

Dated: 13.11.2020

OFFICE MEMORANDUM

Subject:- Annual Reports of Ministries for the year 2020-21 - circulation to Members of Parliament during Budget Session, 2021.

All Ministries are requested to prepare their Annual Reports for the year 2020-21 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, 2020 to 31st December, 2020 and provide projections or estimates for the period January-March, 2021. 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 be delayed under the impression that these Reports should contain the actual data as on 31st March, 2021.

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 version	: 25 copies
Hindi version	: 25 copies

OR

Bilingual or Hindi and English versions bound together in one volume	:25 copies
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In cases soft copies of the Annual Reports cannot be made available, then the following number of hard copies may be supplied:

English version	: 70 copies
Hindi version	: 70 copies

OR

Bilingual or Hindi and English versions bound together in one volume	: 70 copies
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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 and Hindi versions	: 25 copies each
Bilingual version 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	50	50	50
(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)/2020/L-I dated October 22, 2020 addressed to all Ministries/Departments.

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


(Suman S. Bara)

Director

Tele No.: 23034844

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

Copy to: DS (A)/ US (A), MPA.