

Dated: 27.11.2024

OFFICE MEMORANDUM

Subject:- Annual Reports of Ministries for the year 2024-25 - circulation to Members of Parliament during Budget Session, 2025.

All Ministries are requested to prepare their Annual Reports for the year 2024-25 in both Hindi and English versions as per 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, 2024 to 31st December, 2024 and provide projections or estimates for the period January-March, 2025. For no reasons, 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, 2025.

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 : 05/02 Copies

OR

Bilingual or Hindi and English Versions bound together in one volume : 05 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 Note: Soft copy to be emailed at pibparliamentaryaffairs@gmail.com;	03	03	00
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. All Ministries/Departments are requested to kindly ensure strict compliance of the above instructions.



(Manish Gupta)

Under Secretary to the Govt. of India
Tel No.: 23083871

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