

Dated: 03.11.2021

OFFICE MEMORANDUM

Subject:- Annual Reports of Ministries for the year 2021-22 - circulation to Members of Parliament during Budget Session, 2022.

All Ministries are requested to prepare their Annual Reports for the year 2021-22 in both Hindi and English versions in terms of the Official Language Act, 1963. These are required to be made available to Members of Parliament simultaneously before the Demands for Grants are referred to the concerned Departmentally-related Standing Committees for their consideration.

2. The Annual Report should reflect actual data from 1st January, 2021 to 31st December, 2021 and provide projections or estimates for the period January-March, 2022. On no account, supply of the Annual Reports to the Lok Sabha/Rajya Sabha Secretariats, Press Information Bureau etc. as indicated in para-3 below should be delayed under the impression that these Reports should contain the actual data as on 31st March, 2022.

3. Lok Sabha Secretariat would require soft copy of the Annual Report by email at **lss.legis1@sansad.nic.in** along with the following number of hard copies:

English/Hindi Version	: 25 Copies each
Bilingual or Hindi and English Versions bound together in one volume	: 25 Copies

In cases soft copies of the Annual Reports cannot be made available, then the following number of hard copies may be supplied:

English/Hindi Version	: 70 Copies each
Bilingual or Hindi and English Versions bound together in one volume	: 70 Copies

4. Rajya Sabha Secretariat would require soft copy of the Annual Report by email at email **rslegis@sansad.nic.in** along with the following number of hard copies:

English/Hindi Version	: 25 Copies each
Bilingual or Hindi and English Versions bound together in one volume	: 35 Copies

5. The number of copies of Annual Reports required by the Press Information Bureau etc. are as indicated below:-

S. No.	Institution	English version	Hindi version	Bilingual or Hindi and English versions bound together in one volume
i.	Press Information Bureau	10	10	10
ii.	Ministry of Parliamentary Affairs Note: Soft copy to be emailed at avinash.k@nic.in	2	2	2
iii.	State Governments (Including Union Territories Administration)	2	2	2
iv.	State/Union Territory Legislatures	2	2	2
v.	Deputy Director Acquisition Section, Parliament Library	5	5	5

6. In addition to the above, some copies of the Annual Reports will also have to be made available to the Departmentally related Parliamentary Standing Committees. The exact number of copies of these publications required for the Standing Committees may kindly be ascertained from the respective Committee Branches of the Lok Sabha/Rajya Sabha Secretariats and the requisite number of copies may be made available to them directly. In this connection, reference is invited to Lok Sabha Secretariat O.M. No.10/1(1)/2021/L-I dated October 25, 2021 addressed to all Ministries/Departments.

7. All Ministries/Departments are requested to kindly ensure strict compliance of the above instructions.



(Suman S. Bara)

Director

Tel No.: 23034844

All Ministries/Departments,
Government of India,
(Parliament Sections),
New Delhi.