

RAJYA SABHA

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PART-II

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No.57943

Legislative Section

e-Notices facility for online filing of Notices

Members are informed that as announced in the House today, an e-Notices portal has been developed for the benefit of Members. Using this portal, Members may submit notices for various parliamentary devices in electronic form.

The account credentials issued to Members for “Member Login Portal” will work for the “**e-Notices Portal**” also. For the secured access to the e-Notices application, OTP authentication method is being used along with User name/Password. OTP will be sent to the Members on their registered mobile number.

Members may use the “**e-Notices Portal**” for online submission of all types of notices, including notices of Questions, which is easy to use. However, the existing practice of receiving notices in physical forms in the Notice Office will continue. Arrangements are also being made to provide training to Members and their staff in this regard.

Procedure to access the e-Notices Portal:

The “e-Notices Portal” can be reached in any of the following ways:

1. Go to Rajya Sabha website --> Click on e-Notices
OR
2. Click on Members Login -->Click on e-Notices
OR
3. Type <https://rsnotices.nic.in> in the web browser.

No.57944

Notice Office

Arrangements for receipt of e-Notices and Notices in Physical Form

Members are informed that with the introduction of e-Notices facility, all e-Notices shall be first received in Notice Office and after diary, would be sent to the concerned Section/Branch. However, the facility for submission of notices in physical form would also continue.

2. For the purpose of receipt of physical Notices, a box is kept at the Rajya Sabha Reception Counter in the main Reception Hall of the Parliament House for enabling the personal staff of Members to deposit notices of questions, motions, resolutions, etc. during the course of the working day. The box will be opened twice a day at 09.30 A.M. and 2.00 P.M. on all working days. The notices deposited therein between 09.30 A.M. and 2.00 P.M. will be deemed to have been received in the Notice Office at 2.00 P.M. on that day and the notices deposited after 2.00 P.M. will be deemed to have been received in the Notice Office at 09.30 A.M. on the next working day. **If a Member is very particular about the time of receipt of the Notice, he/she may send his/her staff to the Notice Office directly to submit the notice and need not drop it in the BOX kept at the Reception Office.**

3. A box is also kept outside the Notice Office (Room No. 26) in the Parliament House for depositing notices after the office hours which will be opened at 09.30 A.M. on the next working day. Both physical and e-Notices submitted after office hours and on holidays will be deemed to have been received at 09.30 A.M. on the next working day. For the purpose of *inter-se* priority of physical and e-notices, they will be merged and assigned priority on the time of receipt in physical form or submission in the portal. In other words, although the time of receipt of both types of notices would be 09.30 A.M. on the next working day, if submitted after working hours or on holidays, the e-Notices will get priority on the basis of time of submission in the portal.

4. During office hours the *inter-se* priority will be decided according to the time of submission either manually in Notice Office or electronically in the e-notices portal.

5. Members may kindly note the revised arrangements for receipt of e-Notices as well as Notices in physical form.

No.57945*IT Sections (H&S)***Training for Members of Rajya Sabha for using the e-Notice facility**

Members are informed that a facility of online submission for notices by Members of Rajya Sabha through a secured web portal <https://rsnotices.nic.in> (also accessible from <https://mprs.nic.in>) has been launched.

This web based facility will allow online submission of notices by Members in respect of various devices for raising issues in Rajya Sabha under the rules such as Questions, Zero Hour, Special Mention, Calling Attention and Short Duration Discussion etc.

Members are also informed that arrangements for training in use of this facility have been made in **Room No. 67, Parliament House from 24th July, 2018 to 10th August, 2018** where NIC officials will be assisting the Members in respect of the facility. **The training will be available on all working days from 10.15 A.M. till 5.30 P.M.**
