).

Bad e.g. "The member is a man ".

Bad manners, Example of

"Badmashes" e.g. "95 percent of the have joined the Unionist Party".

Behaving like a gentlemen e.g. "Not"

Blackmarketters (With reference to members)

Bloody

Bloody lie

Bloody swine

Bluff

Bogus (With reference to information furnished by Government)

Bribes (With reference to information furnished by Government)

Butcher (With reference to Government)

C

Calling another Member a Pig

Cheat

Cheat (If applied to individuals)

Childish

Commonsense "(Attributing want ofto a member)".

Corrupt

Cowardice (With reference to a member)

Cowardly, e.g., "the Member's statement was).

D

Damn, e.g. " I don't care a a bout order" (Ruled out as un-parliamentary, but it is nor so when quoting somebody else).

Damned scandal

Deceiving

Deceive the house e.g., The right, Hon'ble Gentlement has grossly deceived the House.

Defamatory Allegation against individuals - Expunged.

Definite untruth

Deliberate untruth

Devil

Devil quoting scriptures (With reference to Member).

Dirty remark

Disgraceful (With reference to a statement of a Member).

Dishonest

Distort, Distortion

Double dealing

E

Exploiter

F

- False**
- False Accounts** (With reference to figures furnished by Government)
- False Information** (Charges of giving against Government).
- False propaganda** (Charging member with "Creating false Propaganda")
- False replies**
- Farce**
- Filibuster** (ING)
- Fool** (With reference to a member)
- Foolish**, e.g., (arguments of the member)
- Fraud**
- Frivolous** (With reference to remarks of the members)
- Futile** (as applied to answers by a Minister)

G

- Goonda** (with reference to members)]
- Goondagiri**

H

Hell (To use the expression "To hell with the Government")

Hoodwink e.g. " Rural masses outside whom he has
tried to") (A member calling
another member as a)

I

I am not a liar like a Minister

Ignorance

Imoral (The word "..... with reference to members is
defamatory")

Impertinence

K

Kicked out (With reference to a member)

L

Liar
Lunatic (S) e.g., I have no time to read out to a -
Lying Insinuation (To accuse a member of)

M

Mad (With reference to policy of Government)
Man, e.g., Government are following a mad man's path.
Malacious
Mean attack
Maness e.g. Hon'ble Members sitting on the side of the
treasury Benches are exhibiting
Mischief e.g. The Member wants to make
Monetary gain e.g. " A member working for "
Murderer (With reference to a Minister)

N

Nefarious
Nonsense, Fantastic (With reference to Chair)
Nuisance (With reference to a member) e.g. "That a party
in the Legislature is a"

P

Parasites

Partriotic Sense, If he has any - (With reference to members)

Perjury

Petty People (With reference to member)

Pilfering (When not directed against a member it was held by the Chair that it was not un-parliamentary)

Plan lie (Accusing another member of)

R

Ridiculous (Not un-parliamentary when not applied to a member)

Ridiculous nonsense (With reference to a member's speech)

Reflection (s) Making reflections on member of the House generally)

Rotten lie

S

Selfish (With reference to a member)

Shabby e.g. A member's statement is

Shame

To say in the House.

Shame for you (With reference to a member)

Shameless (With reference to a judgement)

Sheer fraud and hypocrisy.

Slanderer

..... **Government** (With reference to Government)

..... **Leaders**

..... **Members,** Referring to his colleague, a member said "the so called leaders of Labour " Rulling "the expression 'So-called is objectionable'.

Stupid

Swindler

Swine (To call a member as a)

T

Traitor (To call a member as a)

U

Unfair (With reference to rulling by the Chair)

Unwise (To characterise the Government as)

V

Vulger

W

Wicket Act

APPENDIX - 'A'

TERMS AND CONDITIONS OF ALLOTMENT FOR ACCOMMODATION OF MEMBERS IN THE LEGISLATORS' HOME

1. DEFINITIONS :

In this terms and conditions, unless the context otherwise requires :

- (a) 'Day' means a day according to Gregorian calender.
- (b) 'Family' means husband, wife, children, stepchildren, parents, minor brothers and sisters residing and wholly dependent on a member.
- (c) 'Government' means Government of Mizoram.
- (d) 'Home' means Legislators' Home.
- (e) 'House' means a House of the Mizoram State Legislature.
- (f) 'Member' means a member of Mizoram Legislative Assembly.
- (g) 'Month' means a month reckoned according to Gregorian calendar.

- (h) 'Secretary' means the Secretary of Mizoram State Legislature and includes Joint Secretary, Deputy Secretary and Under Secretary.

II

2. TERMS AND CONDITIONS :

- (1) The Home shall be under the administrative control of the Secretary of the Mizoram Legislative Assembly. All applications for accomodation shall be addressed to the Secretary, Mizoram Legislative Assembly in a prescribed form.
- (2) As the same signified only sitting M.L.A. and his family shall be provided with accommodation in the Legislators Home.

Provided that a member who does not own any accommodation of his own at Aizawl shall be given priority.

- (3) There are- 2 bed rooms sitting and kitchen joined rooms in this Home. One Family Suite is meant for one family and one Bachelor Room is meant for single occupancy.

- (4) The rates of rent to be charged for such accommodation shall be as under :
- (a) Family suite - Rs. 1500.00 (Rupees one thousand and five hundred) only per month.
 - (b) Bachelor Room - Rs. 700.00 (Rupees seven hundred) only per month.
 - (c) Dormitory - Rs. 15.00 (Rupees fifteen) only per night.
- (5) The allottee shall have to abide by the terms and conditions which shall inter alia contain the following conditions :
- (a) That the allottee shall use the Home only for himself and his family and shall not sublet it.
 - (b) In case a member wants to accommodate his guest in the Home he may have a dormitory room reserved for him at usual rent subject to availability of accommodation.
 - (c) That the allottee shall abide by the terms and conditions for the time being in force in respect of sanitation, maintenance and proper preservation of the Home.

- (d) The member against whom there are arrears of rent shall not be allotted any accommodation until the arrears are cleared
- (6) The rent and other charges due from a member shall be deducted at source from his salary.
- (7) The rent for accommodation shall be charged from the date from which it is occupied by the member.
- (8) A member shall be entitled to occupy the Home throughout his term of office as a member and for a period of fifteen days immediately thereafter.
- (9) Electricity and water shall be supplied free of cost. However, a member who has been allotted accommodation in this Home shall forfeit to receive cash allowance for that purpose.
- (10) Gambling, drinking of liquor and entertaining person of loose moral character in the premises is prohibited.
- (11) Any damage, breakage or loss of furniture and other property shall be made good by the person responsible for damage, breakage or loss by paying the price of kind at the current market rate.

- (12) Employees attached to the Home shall not be engaged for personal errands or private works.
- (13) No one shall be allowed to stay in the Home without permission granted by the prescribed authority.
- (14) Raising livestock in the premises of this Home is not allowed.
- (15) No cultivation of any kind is allowed on the terrace of the building.
- (16) If any allottee contravenes any of the provisions of this terms and conditions the matter shall be referred to the Speaker or the Chairman of the House Committee who may take such action as he may deem fit.
- (17) A member shall occupy the suite/room within one month from the date of allotment failing which the allotment shall be liable to cancel.

Form of application for accommodation for residential purposes in the Legislators Home at Aizawl.

To,

The Secretary,
Mizoram Legislative Assembly,
Aizawl, Mizoram.

I hereby apply residential accommodation in the Legislators Home :

1. Full name (in block letters) _____
2. Constituency with permanent address _____
3. Present address _____
4. Salary and allowances _____
5. Date from which accommodation is required _____
6. Order of preference of floor and room _____
7. Specify whether Bachelor Room or Family Suite is required _____

8. No. of Family Members _____
9. Whether the applicant own any accommodation of his own at Aizawl _____

Certified that I have read the Terms and Conditions of allotment for accommodation of members in the Legislators Home and I agree to abide by the terms and conditions and declare that the particulars given by me are correct and that the allotment to be made to me or already made to me shall be subject to these terms and conditions and subsequent amendments if any thereto. I also undertake not to sublet the residence wholly or in part when it is no longer required by me or responsible for handing over its vacant possession to the officer incharge of the building or any other authorised representative of the Assembly Secretariat and until such vacant possession is delivered, rent and other charges in respect of residence shall be recoverable from me.

I agree to pay the rent and other charges for the accommodation be deducted at source from my pay and allowances.

Dated : _____

Signature/Thumb's impression
of member.

APPENDIX - B

RULES REGULATING ALLOTMENT, OCCUPATION AND VACATION OF SEATS IN THE MIZORAM LEGISLATIVE ASSEMBLY HOSTELS, AIZAWL.

- 1. Short title and Commencement**

 - (a) These rules shall be called the "Mizoram Legislative Assembly Hostels Rules, 1975"
 - (b) They shall come into force at once.

- 2. Definitions**

In these rules, unless the context otherwise requires :-

 - (a) "Hostels" means the Mizoram Legislative Assembly Hostels No. I and No. II at Aizawl;
 - (b) "Members" means a member of the Mizoram Legislative Assembly;
 - (c) "Session" means a session of the Mizoram Legislative Assembly ;
 - (d) "Secretary" means the Secretary to the Mizoram Legislative Assembly;
 - (e) "Under Secretary" means the

Under Secretary to the Mizoram Legislative Assembly;

(f) "Liaison Officer" means an employee of the Mizoram Legislative Assembly whose service is attached to the Hostels and designated as such;

(g) "Receptionist" means an employee of the Mizoram Legislative Assembly whose service is attached to the Hostels and designated as such.

(h) deleted.

3. Control of the Hostels

The Mizoram Legislative Assembly Hostels shall be under the Administrative control of the Secretary/Under Secretary.

4. Occupation

(1) The Hostel is primarily meant for the occupation of the sitting Members, but subject to accommodation being available during inter-session period the following categories of non-members coming to Aizawl on Government business may be accommodated for a period not exceeding one week on payment of usual rent.

- (i) Sitting MPs of Mizoram
- (ii) Ex-MLAs/Ex-MPs of Mizoram
- (iii) Sitting MPs of other states
- (iv) MLAs/Ex-MLAs/Ex-MPs of other states.

(2) The Seats may be occupied by members from one week before the commencement of a session or a Committee meeting and three days after the termination of the same. At other times, the Hostels may be occupied by members whenever they come to Aizawl on public duty.

(3) the word "The Hostel shall, on no account, be made available for occupation by any member with or without family as all time residence" Omitted by Mizoram Legislative Assembly Hostels (Amendment) Rules, 1986 on 20.3.1986

(4) No member shall be permitted to occupy more than one room at a time.

(5) No person, other than a member, shall be allowed to stay in the Hostels during Session.

(6) No one shall be allowed to occupy the dining room or lounge

(7) No one shall be allowed to stay in the Hostels without permission granted by the Controlling Officer.

(8) The Receptionist shall submit to the Controlling Officer occupation chart every day.

**5. Reservation of
Hostel Seats.**

(1) The Hostel seats shall be reserved for the members during the Assembly Sessions.

(2) Reservation of seats or seats shall be made by persons mentioned in categories at item (1) to (iv) in advance on application being made to the Secretary/Under Secretary stating clearly the date (s) on which the occupation is desired.

(3) In the case of persons not mentioned in categories at item (i) to (iv) of sub-rule (1) of rule 4, request for accommodation shall be made by the relevant Department of the Government for whose purpose their presence at Aizawl is necessary. In all such cases at least one week's notice for reservation shall ordinarily be given and the request shall be sponsored by an Officer not below the rank of a Secretary to the Government or Head of the Department unless relaxed, under exceptional circumstances, to the Secretary.

(4) During Inter-Session period at least one room of the Hostels shall always be kept reserved for meeting emergent needs of the Members.

(5) All requests for allotment of seats in the Hostels for any State Guest shall come from the Secretariat Administration Department/General Administration Department.

(6) Members while coming to attend session of the Assembly or sittings of any Committee and desiring accomodation in the hostels shall inform the Secretary, sufficiently advance of the date of the commencement of session or meeting. The allotment of seats will be made on the basis of first come-first serve.

6. Cancellation of Reservation

Failure to occupy the seat on the due date shall amount to cancellation of the reservation.

7. Rent for Hostels

The rent for Hostels shall be as follows :-

A. Hostel No. 1 (New MLA Hostel)
Khatla

(i) For Members / MPs of Mizoram / MLAs & MPs of other States - (Rs. 20/- per day per room or Rs. per day per seat for every period not exceeding 24 hours.

- 50 -

(ii) For Ex-MLAs/ Ex-MPs including Ex-MLAs / Ex-MPs of other States.

(iii) For others - Rs. 120 per day per room or Rs. 60 per day per bed for every period not exceeding 24 hours.

(iv) The Lounge /Dining Hall are not open to the public or to Government Departments. However, they may be allowed to be used in exceptional circumstances and also with the permission of the Controlling Officer. In such case, a nominal room rent of Rs. 100/- will be charged for arranging lunch, Dinner etc.

Explanation

(1) "Per day" means a period of 12 hours or more but not exceeding 24 hours for a period of stay or less than 12 hours, half-day rent will be charged.

(2) There is a limited stock of bedding, which, if available may be rented to an occupant at the rate of -

Rs. 1 (Rupees one) only per day for members, and

Rs. 2 (Rupees two) only per day for non-members.

The following articles will be provided with the bedding -

- (a) Two blankets
- (b) One bedsheet
- (c) One pillow with a pillow case, and
- (d) Mosquito net.

8. Entry into Register

(1) Every occupant must enter the date and time of his arrival immediately when the accommodation is allotted to him.

(2) The occupants shall also enter in the Register the date and hour of his departure.

(3) All occupants whether Members or Non-Members shall inform the Receptionist about their vacation at least one day ahead.

**9. Payment for
Rent**

(a) Rent including other charges for occupation of the Hostels by Members or Non-Members except the State Guest shall be paid in advance to the Receptionist.

(b) Rent for occupation of seats by any State Guest shall be paid by the Secretariat Administration Department or General Administration Department, as the case may be, after receipt of the bill from the Assembly Secretariat.

(c) The Receptionist shall deposit the rent received / collected by him weekly with the Cashier in the Assembly Secretariat.

(d) The Cashier shall maintain Rent Register and credit the rent to the Treasury every week under the appropriate head of accounts of Public Works Department.

10. Stock Register

A stock Register shall be maintained in the Hostels for Utensils, properties furniture etc. The Stock Register shall be checked and verified half-yearly by the Controlling Officer or his representative.

11. Recovery on account of damage, breakage etc.

Any damage, breakage or loss of utensil and furniture of the Hostels shall be made good by the persons responsible for the damage, breakage or loss by paying the price of the kind at the current market price.

12. Gambling, drinking etc.

(1) Gambling, drinking or liquors and entertainment of persons of loose character in the premises is strictly prohibited.

(2) No occupant shall keep in his room an outsider except a member of his family.

(3) No meeting, other than meetings of Legislature Committees shall be held within the premises of the Hostels.

(4) No furniture should be removed from one room to another.

13. Telephone

(1) Telephones provided may be used free of charge for local calls. Trunk calls may be made with prior permit of the Receptionist, and such call must be entered in the Trunk Call Register kept for the purpose with Callers' signature.

(2) Payment on account of Trunk Calls be recovered from the Callers.

14. Catering of Food

(1) For the convenience of all the occupants, the Khansamas will be the Caterers but the rates will be approved by the Controlling Officer, The present rate is Rs. 50/-, Rs. 30/-

(2) Payment for food/tea etc. shall be made in advance to the Caterers.

(3) On no account private cooking shall be permissible in any part of the Hostel buildings.

(4) Lunch and Dinner will be served only in the Dining Hall and no food will be served after 9 : 00 P.M. in summer (March - August) and after 8 : 00 P.M. in Winter (September - July).

15. Errands

The Employees attached to the Hostel shall not be engaged for personal errands or private works.

16. Violation of Rules

Any wilful violation of these rules and misbehaviour in the Hostels shall entail expulsion.

17. Amendments

Amendment to these Rules shall be made on the recommendation of the House Committee of the Legislative Assembly.

Provided that the Speaker may at his discretion suspend the application of any of the above rules for the time being.

APPENDIX - 'C'

(Illustration of the procedure as to the counting of votes at an election on the single transferable vote system when more than one seat is to be filled).

Assumed that there are seven members to be elected, sixteen candidates, and one hundred and forty electors.

The valid ballot papers are arranged in separate parcels according to the first preference recorded for each candidate, and the papers in each parcel counted.

Let it be assumed that the result is as follows :-

A	12
B	8
C	6
D	9
E	10
F	7
G	4
H.	19
I	13
J	5
K	14
L	8
M	10
N	6
O	4
P	5

Total : 140

Each valid ballot paper is deemed to be of the value of one hundred and the values of the votes obtained by the respective candidates are as shown in the first column of the result sheet.

The value of all the papers are added together and the total 14,000 is divided by eight (i.e. the number which exceeds by one the number of vacancies to be filled) and 1,751 (i.e., the quotient 1,750 increased by one) is the number sufficient to secure the return of a member and is called the quota.

The operation may be shown thus :-

$$\begin{array}{rcl} & 14000 & \\ \text{Quota} = & \frac{\quad}{8} & + 1 = 1,750 + 1 = 1,751 \end{array}$$

The candidate H, the value of whose votes exceed the quota, is declared elected.

As the value of the papers in H's parcel exceeds the quota, his surplus must be transferred. His surplus is 149, i.e. 1900 less 1,751.

The surplus arises from original votes, and therefore, the whole of H's papers are divided into sub-parcels according to the next preferences recorded thereon, a separate parcel of the exhausted papers being also made. Let it be assumed that the result is as follows :-

			Papers
B	is marked as next available preference on	7
D	is marked as next available preference on	4
E	is marked as next available preference on	4
F	is marked as next available preference on	3
Total of unexhausted papers			18
No. of exhausted papers			1

Total of paper 19

The values of the papers in the sub-parcels are as follows:

B	700
D	400
E	400
F	300
Total value of enexhausted paper				1,800
Value of exhausted papers				100
Total value				1,900

The value of the unexhausted papers is 1,800 and is greater than the surplus. Thus surplus, is, therefore, transferred as follows :-

All the unexhausted papers are transferred, but at a reduced value, which is ascertained by dividing the surplus by the number of unexhausted papers.

The reduced value of all the papers, when added together with the addition of any value lost as the result of the neglect of fractions, equals the surplus. In this case the new value of each paper transferred is

$$149 \text{ (the surplus)}$$

18 (the number of unexhausted paper the residue of the value of each paper $9100 - 8 = 92$), being required by H for the purpose of constituting his quota i.e. one exhausted paper value (100) plus the value (1,656) of 18 unexhausted papers.

These values of the sub-parcels transferred are :-

B = 56 (i.e., seven papers at the value of 8);

D = 32 (i.e., four papers at the value of 8);

E = 32 (i.e., four papers at the value of 8);

F = 24 (i.e., three papers at the value of 8);

These operation can be shown a transfer sheet as follows :-

Transfer Sheet

Value of surplus (H's) to be transfered	149	
Number of papers in H's parcel	19	
Value of each paper in parcel	100	
Number of unexhausted papers	18	
New value of each paper transferred		
Surplus	149	= 8
number of unexhausted papers	8	
Name of candidates marked as the next available preference	Numbers of paper to be transfered	Value of sub-parcels to be transferred
B 	7	56
D 	4	32
E 	4	32
F 	3	24
	Total	144
Number of exhausted paper	1	..
Loss of value owing to neglect of fraction	..	5
	Total	19
		149

The valued of the sub-parcel are added to the values of the the votes already credited to the candidates, B.D.E and F. This operation is shown on the result sheet.

There being no further surplus, the cadidates lowest on the pool has now to be excluded. G and O both have 400.

The Returning Officer casts lot and G is chosen to be excluded.

Being original votes, G's papers are transferred at the value of 100 each. 'A' who was marked as next preference on two papers received 200, while D and E were each next preference on one paper and receiving 100 each O now being lowest is nect excluded and his 400 is similarly transferred to I, B and K, I receiving 200 and B and K 100 each.

This leaves J and P lowest with 500 each and is J chosen by lot for exclusion first. His paper are transferred at the value of 100 each to A, B, D and I, the three first named receiving 100 each and I who had been next preference on two papers receiving 200. P is then excluded and his papers are transferred to E, L and K, the two first named receiving 100 each, and K, who had the next preference on three papers, receiving 300.

K now exceeds the quota and is declared elected.

Prior to further exclusion, K's surplus of 49 has to be distributed.

The sub-parcel last transferred to K consisted of 3 votes transferred at the value of 100 each. This sub-parcel is examined; there are no exhausted paper and B, F and I are each next preference on one paper and one paper is transferred to each of them at a reduced value determined by dividing the surplus (49) by the number of unexhausted papers (3). B, F, and I accordingly receive 16 each.

The process of exclusion is now proceeded with.

C and N have 600 each, and G is chosen by lot for exclusion first. He has 6 original votes; B, D and E are each next preference on two papers, and each receives 200. N is then excluded; A is next preference on 3 of his papers, and receives 300; F, I and L are each next preference on one paper and receive 100 each.

This brings A and I above the quota and they are declared elected. These surplus have not to be distributed and I's surplus which is the larger, 65, is dealt with first.

The last sub-parcel transferred to I consisted of one paper transferred at the value of 100, D is next preference on this paper, and receives the whole surplus of 65.

A's surplus of 49 is then dealt with. The last sub-parcel transferred to him consisted of 3 papers transferred at the value of 100 each. B was next preference on two of these papers and E on one, and the papers are transferred accordingly. The value to be transferred is 16 per paper, i.e. the surplus (49), divided by the number of the unexhausted (3). B accordingly receives 32 and E 16.

No other candidate having reached the quota, the process of exclusions is proceeded with, and F, who is now lowest with 840, is excluded.

His seven original votes are transferred first. B, D and E are next preference and three, two and two papers, respectively and receive respectively 300, 200 and 200.

The transferred votes are next transferred in the order of their transfers to F. The 3 votes received at the value of eight each at the distribution of H's surplus are transferred at the same value to L was next preference on all 3 papers. The vote valued at sixteen received by F at the distribution of K's surplus goes at the same value to M, who was next preference on that paper. The vote transferred at the value of 100 on the exclusion of N is then transferred at the same value to D, who thus receives to of 300.

No continuing candidate having yet reached the surplus, N, who is now lowest with 101, 6 is excluded.

His ten original votes are transferred first. B and D are first preference on three papers each, and E and L on two each, B and D accordingly receive 300 each, and E and L 200 each. This brings, B, D and E above the quota, and they are declared elected. The requisite number of candidates having now been elected, the election is at an end, and it is unnecessary to proceed to the transfer of M's transferred votes.

RESULT SHEET

Value of votes 14,000 Quota $\frac{14,000}{8} = 1,751$

Name of candidate	Value of votes at first Count	Distribution of H's surplus	Result
1	2	3	4
A	1,200	1,200
B	800	+ 56	856
C	600	600
D	900	+ 32	932
E	1,000	+ 32	1,032
F	700	+ 24	724

G	400	400
H	1,900	- 149	1,751
I	1,300	1,300
J	500	500
K	1,400	1,400
L	800	800
M	1,000	1,000
N	600	600
O	400	400
P	500	500

Lost of the value by
neglect of fractions + 5 5

Total : 14,000 14,000

Distribution of votes G & O	Result	Distribution of votes of J & P	Distribution Result of K's surplus	
5	6	7	8	9
+ 200	1,400	+ 100	1,500	
+ 100	956	+ 100	1056	+ 16
.....	600	600
+ 100	1,032	+ 1000	1,132
+ 100	1,132	+ 100	1,232
.....	724	724	+ 16

- 67 -

- 400
.....	1,751	1,751
+ 200	1,500	+ 200	1,700	+ 16
.....	500	- 500
+ 100	1,500	+ 300	1,800	- 49
.....	800	+ 100	900
.....	1,000	1,000
.....	600	600
- 400
.....	500	- 500
Lost of the 5	5	+ 1
value by neglect of				
fraction				
		14,000		14,000

APPENDIX - D

STANDING COMMITTEES OF MIZORAM LEGISLATIVE ASSEMBLY

1. Business Advisory Committee
2. Select Committee
3. Committee on Petitions
4. Committee on Public Accounts
5. Committee on Estimates
6. Committee on Public Undertakings
7. Committee on Privileges
8. Committee on Subordinate Legislation
9. Committee on Govt. Assurances
10. Committee on Papers laid on the Table
11. Rules Committee
12. House Committee
13. Library Committee
14. Subject Committee I
15. Subject Committee II
16. Subject Committee III
17. Subject Committee IV
18. Subject Committee V
19. Ethics Committee
20. Budget Committee
21. General Purposes Committee

APPENDIX - 'E'

Notice of cut motions on Demands for Grants and
Supplementary Demands for Grants.

To

The Secretary, Mizoram Legislative Assembly.

Dear Sir,

I here by give notice of the following cut motions :-
That the total Provision of Rs under.

Grant No.

Supplementary Demand No

Major head

Minor head

Sub - Head

Detail Head

at page _____ of the Budget _____ be reduced to _____ Re. 1.00
list of supplementary demands refused

By Rs. 10,000 i.e., the amount of the whole
Grant _____ refused
_____ of Rs. do stand _____
supplementary demand reduced to Re. 1.00 by Rs. 100.00

Object :-

Dated the 200__ Signature
Member, Legislative Assembly
Mizoram.

APPENDIX - 'F'

Form for notice of Question

(One form should be used for one question addressed to a
Minister-in-charge of the Deptt.)

To,

The Secretary
Legislative Assembly,
Mizoram.

Sir,

Under Rule 36 of the Rules of Procedure and
conduct of Business I would like to give notice of the
following question for the next/present Session of the Assem-
bly commencing/continuing on the

The Question may be treated as Starred/Unstarred
Question.

Yours faithfully,

(Signature)

M.L.A.

Dated
the 200 ____

Name of Member in full :

QUESTIONS

No..... will the Hon'ble Minister-in-charge of the
..... Department be pleased to
state

- (a)
- (b)
- (c)
- (d)

Note : 1) The word not applicable may be struck out

- 2) If the number of sub-question exceed the numbers shown in the form, additional sub-question may be written be putting consecutive numbers.

APPENDIX - 'G'
FORM OF RESOLUTION

To

The Secretary,
Mizoram Legislative Assembly,
Aizawl.

Sir,

Under rule 121 (1) of the Rules of Procedure and Conduct of Business, I would like to give notice of the following Resolution for the next/present session of the Assembly commencing/ on the

Yours faithfully,

Dated 200

Member
Mizoram Legislative
Assembly.

RESOLUTION

No. 1 " This Assembly is of the opinion/recommends to the Govt. of Mizoram that

2.

3.

Note. An Hon'ble Member is permitted to send notice of only five Resolutions in a Session.