

**RULES OF INTERNAL PROCEDURE OF  
THE COMMITTEE ON PETITIONS IN  
KARNATAKA LEGISLATIVE COUNCIL**

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**KARNATAKA LEGISLATIVE COUNCIL**  
**RULES OF INTERNAL PROCEDURE OF THE**  
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In pursuance of Rule 243 of the Rules of Procedure and Conduct of Business in Karnataka Legislative Council and with the approval of the Chairman of Karnataka Legislative Council, the Committee on Petitions has made the following rules for supporting general procedure of the Committee which has been explained briefly in the Rules of Procedure and Conduct of Business in Karnataka Legislative Council:-

**1. Short Title.-** These Rules may be called "the Rules of Internal Procedure of the Committee on petitions in Karnataka Legislative Council.

**2. Definitions.-** (1) In these Rules, unless the context otherwise requires.

- (a) "**Committee**" means, the Committee on Petitions;
- (b) "**Chairman**" means, the Chairman of the Committee;
- (c) "**Member**" means, a Member of the Committee;
- (d) "**Rules**" means, the rules of internal procedure of the Committee on petitions;
- (e) "**House**" means, the House of the Karnataka Legislative Council;

- (f) **“Secretariat”** means the Karnataka Legislative Council Secretariat;
- (g) All other words or expressions used in these Rules but not defined, unless the context otherwise requires, shall have the same meanings respectively assigned to them in the Rules of Procedure and Conduct of Business in Karnataka Legislative Council.

**3. Examination of Petitions.-** Secretariat shall examine each petition which has been received directly or through a Member of Legislative Council, regarding that whether it is in accordance with the Rules of Procedure and it is acceptable, as the case may be, the Member who has countersigned, shall refer it to the House or the Secretary shall report to the House.

**4. Preparation of representations regarding the petitions.-** The Secretariat, after referring a petition to the House, initially, shall send the petition to the concerned department for their opinion and the opinion received shall be placed before the Committee for examination.

**5. Distribution of Meeting Notices and Agendas.-** When the date and time of the meeting of the Committee is fixed, its notices shall be distributed to the members along with agendas.

**6. The letters distributed to the Committee shall be considered as confidential.-** The letters distributed to the Committee shall be considered as confidential and the matter contained in the letters and the report based on the matter shall not be disclosed to anyone at any

time before producing them to the House or any reference shall not be made regarding such information.

**7. Special Invitees.-** Any Member who is not a Member of the Committee may be invited to the meeting of Committee after obtaining the order of the Chairman, but he shall not have any voting rights.

**8. Evidence of representatives.-** After examining the opinion produced by the department before the Committee, if the Committee is found that the explanation given by the department in connection with the petition is not satisfactory and if it is decided to take evidence, the Secretariat shall summon the representatives of the concerned department to appear before the Committee and explain the matter.

The Secretary of the department or the Head of the department shall represent their respective departments. However, the Chairman, on the request of the department, may allow any other senior officer not less than the rank of Additional Secretary to represent their department before the Committee.

**9. Record of the proceedings.-** The Secretariat shall keep a verbatim record of proceedings of each sitting of the Committee.

**10. Proceedings of the Committee.-** The witnesses who have produced the evidence before the Committee shall be sent the concerned portions of the Proceedings for proper correction and they shall return it within one week from the date of receipt. If they have not returned the corrected copies of the Proceedings in time, the copy of the report shall be considered as authentic.

The portions of proceedings sent to witness shall be obtained from them in time without fail.

**11. Recording the evidence in Minute book of Proceedings.-** The evidence which has been produced before the Committee shall be entered briefly in the Proceeding book of the concerned sittings.

**12. Distribution of the reports of Proceedings.-** Reports of Proceedings of each sitting shall be distributed to the Members of the Committee with the approval of the Chairman.

**13. Report of the Committee.-** a) The Secretariat, after preparing a draft report containing the recommendations of the Committee, shall place before the Committee for approval with the consent of the Chairman.

b) The findings of the Committee shall be unanimous and descent note shall be made to the report.

**14. Presentation of the Report.-** The Chairman of the Committee or in his absence, any members of the Committee authorized by him shall present the report of Committee to the House.

**15. Distribution of Reports.-** After submitting the report in the House, as soon as possible, its copies shall be distributed to the Members of the House and concerned departments.

**16. Execution of the recommendations of the Committee.-**

1) Government departments shall submit their statements to the Secretariat regarding the action taken and proposed to be taken from time to time based on the recommendations made by the Committee in the report. Such information received shall be submitted in the form of Memorandum for examination of the Committee.

2) If any department is not able to enforce the recommendations of the Committee or if it feels difficult to do so, opinions of such departments shall be laid before the Committee and if necessary, the Committee, after examining the opinions of the department in this regard, may submit further report to the House.

**K.R. MAHALAKSHMI**

Secretary

**ANNEXURE****EXTRACT OF THE RULES OF PROCEDURE AND  
CONDUCT OF BUSINESS IN THE KARNATAKA  
LEGISLATIVE COUNCIL IN CONNECTION WITH THE  
PETITIONS AND COMMITTEE ON PETITIONS****PETITIONS**

**133. Scope of petitions:** Petitions may be presented or submitted to the Council with the consent of the Chairman on:-

(i) a Bill which has been published under Rule 73 or which has been introduced in the Council;

(ii) any matter connected with the business pending before the Council; and

(iii) (a) any matter of general public interest provided that is not one,-

(a) which falls within the cognizance of a Court of law having jurisdiction in any part of India or a Court of enquiry or a Statutory tribunal or an authority or a Quasi-judicial body or a Commission;

(b) which can be raised on a substantive motion or resolution; or

(c) for which remedy is available under the law, including rules, regulations, bye-laws made by the State Government or an authority to whom power to make such rules, regulations, etc., is delegated.

**134. General form of petition:-** (1) Every petition shall be couched in a respectful and temperate language.

(2) Every petition shall be either in English or Kannada Language only. If any petition in any other Indian Language is made shall be accompanied by a translation either in kannada or English and signed by the petitioner.

**135. Authentication of petition:-** The full name and address of every signatory to a petition shall be set out therein and shall be authenticated by his signature and if illiterate, by his thumb impression.

**136. Document not to be attached:-** Letters, affidavits or other documents shall not be attached to any petition.

**137. Counter Signature:-** (1) Every petition shall, if presented by a member, be countersigned by him. If a petition is made in any Indian Language other than Kannada or English, its translation in Kannada or English shall also be countersigned by the member presenting it.

(2) A member shall not present a petition for himself.

**138. Petition to whom to be addressed and how to be concluded:-** Every petition shall be addressed to the Council and shall conclude with a prayer reciting the definite object of the petitioner on regard to the matter to which it relates.



**139. Notice of presentation:-** A member shall give advance intimation to the Secretary of his intention to present a petition.

**140. Presentation of petition:-** A petition may be presented by a member to the House or be forwarded to the Secretary who shall report it to the House. The report shall be made in the form set out in the schedule. No debate shall be permitted on the presentation or the making of such report. The member shall be responsible for its contents and its genuineness.

**\*141. Form of petition:-** A member presenting a petition shall confine himself to a statement in the following form:-

“Sir, I present the petition signed by .....  
(petitioner) regarding.....”.

**142. Reference to Committee:-** Every petition after presentation by a member or report by the Secretary, as the case may be, shall stand referred to the Committee on Petitions.

### **COMMITTEE ON PETITIONS**

**243. Constitution of the Committee:-** (1) There shall be a Committee on Petitions which shall consist of the Deputy Chairman as its Chairman and eight members nominated by the Chairman.

(2) The Committee shall hold office for a term not exceeding one year.

(3) In order to conduct a meeting of the Committee, the quorum shall be three including the Chairman.

**244. Functions of the Committee:-** (1) The Committee shall examine every petition referred to it and if the Petition complies with these rules, the Committee

may direct that it be circulated. Where circulation of the petition has not been directed, the Chairman may, at any time direct that the petitions be circulated.

(2) Circulating of the petition shall be in extenso or summary form as the Committee or the Chairman; as the case may be, may direct.

(3) It shall also be the duty of the Committee to report to the Council on specified complaints made in the petition referred to it after taking such evidence, as it deems fit and to suggest remedial measures either in a concrete form applicable to the case under review or to prevent such cases in future.

**DIRECTIONS FROM THE CHAIRMAN OF KARNATAKA LEGISLATIVE COUNCIL:**

In exercise of the powers conferred by the rule 220 of the Rules of Procedure and Conduct of Business in Karnataka Legislative Council, the Hon'ble Chairman, may give the following directions in connection with the procedure of the Committee on petitions.

**EXAMINATION OF PETITIONS:**

a) The Committee on Petitions, after referring the petitions to the House, shall meet as soon as possible to examine the petitions.

Provided that, if the petition is in connection with the Bill which is placed before the House for examination, the Committee on Petitions, after referring or reporting the petitions to the House shall meet as soon as possible and before discussing in the House on the Bill, as the case may be, the report shall be submitted to the House or directed to circulate it to the members.

Provided further that, if the petition is in connection with the Bill which is already under the

discussion stage in the House, the Committee on Petitions, after referring it to the House, shall meet, as soon as possible for examination and before passing the bill in the House as the case may be, it shall submit the report to the House or direct to circulate it to the members.

### **EXAMINATION OF REPRESENTATIONS, ETC.,-**

b) The Committee shall also meet as often as necessary to examine representations, letters and telegrams received from various individuals, associations, etc., which are not covered by the Rules relating to petitions addressed to the Legislators and Chairman of the Legislative Council and referred by the Chairman of Legislative Council and shall be considered the same and give directions for their disposal.

Provided that, representations which fall in the following categories shall not be considered by the Committee, but shall be filed in the Secretariat on receipt, namely-

- (i) Anonymous letters or letters on which names and/or address of senders are not given or are illegible; and
- (ii) Endorsement copies of letters addressed to authorities other than the Chairman of Legislative Council or House unless there is a specific request on such a copy praying for redress of the grievance.

### **INFORMATION TO THE APPLICANTS:-**

c) After submission of the report, it shall be informed to the applicant.