



# **TAMIL NADU LEGISLATIVE ASSEMBLY**

## **COMMITTEE ON ESTIMATES**

### **BROCHURE**

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### **I. INTRODUCTION**

#### **(1) FINANCIAL COMMITTEE OF THE LEGISLATURE**

The Legislature is one of the three wings of the State, the other two being the Executive and the Judiciary. It is the duty of every democratic Legislature to keep a close watch through Committees on the administration of public expenditure and to find out whether the expenditure has been made in tune with the policy laid down in the Budget and whether the amount allotted on a particular demand has been spent judiciously. This is being achieved through the Financial Committees of the Legislature.

The Financial Committees of the Legislature--the Estimates Committee, the Public Accounts Committee and the Public Undertakings Committee exercise control over Government expenditure through different procedure. The Estimates Committee examines current estimates, while the Public Accounts Committee scrutinizes the Appropriation Accounts of the State placed on the Table of the Legislature and the report of the Comptroller and Auditor-General thereon. The Public Undertakings Committee scrutinizes the working of the various categories of Public Corporations, Companies and Institutions. The Estimates Committee seeks to find out what economy can be achieved within the estimates approved by the Legislature; the Public Accounts Committee endeavors to see that money has been spent as the Legislature intended, the Public Undertakings Committee ensures a proper balance between the requirements of autonomy which is necessary for the successful working of the undertakings and the need to maintain effective legislative control. The Estimates Committee, the Public Accounts Committee and the Public Undertakings Committee are to be treated as sister Committees in their scope and functions.

In particular, the Committee on Estimates holds a watching brief on behalf of the Legislature and the public to see that the money is wisely spent the sub serves the purpose for which it was sanctioned. It oversees the administration, focuses light on areas of weakness and gives constructive suggestions to eliminate waste and gear up machinery and procedures to render more economical and efficient services to the people which will also act as a guide for future estimates and policies.

## **(2) COMMITTEE ON ESTIMATES IN THE UNITED KINGDOM**

In U.K. the Select Committee on Estimates functioned up to 1971 from 1912 to consider public expenditure. In 1971, this was replaced by a Committee known as Expenditure Committee established under Standing Order 87. This Standing Order provides the Expenditure Committee to consider any papers on public expenditure presented to the House and such of the estimates as may seem fit to the Committee and in particular to consider how, if at all, the policies implied in the figures of expenditure and in the estimates may be carried out more economically and to examine the form of the papers and of the estimates presented to the House. The Committee consisted of 49 members. The Committee had powers to appoint specialist advisers.

The Select Committee on Procedure established in 1977-78 recommended establishment of departmentally related subject Committees and proposed establishment of new Select Committees on Agriculture, Defence, Education (Science and Arts), Energy, Environment, Foreign Affairs, Home Affairs, Industry and Trade, Social Services, Employment, Transport, etc. These Committees would replace the Expenditure Committee and Select Committee on Nationalised Industries, Overseas Development, Race Relations and Immigration and Science and Technology and the Parliamentary Commission on Administration.

The core recommendations concerning the Select Committee structure was approved by the House of Commons on a motion moved by the Government on 18th June 1979 and adopted and approved on 25th June 1979. The new Committee system introduced as a result of these decisions is designed to enable the House to monitor the activities of the Government through a series of Select Committees with areas of responsibility which closely resemble those of one or more Government Departments. The Committees are charged to examine the expenditure, administration and the policy of the departments to which they relate and of associated public bodies. A new Standing Order also seems to have been adopted.

## **(3) COMMITTEE ON ESTIMATES OF THE LOK SABHA**

The Estimates Committee of the Lok Sabha was first constituted in April 1950. Till then, there was only a Standing Finance Committee whose function was limited to scrutinizing proposals for new expenditure. The New Services were submitted to this Committee just before the presentation of the Budget and passed by them without such effective discussion in that short interval and could not be reopened except on the initiative of the Government. It had no opportunity to scrutinize the estimates. The question of setting up an Estimates Committee in India was first raised by way of an amendment to a resolution moved on 8th April 1938 for the appointment of a Retrenchment Committee. In reply to the debate, the then Finance Minister (Sir James Grigg) gave the Assembly an outline of the scheme to set up an Estimates Committee, according to which the Committee was to consist of 15 non-official members elected by the Assembly for a year represented by convention of all prominent parties of the non-Government

benches with the Deputy Secretary in the Finance Department as the Secretary of the Committee. The Committee was to suggest any changes in the form in which the estimates may be presented to the Legislature and to report what, if any, economy consistent within an advisory capacity. The Committee was to examine each year, with the help of the Departmental Officers, the group of estimates selected by the Finance Department. The estimates will be referred to the Committee only after they had been presented to the Assembly and the Committee will not report until after the estimates had been voted. The Government would consider the suggestions and recommendations made by this Committee, in time to embody such of them as are accepted in the estimates for the following year. As this process would be a continuous one going on from year to year, taking a block of estimates, each year in a certain period of time it was expected that the whole field of demands for expenditure would have been scrutinized from this administrative point of view. This differed from the Committee of the British House of Commons in that it sought to impose official control through a Government official who should be the Secretary, and the selection of subjects was also to be decided not by the Committee itself but by the Finance Department. This scheme was not accepted by the House but the subject was off and on discussed in later Assemblies. On the 24th August 1939, a member of the Public Accounts Committee pressed for the establishment at an early date of an Estimates Committee in the place of the Standing Finance Committee. The Chairman of the Public Accounts Committee, Sir Jeremy Rasiman explained that such a proposal had already been circulated to the various party leaders and that no further action was possible until their reactions to the proposal were known. Finally in April 1950, Dr. John Mathai moved for the constitution of an Estimates Committee based on the practice in force in the United Kingdom, and the Committee has been in existence since then.

## **II. COMMITTEE ON ESTIMATES OF THE LEGISLATIVE ASSEMBLY**

The Estimates Committee of the Tamil Nadu Legislative Assembly was first constituted in 1955. In the old Legislative Council, a Finance Committee was constituted in pursuance of a resolution passed by the Legislative Council in 1921 to scrutinize the proposals for new expenditure entered in Budget Estimate and also to examine schemes for reduction of public expenditure. The Committee though not statutory was in some ways more in evidence than the Committee on Public Accounts. It consisted of nine Members of whom three, including the Finance Member as Chairman were nominated by the Governor and six were non-official members of the Legislative Council elected by the legislative Council. A fresh Committee was appointed for every year. The Finance Committee dealt with the current and proposed expenditure. All schemes involving new and recurring commitments were brought before it for examination before they were included in the Budget and though only advisory, its recommendations had weight in the decisions of the Cabinet as to expenditure. It gave an opportunity for close examination of expenditure and to bring in informed criticisms to bear upon the various proposals. It sat continuously in January for about a week and thereafter whenever necessary.

On the introduction of Provincial Autonomy in 1937, the Government decided that the Standing Financial Committee of the Legislature was not necessary.

In 1946, a Financial Committee of the Cabinet, with six Ministers as Members of the Committee was constituted to advise the Government regarding the more important schemes involving new expenditure or the abandonment of the existing revenue of the following kinds:-

(1) Schemes not contemplated in the Budget of a year that are proposed for introduction in the course of the year.

(2) Schemes brought forward as part II Schemes in connection with the budget of the ensuing year.

It was only in 1954 following the practice obtaining the House of Commons and in the Lok Sabha, provisions were incorporated in the Assembly Rules under clause (1) of Article 208 of the Constitution of India, for the Constitution of an Estimates Committee.

#### **(i) FUNCTIONS**

The functions of the Committee are:-

- (a) to report what economy, improvements in organisation efficiency or administrative reforms, consistent with the policy underlying the estimates be effected;
- (b) to suggest alternative policies in order to bring out efficiency and economy in administration;
- (c) to examine whether the money is well laid out within the limits of the policy implied in the estimates; and
- (d) to suggest the form in which the estimates shall be presented to Legislature:

Provided that the Committee shall not exercise its functions in relation to such Public Undertakings as are allotted to the Committee on Public Undertakings by the Assembly Rules or by the Speaker.

It shall not be incumbent on the Committee to examine the entire estimates of any one year. The demand for grants may be voted upon notwithstanding the fact of the Committee has made no report.

## **(ii) CONSTITUTION**

The Committee consists of 16 members in addition to the Finance Minister, the Chairman of the Committee on Public Accounts and the Chairman of the Public Accounts who shall be members, ex-officio, elected by the Assembly from among its members according to the principle of proportional representation by means of single transferable vote and in accordance with the regulations framed in this behalf by the Speaker (Rule 195). The term of office of the Members of the Committee is one year and a fresh election is held before the end of the year for constituting the Committee for the ensuing year and if under any circumstances such an election is not held the existing members of the Committee continue to hold office until new members are elected. Casual vacancies are filled up as soon as possible after they occur in the manner prescribed in the Assembly Rules and any person elected to fill such a vacancy hold office for so long as the person in whose place he is elected would have held office.

The Chairman of the Committee is nominated by the Speaker from amongst the members of the Committee. The person so nominated presides at the meetings of the Committee and in his absence; one of the members of the Committee elected by the Committee presides.

The quorum for a meeting of the Committee is five including the Chairman or the member presiding.

In the case of an equality of votes on any matter, the Chairman has a second or casting vote.

## **(iii) PROCEDURE**

The Committee examines such of the estimates as it may deem fit or are specifically referred to it by the House. Usually it selects a few estimates each year for scrutiny during a financial year. Rules of procedure regulating the internal working of the Committee are given in Appendix II. The Committee may appoint one or more Sub-Committees to examine any matter that may be referred to them and the reports of such Sub-Committee or Sub-Committees are deemed to be reports of the whole Committee if they are approved at a meeting of the whole Committee. All questions at any sitting of a Committee are determined by a majority of the members eligible to vote, present and voting.

The Committee hears officials or takes evidence connected with the estimates under examination. It is in the discretion of the Committee to treat any evidence tendered before it as secret or confidential. The Committee has also power to require the attendance of persons or the production of papers or records, but the Government made decline to produce a document on the ground that its disclosure would not be in the public interest.

#### **(iv) REPORTS**

The Committee continues its examination of the estimates throughout the financial year and reports to the House from time to time as its examination proceeds. On the conclusion of the examination of any estimates, a draft report is prepared and approved by the Committee. The report is presented to the House either by the Chairman or in his behalf by any other member of the Committee. The Committee may if it things fit, make available to Government any completed part of its report before presentation to the Assembly. Such reports shall be treated as confidential until presented to the Assembly. There is no minute of dissent to the reports of the Committee.

The Committee on Estimates is necessarily a recommendatory body and it is not binding on the Executive to implement all its recommendations. But in as much as it is a Committee of the Legislature the Executive gives due weight to its recommendations and observations and implements as many of them as possible. Where the Executive is unable to do so in any case, a note to that effect, with reasons therefore is sent for being placed before the Committee. The Legislative Assembly Secretariat also watches the implementation of the recommendations contained in the reports of the Committee. After a reasonable time, a statement of action taken is prepared, based on the replies received from the administrative departments concerned and placed before the Committee. In respect of replies to such of those recommendations which are not implemented by the Government, the Committee presents a further report to the House, which is called "Action Taken Report".

Based on the replies furnished by the administrative departments concerned in response to the observations, comments of the Committee contained in the Action Taken Reports, a Statement of further action taken is also prepared and placed before the Committee for information.

### **III. YEARWAR DETAILS SHOWING THE ESTIMATES TAKEN UP FOR SCRUTINY AND REPORTS PRESENTED FROM THE INCEPTION OF THE COMMITTEE**

The Committee was constituted for the first time under the revised Assembly Rules in March 1955. The Same Committee continued to function during the year 1956-57 also.

The Committee took up for scrutiny the estimates relating to (1) Hospital Supplies, Medicine etc., (2) Public Works Department (Communications), (3) Sanitary Engineering, (4) Agricultural Machinery; and (5) Public Works Department (Buildings). On the recommendations of the Public Accounts Committee, the Committee also took up for scrutiny the estimates relating to the Cinchona Department.

The Committee held 38 sittings in Madras and two at Ootacamund and finalised and presented reports on the above estimates except Public Works Department (Buildings).

The estimates relating to the Public Works Department (Buildings) were still under scrutiny when the Assembly was dissolved in 1957.

After the General Elections in 1957, the Committee for the year 1957-58 was constituted in May 1957. The Committee took up for scrutiny the estimates relating to the Public Works Department (Buildings) and Community Development Projects. The Committee held 24 sittings, finalised and presented reports on the above estimates. The Committee also considered and presented to the Assembly the reports on the action taken by the Government on the recommendations contained in its reports on Hospitals and Dispensaries and Cinchona Department.

The Committee for the year 1958-59 was constituted in April 1958. The Committee took up for scrutiny the estimates relating to (1) Agriculture Department (Experimental Farms, Agriculture Demonstration and

Propaganda including Public Exhibitions and Fair) ;(2) Forest; (3) Co-operation; (4) Stationery and Printing ; and (5) Animal Husbandry. The Committee held 57 sittings, finalised and presented reports on the above estimates. The Committee also presented a report on the action taken by the Government on the recommendations of the Committee contained in the report on Sanitary Engineering.

The Committee for the year 1959-60 was constituted in March 1959. The Committee took up for scrutiny the estimates relating to (1) Rural Water Supply Comprehensive Scheme; (2) Public Works Department (Irrigation); (3) Small Scale Industries; and (4) State Transport. The Committee held 56 sittings, finalised and presented reports on the above estimates.

The Committee for the year 1960-61 was constituted on the 6th September 1960. The Committee took up for scrutiny the estimates relating to (1) General Sales Tax and other Taxes and duties; (2) Education including Technical and Professional; (3) Fisheries; and (4) Harijan Welfare Department. In view of the General Elections in 1962, the Committee for the year 1960-61 was continued during year 1961-62 also. The Committee held 40 sittings, finalised and presented reports on the above estimates.

The Committee also presented a report on the action taken by Government on the recommendations of the Committee contained in the Report on Agricultural Machinery.

After the General Election in 1962, the Committee for the year 1962-63 was constituted in May 1962. The Committee took up for scrutiny the estimates relating to (1) District Administration; (2) Labour including Factories; (3) Motor Vehicles Act Administration; and (4) Jails and other Departments. The Committee held 38 sittings, finalised and presented reports on all the above estimates. The Committee also presented reports on the action taken by the Government on the recommendations of the Committee contained in the report on (1) State Transport; (2) Small Scale Industries; and (3) Animal Husbandry.

The Committee for the year 1963-64 was constituted in August 1963. The Committee took up for scrutiny the estimates relating to (1) Police; (2) Collegiate Education; (3) Technical Education; (4) State Legislature, (5) Capital Outlay on schemes of Government Trading (Madras Dairy and Milk Project) ; and (6) Loans and Advances by the State Government. The Committee held 29 sittings, finalised and presented reports on (1) Technical Education; (2) Police; and (3) Madras Dairy and Milk Project.

The Committee did not complete the scrutiny of estimates relating to (1) Collegiate Education; and (2) Loans and Advances. The Committee decided not to present any report on the findings of the Committee on the estimates relating to State Legislature, in view of the special nature of its functions.

The Committee for the year 1964-65 took up for scrutiny the estimates relating to (1) Community Development; (2) Public Health including Sanitary Engineering; (3) Highways; (4) Women's Welfare ; (5) Industrial Estate including Colonies; (6) Hindu Religious and Charitable Endowments (Administration) ; and (7) Khadi and Village Industries. The Committee also took up for scrutiny the estimates relating to the State Transport Department as suggested by the Government. The Committee held 51 sittings, finalised and presented reports on (1) Women's Welfare Department; (2) Khadi and Village Industries; (3) Industrial Estates; (4) Collegiate Education; (5) Highways and Rural Works; (6) State Transport and (7) Community Development Programmes. The Committee also presented a report on the action taken by the Government on the recommendations of the Committee contained in the Report on Fisheries Department.

The Committee could not present reports on the Hindu Religious and Charitable Endowments (Administration) and Public Health including Sanitary Engineering for want of time.

The Committee for the year 1965-66 was constituted in August 1965. The Committee took up for scrutiny the estimates relating to (1) Public Health and Medical; (2) Hindu Religious and Charitable Endowments (Administration); (3) Directorate of Handlooms; (4) Madras Records Office; (5) Directorate of Vigilance and Anti-Corruption and (6) Information and Publicity Department. The Committee held 37 sittings, finalised and presented reports on (1) Madras Records Office; and (2) Hindu Religious and Charitable Endowments (Administration). The Committee also presented a report on the action taken by the Government on the recommendations contained in the report on the Madras Dairy and Milk Project.

In view of the special nature of the functions of the Directorate of Vigilance and Anti-Corruption Department, the Committee decided to drop the scrutiny of the estimates relating to that Department.

The Committee could not present reports on (1) Public Health and Medical; (2) Directorate of Handlooms; and (3) Information and Publicity Department.

In view of the General Elections in February 1967, the Committee for the year 1965-66 was allowed to continue for the year 1966-67 also. The Committee

continued the scrutiny of estimates relating to Handlooms, Medical and Public Health including Public Health Engineering and Town Planning Departments which had not been completed by the Committee for the year 1965-66 and presented reports on the above estimates. The Committee held 25 sittings.

After the General Elections in 1967, the Committee for the year 1967-68 was constituted in March 1967. The Committee took up for scrutiny the estimates relating to (1) District Administration; (2) Madras State Electricity Board; (3) Irrigation; (4) Fisheries; and (5) Madras Industrial Development Corporation.

The Committee held 46 sittings. The Committee presented a report on Fisheries and also reports on the action taken by the Government on the recommendations of the Committee contained in the reports on the (1) Industrial Estates; (2) Labour including Factories; and (3) Police.

The Committee did not present its report on the other estimates taken up by it.

The Committee for the year 1968-69 was constituted in March 1968. The Committee took up for scrutiny the estimates relating to (1) District Administration; (2) Education (Primary and Secondary Education) ; (3) Agriculture (Experimental Farms, Agricultural Education, Agricultural Experiments, Botanical and other Public Gardens); (4) Industries (Small-Scale Industries); (5) Welfare of the Scheduled Tribes, Castes and other Backward Classes; and (6) Public Works (Works).

The Committee held 51 sittings. The Committee presented reports on (1) Welfare of Scheduled Tribes, Castes and other Backward Classes (Harijan Welfare Department) and (2) Agriculture. The Committee also presented reports on the action taken by the Government on the recommendations of the Committee contained in the previous reports on (1) Collegiate Education; (2) Technical Education; (3) Jails and other allied Departments; and (4) Motor Vehicles Act Administration.

The Committee did not present reports on the other estimates taken up by it.

The Committee for the year 1969-70 was constituted in March 1969. The Committee took up for scrutiny the estimates relating to (1) Irrigation; (2) Electricity; (3) Forests; (4) Stationery and Printing; and (5) Problems of Destitute and Vagrants.

The Committee held 54 sittings. The Committee presented reports on (1) Problems of Destitutes and Vagrants; (2) Stationery and Printing; (3) Forests; (4) Irrigation; and (5) Tamil Nadu State Electricity Board. The Committee also presented reports on the action taken by the Government on the recommendations of the Committee contained in the previous reports on (1) Women's Welfare Department ; (2) Madras Records Office (Tamil Nadu Achieves) ; and (3) Directorate of Handlooms.

The Committee for the year 1970-71 was constituted in March 1970. The Committee took up for scrutiny the estimates relating to (1) Land Revenue and Famine Relief; (2) Small Scale Industries; (3) Tamil Nadu Small Industries Corporation; (4) Industrial Development Corporation; (5) Khadi and Village

Industries Board; and (6) Guest Houses under the control of the Public Department. The Committee held 40 sittings. The Committee did not present reports on the above estimates due to the dissolution of the Assembly in January 1971.

The Committee for the year 1971-72 was constituted on the 3rd April 1971. The Committee took up for scrutiny the estimates relating to (1) Labour including Factories and Employment and Training; (2) Cinchona; (3) Animal Husbandry and Veterinary Education and Research ; and (4) Nationalised Transport.

The Committee held 64 sittings. The Committee presented reports on (1) Guest Houses maintained by the Public Department; (2) Industrial Development Corporation; (3) Cinchona; (4) Veterinary Education and Research; (5) Employment and Training; (6) Labour including Factories; and (7) Animal Husbandry.

The Committee also presented reports on the action taken by Government on the recommendations of the Committee contained in the previous reports on (1) Highways and Rural Works; (2) Khadi and Village Industries; (3) Fisheries and (4) Community Development Programme.

The Committee did not present any report on Nationalised Transport as the Department had not furnished the basic materials required in connection with the scrutiny of estimates.

The Committee for the year 1972-73 was constituted on the 4th April 1972. The Committee took up for scrutiny the estimates relating to (1) Co-operation (Super Markets); (2) Medical and Public Health (Hospitals and Dispensaries); (3) Fire Services; and (4) Hindu Religious and Charitable Endowments (Administration) Department.

The Committee held 62 sittings. The Committee presented Reports on (1) Fire Services; (2) Hindu Religious and Charitable Endowments; (3) Co-operation (Super Markets); and (4) Hospitals and Dispensaries.

The Committee also presented reports on the action taken by the Government on the recommendations of the Committee contained in the previous reports on (1) Agriculture; and (2) Information and Publicity.

The Committee for the year 1973-74 was constituted on the 5th April 1973. The Committee took up for scrutiny the estimates relating to (1) Civil Supplies Department; (2) Education (Primary and Secondary) ; (3) Public Works--(i) Buildings and Bridges; (ii) Highways; (iii) Minor Irrigation; and (4) Registration Department.

At its meeting held on the 20th November 1973, the Committee decided to take up for scrutiny the estimates relating to Food Production Department instead of Public Works--(i) Buildings and Bridges ; (ii) Highways; (iii) Minor Irrigation in view of the non-receipt of replies to the questionnaire from the Department.

The Committee held 56 sittings. The Committee presented Reports on (i) Civil Supplies Department (Parts I and II), (2) Registration Department, (3) Education (Primary and Secondary) Department and (4) Food Production Department.

The Committee also presented reports on the action taken by the Government on the recommendations of the Committee contained in the previous Reports on (1) Forest; and (2) Tamil Nadu State Electricity Board.

The Committee for the year 1974-75 was constituted on the 20th April 1974. The Committee took up for scrutiny the estimates relating to (1) Co-operative Sugar Mills; (2) Public Libraries; (3) Industrial Co-operatives; (4) Handicraft Industries; (5) Mines and Minerals; (6) Compensations and Assignments to Local Bodies and Panchayat Raj Institutions and (7) Jails.

The Committee held 51 sittings. The Committee presented reports on (1) Public Libraries; (2) Jails Department; (3) Co-operative Sugar Mills; and (4) Compensation and Assignments to Local Bodies and Panchayat Raj Institutions. The Committee did not present Report on the other estimates taken up by it.

The Committee also presented Reports on the action taken by the Government on the recommendations of the Committee contained in the previous Reports (1) Harijan Welfare Department ; (2) Industrial Development Corporation ; (3) Veterinary Education and Research ; (4) Employment and Training ; and (5) Labour including Factories.

The Committee for the year 1975-76 was constituted on the 19th April 1975. The Committee took up for scrutiny the estimates relating to (1) Handlooms and Co-operative Spinning Mills and (2) Relief on Account of Natural Calamities.

The Committee met for 27 days. It could not however present any report due to dissolution of the Assembly on the 31st January 1976.

After the General Elections in 1977, the Committee for the year 1977-78 was constituted on the 25th August 1977. The Committee took up for scrutiny the estimates relating to (1) Irrigation; (2) Village and Small Industries including Industrial Estates; (3) Forests; and (4) Fisheries.

In order to enable the Committee to complete the scrutiny of the subjects taken up by it, the life of the Committee was extended up to 31st March 1979 by a resolution adopted in the Assembly on 12th September 1978.

The Committee met for 65 days in all and presented reports on (1) Irrigation; and (2) Village and Small Industries including Industrial Estates. The Committee did not however present any report on the other subjects taken up for scrutiny.

The Committee also presented Reports on the action taken by the Government on the recommendations of the Committee contained in its previous reports on (1) Cinchona; (2) Food Production; (3) Public Health, Public Health Engineering and

Town Planning; (4) Civil Supplies (Part I); (5) Registration; and (6) Hospitals and Dispensaries.

The Committee at its meeting held on 7th February 1978 took a decision to the effect that in super session of the position obtaining there to the statements of further action taken on the observations of the Committee contained in the Action Taken Reports also be placed before the Committee.

Pursuant to the above decision, the Committee approved the statements of further action taken on the observation of the Committee contained in its previous Action Taken Reports on (1) Employment and Training; (2) Labour including Factories; and (3) Madras Records Office (Achieves).

The Committee for the year 1979-80 was constituted on 1979-80 was constituted on 28th April 1979. It decided to continue the scrutiny of estimates relating to (1) Forests; and (2) Fisheries Departments as the previous Committee had not presented any reports thereon. It also selected two more subjects, viz., (1) Agriculture; and (2) Medical Education for scrutiny.

The Committee met for 43 days. It however, could not present any reports on the above subject due to the dissolution of the Assembly on the 17th February 1980.

The Committee presented a report on the action taken by the Government on the recommendations contained in its previous report on Animal Husbandry Department. It had also approved the draft reports on the action taken by the Government on the recommendations contained in its previous reports in 'Super Markets' and 'Stationery and Printing Department'. These reports also could not be presented to the House due to the dissolution of the Assembly.

After the General Elections in 1980, the Committee for the year 1980-81 was constituted on 26th July 1980. It decided to continue the scrutiny of estimates relating to (1) Forest Department; and (2) Fisheries Department, as the two previous Committees could not present any reports thereon. It also decided to take up for scrutiny the estimates relating to (1) Industries Department (excluding the aspects covered by the Committee for 1977-79 in its Reports on Village and Small Industries including Industrial Estates and also (2) the procedure regarding the procurements and supply of medicines to Government Hospitals and Dispensaries.

The Committee met for 66 days in all and presented reports on (1) Forest Department and (2) Fisheries Department.

The Committee also presented reports on the action taken by the Government on the recommendations of the Committee in the previous reports on—  
 (1) Fire Services; (2) Problems of Destitutes and Vagrants; (3) Super Markets; (4) Stationery and Printing ; (5) Education (Primary and Secondary); (6) Hindu Religious and Charitable Endowments (Administration) Department; (7) Co-operative Sugar Mills; (8) Public Libraries; (9) Guest Houses maintained by the Public Department; (10) Compensation and Assignments to Local Bodies and Panchayats Raj Institutions; and (11) Civil Supplies Department (Part-II), (In order to examine the action taken on

one of the cases covered in the Report on the Civil Supplies Department (Part II) a Sub-Committee was constituted under Rule 198 of the Assembly Rules). The Committee could not present reports on the other subjects for want of time.

The Committee also approved the statement of further action taken on the observations of the Committee contained in its previous action taken report on Cinchona Department.

The term of the Committee for 1980-81 was extended upto 31st March 1982.

The Committee for 1982-83 was constituted on 1st April 1982. It decided to take up for scrutiny the estimates relating to (1) Animal Husbandry; (2) District Administration; (3) Police; (4) Rural Water Supply Scheme; and (5) Medicines (Procurement and supply of Medicines to Government Hospitals and Dispensaries).

The Committee met for 74 days and presented the reports on (1) Animal Husbandry; (2) District Administration; and (3) Police. Scrutiny of estimates relating to (1) Rural Water Supply Scheme; and (2) Medicines (Procurements and supply of Medicines to Government Hospitals and Dispensaries) was subsequently dropped.

The Committee also presented reports on the action taken by the Government on the recommendations of the Committee contained in the previous reports on (1) Jails Department; (2) Irrigation Department; and (3) Village and Small Industries including Industrial Estates.

The Committee for 1983-84 was constituted on 18th April 1983. It decided to take up for scrutiny the estimates relating to (1) Agriculture Department; (2) Handlooms and Textiles Department; (3) Medical Department; and (4) District Industries Centres and Industrial Estates.

The Committee met for 57 days and presented in its reports on (1) Agriculture Department; (2) Handlooms and Textiles Department; and (3) Medical Department. Scrutiny of estimates relating to District Industries Centers and Industrial Estates could not be completed for want of time.

The Committee also presented Reports on the action taken by the Government on the recommendations of the Committee contained in its previous reports on (1) Forest Department; and (2) Fisheries Department.

The Committee for the year 1984-85 was constituted on 30th April 1984. It decided to continue the scrutiny of estimates relating to District Industries Centers and Industrial Estates as the previous Committee could not present its report thereon. It also decided to take up for scrutiny the estimates relating to (1) Irrigation Department; (2) Transport (Roads and Bridges) Department; (3) Adi-Dravidar and Tribal Welfare Department; (4) Administration of Justice; and (5) Information Publicity and Tamil Nadu Films Division.

The Committee met for 24 days. The Committee approved its report on District Industries Centers and Industrial Estates at its meeting held on 1st October 1984. The

Report could not be presented to the House for want of time. The Hon. Speaker, however ordered the printing and circulation of the Report under Rule 283 of the Tamil Nadu Legislative Assembly Rules on a request made by the Chairman of the Committee. The Report will be presented to the House during its next sitting or at the first convenient opportunity.

The Committee also approved the statement of further action taken on the observations of the Committee contained in its previous Action Taken Report on Stationery and Printing.

After the General Elections in 1984, the Committee for the year 1985-86 was constituted on 9th April 1985. It decided to continue the scrutiny of estimates relating to (1) Irrigation Department; (2) Adi-Dravidar and Tribal Welfare Department; and (3) Roads and Bridges as the previous Committee could not present any reports thereon. It also selected three more subjects, viz., (1) Administration of Justice; (2) Community Development Projects and Municipal Administration for scrutiny.

The Committee met for 48 days in all and presented reports on (1) Irrigation Department; (2) Adi-Dravidar and Tribal Welfare Department; and (3) Roads and Bridges. The Committee did not present any report on the other subjects taken up for scrutiny.

The Committee also presented a report on the action taken by the Government on the recommendations of the Committee contained in its previous report on Agriculture Department.

The Committee also approved the statement of further action taken on the observations of the Committee contained in its previous action taken Reports on (1) Public Libraries; (2) Co-operative Sugar Mills; (3) Problems of Destitutes and vagrants; and (4) Irrigation Department..

The Committee for 1986-87 was constituted on 8th May 1986. It decided to continue the scrutiny of estimates relating to Community Development Projects and Municipal Administration as the previous Committee could not present any report thereon. It has also selected three more subjects, viz., (1) Co-operative Sugar Mills; (2) Agricultural Co-operative Service Societies; and (3) Civil Supplies Department for scrutiny.

Originally the Committee consisted of 21 members of whom 16 members were elected from the Assembly and 5 members were nominated from the Legislative Council. Consequent on the abolition of the Tamil Nadu Legislative Council with effect from 1st November 1986, the members, nominated from Legislative Council for the year 1986-87, ceased to be members of the Committee.

The Committee met for 40 days in all and presented Report on Co-operative Sugar Mills. The Committee did not present any report on the other subjects taken up for scrutiny.

The Committee also presented Reports on the action taken by the Government on the recommendations of the Committee contained in its previous Reports on (1) District Administration; (2) Animal Husbandry Department; and (3) Handlooms and Textiles Departments.

The Committee for 1987-88 was constituted on 29th April 1987, consisting of 16 members who were elected from among the Members of the Legislative Assembly. Based on a motion moved and adopted by the Legislative Assembly, 5 more members from the Assembly were nominated to the Committee for 1987-88 with effect from 8th September 1987.

The Committees for 1987-88 took up for scrutiny four fresh subjects viz., (1) Collegiate Education; (2) Technical Education; (3) Primary Health Centers; and (4) Hindu Religious and Charitable Endowments Administration. It also decided to continue the scrutiny of estimates relating to Municipal Administration, Community Development Projects and Agricultural Service Co-operative Societies as the previous Committee could not present further the scrutiny of estimates relating to Civil Supplies which was selected for scrutiny by the Committee for 1986-87 as the subject matter comes under the purview of Public Undertakings.

The Committee met, in all, for 48 days and undertook study tours in various districts in connection with the scrutiny of estimates on the above subjects for spot study. It also visited the States of Karnataka, Kerala, Andhra Pradesh, Madhya Pradesh, Jammu and Kashmir and also New Delhi for comparative study and discussion with the sister Committee. The Committee could not present any report due to the dissolution of the Assembly on 30th January 1988.

As the Legislative Assembly was dissolved on 30th January 1988, the Committee for the year 1988-89 was not constituted and the 9th Assembly was constituted only in January 1989.

After the General Election was held in 1989, the Committee for the year 1989-90 was constituted on 19th April 1989.

The Committee decided to take up for scrutiny the estimates relating to (1) Public Works Department (Buildings); (2) Co-operation Department; and (3) Community Development Projects.

The Committee met for 33 days in all and undertook study tours in various districts of Tamil Nadu. It also visited the States of Uttar Pradesh, Rajasthan, Jammu and Kashmir and New Delhi for comparative study and discussion with sister Committee and presented reports on (1) Public Works Department (Buildings); and (2) Co-operation Department. The Committee could not present its report on Community Development Project which was taken up for scrutiny.

The Committee also presented Reports on the action taken by the Government on the recommendations of the Committee contained in its previous Reports on (1) Police Department; (2) Industrial Centers and Industrial Estates; and (3) Co-operative Sugar Mills.

The Committee for 1990-91 was constituted on 9th May 1990. It decided to continue the scrutiny of estimates relating to Community Development Projects as the previous Committee could not present the report thereon. It also decided to take up for scrutiny the estimates relating to (1) Forest; (2) Medical; and (3) Motor Vehicles Act and Administration.

The Committee met in all for 36 days and undertook study tours in various districts of Tamil Nadu in connection with the scrutiny of the above said estimates for an on the spot study. The Committee could not present any report due to the dissolution of the Assembly on 30th January 1991.

The Committee approved the report on the action taken by the Government on the recommendations contained in the earlier reports on (1) Roads and Bridges; and (2) Irrigation Department. But it could not present those Reports due to paucity of time and dissolution of the Assembly on 30th January 1991.

The Committee for 1991-92 was constituted on 13th July 1991. It took up for scrutiny four fresh subjects viz. (1) District Administration; (2) Handlooms and Textiles; (3) General Sales Tax and other taxes and Duties Administration; and (4) Public Works Department (Rural Roads). It also decided to continue the scrutiny of estimates relating to (1) Community Development; (2) Forests; and (3) Motor Vehicles Acts--Administration, as the previous Committee could not present any report thereon. The Committee, however, decided not to pursue further the scrutiny of the estimates relating to 'Medical' which was selected for examination by the Committee for 1990-91.

The Committee met in all for 42 days and undertook study tours in various Districts of Tamil Nadu in connection with the scrutiny of the above said estimates for an on the spot study. It also visited the States of Andhra Pradesh, West Bengal, Sikkim, Uttar Pradesh and New Delhi for comparative study and discussion with the sister Committee. The Committee presented reports on action taken by the Government on the recommendations contained in its previous reports on 'Roads and Bridges' and 'Irrigation'. It also presented reports on, 'Forests', 'Motor Vehicles Acts--Administration' and 'Community Development Projects'. But the scrutiny of estimates relating to (1) District Administration; (2) Handlooms and Textiles; (3) General Sales Tax and other Taxes and Duties--Administration; and (4) Public Works Department (Rural Roads) could not be completed for want of time.

The Committee on Estimates for 1992-93 was constituted on 28th April 1992. It was decided by the Committee to continue the scrutiny of estimates relating to (1) District Administration; (2) Tamil Nadu General Sales Tax, other Taxes Duties--Administration and (3) Handlooms and Textiles as the previous Committee could not present any report thereon. The Committee also selected three more subjects, viz., (1) Registration Department; (2) Backward Classes and Most Backward Classes Welfare; and (3) Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959--Administration.

The Committee met for 39 days in all and undertook study tours in various Districts of Tamil Nadu in connection with the scrutiny of the above said estimates

for an on the spot study. The Committee also visited the States of West Bengal, New Delhi, Rajasthan and Uttar Pradesh for a comparative study.

The Committee presented six reports, viz., (1) District Administration; (2) Tamil Nadu General Sales Tax other taxes Duties--Administration; (3) Handlooms and Textiles; (4) Registration Department; (5) Backward Classes and Most Backward Classes Welfare ; and (6) Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959--Administration. The Committee also presented reports on action taken by the Government on the recommendations contained in its previous reports on Medical Department and Adi-Dravidar and Tribal Welfare Department.

The Committee on Estimates for 1993-94 was constituted on 30th April 1993. The Committee took up 3 subjects for its scrutiny, viz., (1) Labour Welfare and Factories; (2) Municipal Administration; and (3) Primary Health Centers.

The Committee met in all for 36 days and undertook study tours in various Districts of Tamil Nadu in connection with the scrutiny of the above said estimates. The Committee also visited the States of West Bengal, New Delhi and Uttar Pradesh for a comparative study and discussion with the sister Committees. The Committee presented two Reports on the following subjects, viz., (1) Labour Welfare and Factories; and (2) Municipal Administration. The Committee also presented a Report on the action taken by the Government on the recommendations contained in its previous reports on 'Public Works Buildings'.

The Committee on Estimates for 1994-95 was constituted on 5th May 1994. The Committee took up four subjects for its scrutiny, viz., (1) Agriculture Department; (2) Rural Development Department; (3) Elementary Education; and (4) Co-operative Sugar Mills.

It was decided by the Committee to continue the scrutiny of estimates relating to "Primary Health Centre" as the previous Committee could not present the report thereon.

The Committee met in all for 43 days and undertook study tours in various districts of Tamil Nadu in connection with the scrutiny of these above said estimates. The Committee also visited the States of West Bengal, New Delhi, Punjab, Himachal Pradesh and Uttar Pradesh for a comparative study and discussion with the sister Committee of West Bengal Legislative Assembly. The Committee presented the reports on the following subjects, viz., (1) Agriculture Department; (2) Rural Development Department; (3) Elementary Education; and (4) Primary Health Centres. The Committee also presented two reports on the action taken by the Government on the recommendations contained in its previous reports on "Co-operation and Handlooms and Textiles".

The Committee on Estimates for 1995-96 was constituted on 6th May 1995. The Committee took up four subjects for its scrutiny viz., (1) Technical Education; (2) Small Scale Industries and Industrial Estates; (3) Public Works Department--Roads and Bridges; and (4) Social Welfare Noon Meal Programme.

It was decided by the Committee to continue the scrutiny of estimates relating to "Co-operative Sugar Mills" as the previous Committee could not present a report thereon.

The Committee met in all for 37 days and undertook study tours in various districts of Tamil Nadu in connection with the scrutiny of the above said estimates. The Committee presented two reports, viz., (1) Co-operative Sugar Mills; and (2) Technical Education. The Committee also presented two reports on the action taken by the Government on the recommendations contained in its previous reports of (1) Tamil Nadu General Sales Tax, other Taxes Duties--Administration; and (2) Registration Department.

The Committee for 1996-97 was constituted on 1.6.96. The Committee took up four subjects for scrutiny viz. (1) Civil Supplies; (2) Rural Drinking water supply; (3) Hospital and Dispensaries; and (4) Urban Development.

It was decided by the Committee to continue the scrutiny of estimates relating to "Roads and Bridges" as the previous Committee could not present its report thereon.

The Committee met in all for 33 days and undertook study tours in various districts of Tamil Nadu in connection with the scrutiny of the above said estimates. The Committee also visited the States of Karnataka, Maharashtra, New Delhi, Uttar Pradesh, Andhra Pradesh, Haryana for a comparative study and discussion with the concerned other State officials.

The Committee presented reports on the following subjects, viz., (1) Civil Supplies; (2) Rural Drinking Water Supply; (3) Hospital and Dispensaries; (4) Roads and Bridges; and (5) Contamination of Drinking Water Resources in Loyal Orathupalayam Dam. The Committee also presented three reports on the action taken by the Government on the recommendations contained in its previous reports on Tamil Nadu Hindu Religious and Charitable Endowments Act 1959--Administration, Backward Classes and Most Backward Classes Welfare and Labour Welfare and Factories. The Committee could not present its report on Urban Development for want of time.

The Committee on Estimates for 1997-98 was constituted on 30.4.97. The Committee took up five subjects for scrutiny viz., (1) Environment; (2) Adi Dravidar and Tribal Welfare; (3) Irrigation; (4) Housing; and (5) Road Transport Services and Shipping.

It was decided by the Committee not to continue the scrutiny of estimates relating to "Urban Development".

The Committee met in all for 21 days and undertook study tours in various districts of Tamil Nadu in connection with the scrutiny of the above said estimates. The Committee also visited the States of Gujarat, New Delhi, Assam, West Bengal, Andaman, Punjab, Himachal Pradesh, Uttar Pradesh for a comparative study and discussion with the concerned other State officials.

The Committee presented reports on the following subjects, viz. (1) Environment; (2) Adi Dravidar and Tribal Welfare; (3) Irrigation; and (4) Housing. The Committee also presented three reports on the action taken by the Government on the recommendations contained in its previous reports on Primary Health Centres, Motor Vehicles Acts-Administration and Community Development. The Committee could not present its report on "Road Transport Services and Shipping" for want of time.

The Committee on Estimates for 1998-99 was constituted on 29th May 1998. The Committee took up four subjects for scrutiny viz. (1) Animal Husbandry and Dairy Development (2) High School and Higher Secondary School Education (3) Small Industries and (4) Tourism.

It was decided by the Committee to continue the scrutiny of estimates relating to "Road Transport Services and Shipping" as the previous Committee could not present its report thereon.

The Committee met in all for 44 days and undertook study tours in various districts of Tamil Nadu in connection with the scrutiny of the above said estimates. The Committee also visited the states of West Bengal, New Delhi, Punjab, Rajasthan, Uttar Pradesh, Gujarat, Maharashtra, Goa and Andaman for a comparative study and discussion with the concerned other state officials.

The Committee presented reports on the following subjects viz. (1) Road Transport services and Shipping (2) Animal Husbandry (3) High School and Higher Secondary School Education (4) Dairy Development and (5) Small Industries. The Committee also presented four reports on the action taken by the Government on the recommendations contained in its previous reports on Technical Education, Elementary Education, Forest Department and Co-operative Sugar Mills. The Committee could not present its reports on "Tourism" for want of time.

The Committee on Estimates for 1999-2000 was constituted on 18th May 1999. The Committee took up five subjects for scrutiny viz. (1) Tamil Nadu Hindu Religious and Charitable Endowments Acts-Administration (2) Labour Welfare and Factories (3) Handlooms, and Textiles (4) Social Welfare and (5) Administration of Justice.

It was decided by the Committee to continue the scrutiny of estimates relating to "Tourism" as the previous Committee could not complete its scrutiny and present its report thereon.

The Committee met in all for 32 days and undertook study tours in various districts of Tamil Nadu in connection with the scrutiny of the above said estimates. The Committee also visited the States of Andaman, West Bengal, New Delhi, Uttar Pradesh and Maharashtra for a comparative study and discussion with the concerned other state officials.

The Committee presented reports following subjects viz. (1) Tourism (2) Tamil Nadu Hindu Religious and Charitable Endowments Acts-Administration (3)

Labour Welfare and Factories (4) Handlooms and Textiles and (5) Cases related to District Administration - Legal Aid.

The Committee also presented two reports on the action taken by the Government on the recommendations contained in its previous reports on (1) District Administration and (2) Environment. The Committee could not present its report on Social Welfare and Administration of Justice for want of time.

The Committee on estimates for 2000-2001 was constituted on 18th May 2000. The Committee took up four subjects for scrutiny viz. (1) Motor Vehicles Acts and Administration (2) Forests (3) Collegiate Education and (4) Co-operation Department.

It was decided by the Committee to continue the scrutiny of estimates relating to Social Welfare as the previous Committee could not present a report thereon.

The Committee met all for 21 days and undertook study tours in various districts of Tamil Nadu in connection with the scrutiny of the above said estimates. The Committee also visited the states of Andaman, West Bengal, New Delhi, Rajasthan and Maharashtra for a comparative study and discussion with the concerned other state officials.

The Committee presented two reports on the following subjects viz. (1) Motor Vehicles Act - Administration and (2) Forest. The Committee also presented two reports on the action taken by the Government on the recommendations contained in its previous reports on Rural Development Department and Agriculture Department.

The Committee could not present its reports on (1) Social welfare (2) Collegiate Education (3) Co-operation Department for want of time.

The Committee on Estimates for 2001-2002 was constituted on 1.6.2001. The Committee took up four subjects for scrutiny viz. (1) Collegiate Education; (2) Drinking water Supply; (3) Primary Health Centres; and (4) Co-operative Sugar Mills.

The Committee met for 15 days in all and undertook study tour in various Districts in Tamil Nadu in connection with the scrutiny of the above said Estimates.

The Committee presented reports on the following subjects viz. (1) Collegiate Education; (2) Drinking water Supply; (3) Primary Health Centres; and (4) Co-operative Sugar Mills. The Committee also presented five reports on the action taken by the Government on the recommendations contained in its previous reports on Civil Supplies; Irrigation; Housing; Roads and Bridges and Contamination of Drinking Water Resources in Loyal Orathupalayam Dam.

The Committee on Estimates for 2001-2002 was constituted on 1.6.2001. The tenure of the Committee was extended for one year by the resolution passed in the Assembly on 9-5-2002.

The Committee took up six subjects for scrutiny viz. (1) Commercial Taxes-Sales Tax and Other Taxes; (2) Registration; (3) Prohibition & Excise; (4) Roads and Bridges; (5) Adi-Dravidar and Tribal Welfare and (6) Rural Development.

The Committee met for 38 days in all and undertook study tour in various districts in Tamil Nadu in connection with the scrutiny of the above said Estimates. The Committee also visited the States of New Delhi, Punjab, Uttar Pradesh and Rajasthan for a comparative study and discussion with the sister Committee.

The Committee presented reports on the Table of the House following subjects viz. (1) Commercial Taxes-Sales Tax and Other Taxes; (2) Registration; (3) Prohibition & Excise; (4) Roads and Bridges; (5) Adi-Dravidar and Tribal Welfare and (6) Rural Development. The Committee also presented 4 reports on the Action taken by the Government on the recommendation contained in its previous reports on Motor Vehicles Act - Administration; Handlooms and Textiles; Animal Husbandry and Rural Drinking water Supply.

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**APPENDIX – I**

**EXTRACT FROM THE TAMIL NADU LEGISLATIVE ASSEMBLY RULES  
CONCERNING THE COMMITTEE ON ESTIMATES**

Committee on  
estimates and  
its functions

194. There shall be a Committee on Estimates for the examination of such of the estimates as may seem fit to the Committee, or are specifically referred to it by the House. The functions of the Committee shall be –

(a) to report what economics, improvements in organization, efficiency or administrative reforms, consistent with the policy, underlying the estimates may be effected;

(b) to suggest alternative policies in order to bring about efficiency and economy in administration;

(c) to examine whether the money is well laid out within the limits of the policy implied in the estimates; and

(d) to suggest the form in which the estimates shall be presented to the Legislature;

Provided that the Committee shall not exercise its function in relation to such Public Undertakings as are allotted to the Committee on Public Undertakings by these rules or by the Speaker.

Constitution  
of the  
Committee

195. The Committee shall consist of 16 Members elected by the Assembly from among its Members according to the principle of proportional representation by means of single transferable vote in addition to the Finance Minister, the Chairman of the Committee on Public Accounts and the Chairman of the Committee on Public Undertakings, who shall be member's ex-officio.

(2) The term of office of the Members of the Committee shall not exceed one year. There shall be a fresh election before the end of the year for constituting a Committee for the ensuing year; and if under any circumstances such an election is not held, the existing Members of the Committee will continue to hold office until new Members are elected.

Chairman  
of the  
Committee

196. The Chairman of the Committee shall be nominated by the Speaker from amongst the Members of the Committee. The Person so nominated shall preside at the meetings of the Committee and in his absence; one of the Members of the Committee elected by the committee shall preside.

Quorum

197. In order to constitute a meeting of the Committee, the quorum shall be five including the Chairman or the Member presiding.

Sub  
Committee

198. The Committee may appoint one or more Sub-Committees to examine any matter that may be referred to them and the reports of such Sub-Committee or Sub-Committees shall be deemed to be the reports of the whole Committee if they are approved at a meeting of the whole committee.

Reports  
by the  
Committee

199. The Committee may, if it thinks fit, make available to Government any completed part of its report before presentation to the Assembly. Such reports shall be treated as confidential until presented to the Assembly.

Examination  
of estimates

200. The Committee may continue its examination of the estimates throughout the financial year and report to the House from time to time as its examination proceeds. It shall not be incumbent on the Committee to examine the entire estimates of any one year. The demands for grants may be voted upon notwithstanding the facts that the Committee has made no report.

Minute of  
dissent

There shall be no minute of dissent to the reports of the Committee.

Procedure to  
be followed

Except as aforesaid, the rules applicable to a Select Committee of the Assembly shall apply.

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**APPENDIX - II****RULES OF PROCEDURE OF THE COMMITTEE ON ESTIMATES  
(INTERNAL WORKINGS)**

The following rules are supplemental to the provision contained in rules 194 to 202 of the Tamil Nadu Legislative Assembly Rules which relates to the composition, scope and functions and conduct of business by the Committee on Estimates:-

1. 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 sufficiently in advance to collect all relevant information relating thereto for submission to the Committee.

2. The department or departments whose estimates are to be examined by the Committee will be asked in writing by the Secretary to furnish necessary materials in support of the Estimates for the information of the Committee. The form in which the material is to be furnished to the Committee shall be as follows:-

(i) The organization of the department and its attached and subordinate officers. (The information should be shown in the form of a diagram supported by short explanatory notes).

(ii) The function of the department and its attached and subordinate officers.

(iii) Board details on which the estimates are based.

(iv) Volume of work in the department and its attached and subordinate officers covering the period of estimates and giving for the purpose of comparison, corresponding figures of the past three years.

(v) Schemes or projects which the department has undertaken (The name and details of the scheme the estimate of expenditure, period within which likely to be completed, yield if any, progress made to date should be stated).

(vi) Actual expenditure incurred under each sub-head of estimates during the preceding three years.

(vii) Reasons for variations, if any, between the actual of the past years and current estimates.

(viii) Reports, if any, issued by the department on its working.

(ix) Any other information that the Committee may call for or the department may think it necessary or proper to give.

3. The department concerned will furnish forty sets of papers referred to in rule 2, to the Legislative Assembly Secretariat.

4. As soon as the papers are received in the Legislative Assembly Secretariat, they will be circulated to the Members.

5. The Members after going through the papers may frame questions on which further information is required by them. These questions or points will be sent to the Legislative assembly Secretariat as early as possible so that they may be sent to the departments and informations obtained before the Committee meets. These questions and the replies thereto will be circulated among the Members.

6. The Members may similarly send their suggestions, if any for the consideration of the Committee two days in advance of the date of the meeting.

7. These suggestions referred to in rule 6 above will be circulated to members from time to time in advance of the time of the commencement of the meeting. Advance copies of the suggestions will also be sent to the department concerned for preparing necessary replies. A copy of the suggestions will also be forwarded to the Finance Department.

8. On the date or dates when the Committee decides to call a representative of the department concerned, the Secretary or Head of the Department and the accredited representative of the Finance Department will attend to explain the details of the estimates and to furnish such information as the Committee may ask for.

9. The Chairman of the Committee will call one by one the points or questions as set out on the order paper or agenda and representative of the department concerned or the Finance Department will explain the position. If the point needs further elucidation, other Members may be permitted by the Chairman to put oral questions. The representative of the department concerned or the Finance Department may either reply to such point at the time or arrange to furnish the information later.

10. The Secretary shall note the points on which further information is required by the Committee and under the direction of the Chairman takes such action as may be necessary.

11. A record of the proceedings of each meeting will be kept by the Secretary; a verbatim record of the evidence will also be kept.

12. Relevant portion of speeches will be forwarded to the Members and a officials tendering evidence before the Committee for corrections and return within 24 hours of their receipt. If corrected, copies of the speeches are not received back from Members, the report copy will be treated as authentic. Portions of proceedings sent to the officials must invariably be obtained back from them.

13. The evidence will be treated as confidential and not shown to any one who is not a 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.

14. A Members of the Legislative Assembly who is not a Member of the Committee, may with the permission of the Chairman, attend a sitting of the

Committee, when evidence is being taken by them, but not when the Committee is deliberating. Such Member shall not, however, take part in any manner in the proceedings of the Committee, not sit in the body of the Committee.

15. The proceedings pertaining to each report should be got printed for presentation to the Assembly.

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

17. Each draft report or section thereof will be considered at a meeting of the Committee and will embody the decisions of the majority of the Members present and voting.

18. When the Committee is considering the draft reports or formulating its views on any matter no one other than an officer of the Legislative Assembly Secretariat shall be present at such a meeting.

19. An advance copy of a report marked as secret will be sent by the department concerned for verification of factual details and for such action as may be necessary copies thereof being supplies to the Finance Department. Copies may also be furnished to such other authorities ether for information or for action as the Chairman may direct. The departments concerned shall be enjoying to treat the contents of the report as secret until it is presented to the Assembly.

20. The Chairman may make such factual changes in the draft reports as he may think fit on the basis of the changes intimated by the department concerned before the reports are presented to the Assembly.

21. The Chairman will sign the reports of behalf of the Committee.

22. As soon as each report has been completed it will be printed for presentation to the Assembly.

23. The Committee shall meet at such time and for such period, as the Chairman may determine from time to time.

24. Additional points of procedure, if any, which are formulated from time to time shall be incorporated in these rules.

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