

**No.F.19 (1)/2023-Leg.I
Government of India
Ministry of Parliamentary Affairs**

S-60, Sansad Bhawan,
New Delhi.

Dated: 15.11.2023

OFFICE MEMORANDUM

**Subject:- Statement containing the Brief Activities of Ministries for the year 2023-2024
- circulation to Members of Parliament during Budget Session, 2024.**

As per practice, Annual Reports are laid before the Houses of Parliament to enable the Departmentally-related Standing Committees to consider the Demands for Grants of the Ministries/Departments and make their Reports there on. But in an election year, **Statement containing in brief the activities of the Ministry/Department for the preceding calendar year** is presented before the House to take up the Vote on Account and other essential Government Business in both Hindi and English versions in terms of the Official Language Act, 1963.

2. In this regard, Para 7.2.5 of the Manual for Handling Parliamentary Work in Ministries, relating to Vote on Account is reproduced below:-

“In an election year, or otherwise, when instead of a regular General Budget, an interim Budget seeking Vote on Account is presented before the two Houses of Parliament, Ministries/Departments may send prescribed number of copies of the Statement containing in brief the activities of the Ministry/Department for the preceding calendar year, to the Lok Sabha/Rajya Sabha Secretariat immediately after presentation of the Interim Budget. In such a year, the annual report should contain information regarding the activities of the department from the 1 January of the preceding year till 31 March of the year in which Vote on Account is taken and the prescribed number of copies thereof (as in para 7.2.4) should be sent to various authorities after presentation of General Budget.”

3. As mentioned in para 2 above, **an Interim Budget**, in all likelihood, would be presented before the Lok Sabha during the next session (which may be convened during the month of **January, 2024**). In these circumstances the Ministries/Departments have to prepare the **statement containing the brief activities of their Ministries/Departments for the preceding calendar year**.

4. The number of copies of **Statement containing in brief the activities**, required by the two Secretariats of Parliament, the Press Information Bureau etc. are as indicated below:-


Name of Organisation	English Version	Hindi Version	Bilingual or Hindi & English versions bound together in one volume
LOK SABHA SECRETARIAT			
In case Soft copy of Annual report is e-mailed	25 copies	25 copies	25 copies
In cases where soft copies of the Annual Reports cannot be made available	70 copies	70 copies	70 copies

RAJYA SABHA SECRETARIAT			
Annual Reports will be circulated electronically only to MPs	25 copies	25 copies	35 copies
PRESS INFORMATION BUREAU	50 copies	50 copies	50 copies
Ministry of Parliamentary Affairs	5 copies	5 copies	5 copies
State Governments (including Union Territories Administration)	2 copies	2 copies	2 copies
State/Union Territory Legislature	2 copies	2 copies	2 copies
Deputy Director, Acquisition Section, Parliament Library	5 copies	5 copies	5 copies

5. It is also requested that soft copies be made available to Lok Sabha Secretariat by email - lss.legis1@sansad.nic.in (as PDF attachment) and Rajya Sabha Secretariat - rslegis@sansad.nic.in.

6. In addition to the above, some copies of the Statement containing in brief the activities 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.

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


(Suman S. Bara)
Director
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All Ministries/Departments,
Government of India,
(Parliament Sections),
New Delhi.

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