

Ajanta Dayalan,
Additional Secretary
Tele No. 23012749



सत्यमेव जयते

मंत्रिमण्डल सचिवालय
राष्ट्रपति भवन, नई दिल्ली-110004
CABINET SECRETARIAT
RASHTRAPATI BHAWAN
NEW DELHI - 110004

38

D. O. No. 491/1/1/2011-CA.V

Dated 29th April, 2014.

Dear Secretary,

As you are aware, guidelines have been issued by the Lok Sabha Secretariat to provide soft copies of all the Parliamentary Questions / Answers along with hard copies so as to facilitate uploading the same on the Lok Sabha Website immediately after the Question Hour. Copy of Lok Sabha Secretariat's O.M dated 21.11.2013 in this regard is enclosed for ready reference.

2. It has been brought to our notice that despite clear instructions, some of the Ministries / Departments are not adhering to the guidelines and take weeks in providing soft copies causing inordinate delay in uploading of replies. This causes great inconvenience to the Members of Parliament, media and public at large.

3. I would request you to kindly ensure that soft copies of the Parliamentary Questions / Answers along with requisite number of hard copies are invariably provided to the Lok Sabha Secretariat without fail so that the replies can be published on their website immediately after the Question Hour.

With regards,

Yours sincerely,

(Ajanta Dayalan)

Shri Afjal Amanullah
Secretary,
Ministry of Parliamentary Affairs
New Delhi

1A-

MOST IMMEDIATE**LOK SABHA SECRETARIAT**
(QUESTION BRANCH)Parliament House Annexe,
New Delhi – 110 001

No.19/10/XV/XV/2013-Q

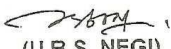
Dated : 21 November 2013

OFFICE MEMORANDUM**Subject : Guidelines and Procedure for dealing with Parliament Questions.**

The undersigned is directed to state that the Fifteenth Session of Fifteenth Lok Sabha is scheduled to commence from Thursday, 5 December 2013 and will conclude on Friday, 20 December 2013. The Ministries/Departments concerned of the Government of India are requested to follow the guidelines and procedures as stipulated in Annexure-I meticulously.

2. The Officers dealing with Questions in Lok Sabha Secretariat (as per details given at Annexure-II) be contacted, if need be, to avoid undue delay and inconvenience.
3. It is also requested that contents of this O.M. may be hosted on the website of the Ministry/Department for wider dissemination of information.
4. The receipt of this communication may please be acknowledged.

Encl: As above


(U.B.S. NEGI)
Director
Phone : 23034179 (O)
23035338 (O)
23012629(Fax)

To,

1. All Ministries/Departments of Government of India
2. Prime Minister Office
3. Cabinet Secretariat

1. **Factual Position through Fax/E-mail**

Factual position in regard to referred questions should be furnished by the Ministries/Departments expeditiously through E-mail/(Fax No. 23035344). All correspondence sent for furnishing facts should be acknowledged by the Ministries concerned. Where the facts are not received by the stipulated date, the Lok Sabha Secretariat would take appropriate decision in the matter, on merit.

✓ 2. **Question on which a plea of not in public interest advanced**

A question is not usually disallowed on the sole plea of the Ministry/Department that it is not in the public interest to give information on the floor of the House. It is always open to a Minister to state in reply to a question that he is not prepared to disclose the information in public interest and it is for the House to accept it. The Speaker may, only in rare cases, disallow a question in larger national interest, if it is brought to his/her notice in time by the Minister concerned that the disclosure of information will be prejudicial to the safety of the State, giving also briefly the background of the matter.

✓ 3. **Advance copy of the admitted questions**

Advance copies of the provisionally admitted questions are sent online to the Ministry/Department to facilitate collection of material for preparation of answer. The Ministries/Departments are, therefore, requested to furnish e-mail id of the Parliament Section or any other designated Officers/Branch(es) to whom advance copy of admitted notice(s) of questions can be forwarded, to the concerned Executive Officer. It is also intended to seek comments of the Ministry/Department concerned suo-moto. Immediately on receipt of the advance copy, the Ministry/Department is expected to go through the contents of the notice. In the event where the Ministry/Department feels that the notice suffers from any infirmity viz the Government of India is not being responsible; matter being pending in a court of law; etc. or that the question lacks factual basis, the same may be brought to the and in any case within 24 hours of the receipt of such advance notice. Where a communication is received beyond this period and/or after Questions List has been printed, it will not be possible to reconsider the admissibility of a question in the light of facts communicated.

✓ 4. Transfer of question

Where the subject matter of a question is the concern of a Ministry other than the one to which it is originally addressed, the Ministry to whom the question has been originally addressed by the Member, should not only move transfer of the question to the Ministry concerned but also obtain acceptance/consent from transferee Ministry/Department. Under no circumstance, the transfer will be effected unless and until intimation about the acceptance of the transfer of the question is received in the Secretariat from the accepting Ministry well in time i.e 10 days prior to the date of answer. Any request received thereafter shall not be entertained.

5. Ministry/Department responsible for answering of questions

The Secretariat receives a number of representations from various Ministries/Depts. indicating that the subject matter of the notices of question have been marked erroneously and sometime return such notices to the Question Branch. In this context, it may be stated that it is the exclusive right of the Hon'ble Member to designate the Minister for answering of question. To guide Members, a booklet "Demarcation of Responsibilities in Government of India", containing the subjects for which various Ministries/Departments are responsible for answering questions has been circulated to them. This booklet is based on notifications issued by the Cabinet Secretariat from time to time. Only in case of patent errors, Lok Sabha Secretariat intervenes and corrects the nomenclature of the Ministry in consultation with the concerned Ministry/Department.

Under no circumstance, the notice of question should be returned to the Secretariat. The Ministry/Department should follow the prescribed procedure as outlined above, in Para 4, for the purpose.

6. Circulation of Lists of Admitted Questions

The printed Lists of admitted questions for a particular day are circulated five days before the date of answer of the questions by the respective Ministries/Departments. The aforesaid Lists are also made available on the website of Lok Sabha i.e. <http://loksabha.nic.in> six days prior to the date of answer. Corrigenda, if any, pertaining to the listed questions are issued by the Secretariat from time to time and made available on the webpage of Lok Sabha for immediate attention of the concerned Ministry/Department. Ministry/Department may depute officials of not below the level of Assistant to collect copies of Lists of Questions and corrigenda

from the Distribution Branch of the Secretariat and in case of any difficulty, they may contact the EO-in-Charge of the respective Group of Question Branch.

7. Part-wise replies to questions

At times, it has been observed that Ministries / Departments do not furnish reply to each part of the question and instead club all the parts together and furnish a consolidated reply. In this process, specific reply to each part is sometimes lost. It is thus again emphasized that answers to the questions should be part-wise, neat and clean, legible and whenever there is any reference to any statement, etc. in the text of a reply, the same should be enclosed for ready reference.

8. Reference of website in the replies by the Ministries/ Departments

It has also been noticed that some of the Ministries are quoting/referring their website in reply/replies to a question(s). In such an eventuality, Members of Parliament, find it difficult to frame supplementaries during Question Hour in the absence of instant access to such information. Further, all documents/papers to be laid on the Table of the House needs to be authenticated. Since information/data posted through website is dynamic and not static, the authentication of such papers /documents which undergo changes, subsequently may not be in order.

The Ministries/Departments are, therefore, advised to provide the requisite information in the replies itself.

✓9. Assurances in reply to a Starred Question

As per convention developed over the years, assurances are generally not given in reply to a Starred Question. The Ministries/Departments are, therefore, advised to refrain from furnishing assurances in reply to a Starred Question. Where the Ministry feels that reply to a Starred Question shall result in Assurance only, this fact may be brought to the notice of Additional Secretary/Director-in-Charge immediately on receipt of advance notice of questions. This will facilitate the Secretariat to take up the matter with Competent Authority for appropriate direction.

10. Supply of Hard Copies of Replies to Questions

The hard copies of replies to questions should be sent only on A-4 size paper with a margin of an inch and a half on the left hand side of the paper. To the extent possible, replies to questions should be furnished back-to-back with special emphasis on print. The English version of the reply should be printed on one side with the corresponding Hindi version on the other side. The print of answer should be in font size 12 (in Arial Black) printed in double space for convenient reading.

In compliance with the direction of Hon'ble Speaker, the requisite number of copies of answers along with annexures should be sent by 1500 hours positively on the working day preceding the date on which the questions are due for answer as per details given below:-

	Type of Questions	No. of Copies of answers to be supplied by the Ministries/Departments	
	STARRED AND SHORT NOTICE QUESTIONS		
(a)	Original Notices in English	English Hindi	350 100
(b)	Original Notices in Hindi	English Hindi	350 350
	UNSTARRED QUESTIONS		
(a)	Original Notices in English	English Hindi	200 100
(b)	Original Notices in Hindi	English Hindi	200 200

In addition to the number of copies of Answers to the Questions indicated above, the Ministries/Departments were, hitherto, sending 125 copies separately where the Answer were given in the form of Statement. The Ministries/Departments are now requested to furnish the requisite number of copies of answers, as stipulated above only.

It may kindly be noted that no last minute request for change in the text/reply would be entertained, after due time. Accordingly, the Ministries/Departments are advised to furnish replies complete in all respects and without any mistake.

42
115

7

✓ 11. Soft Copies of Replies for uploading on Website.

As the replies to the questions are to be hosted on the website of Parliament immediately after Question Hour, it is requested that the text of Questions/Answers as an ASCII text file and the Annexures containing tabular data and diagrams be sent in HTML Format to Software Unit, Computer (HW & SW) Management Branch, Lok Sabha Secretariat, Parliament Library Building, New Delhi-110001 under intimation to Additional Secretary / Director-in- Charge of Question Branch. Likewise, soft copies of the text of Questions/Answers in Hindi version in Unicode Format (Mangal Font) may be sent to Hindi Information Unit, Editorial Branch, Lok Sabha Secretariat, Parliament House Annexe, New Delhi-110001.

It may kindly be ensured that soft copies of replies are made available, simultaneously with the hard copies/ immediately after Question Hour in the form and manner, outlined above.

✓ 12. Correcting Statement by Ministers

When a Minister desires to correct any inaccuracy in the information furnished in respect of Starred/Unstarred/Short Notice Question, he/she is required to make a statement correcting the reply in the House. In this connection, the attention of Ministry/Department is invited to Direction 16 of the Directions by the Speaker, Lok Sabha

X 13. Supply of updated list of telephone numbers etc.

Ministries/Departments are also requested to supply five (5) copies of the updated list of telephone numbers (Residence/ Office), Mobile Nos, addresses and E-mails of the Minister, Secretary and other officers dealing with Parliamentary work in the Ministry/Department to the undersigned before commencement of every Session. The updated list of nodal officers for Parliamentary work with aforesaid details may also be made available on the webpage of the respective Ministries/Departments for immediate reference.

<u>Additional Secretary</u> Shri P. Sreedharan, Room No. 426, Parliament House Annexe, Phones: 23034506 (O) 23034217 (O) 23093095 (R) 23016580 (Fax) E-mail : psreedharan@sansad.nic.in	All Ministries/Departments.
<u>Director</u> Shri U.B.S. Negi, Room No. 152 Parliament House Annexe, Phones: 23034179 (O) 23035338 (O) 23012629(Fax) 25088405 (R)	All Ministries/Departments
<u>Additional Director</u> Shri Sanjeev Sharma, Room No. 625(A) Parliament House Annexe, Phones: 23035458 (O) 25444357 (R) 23035344 (Fax) 9968697788 (M) Smt Punam Sharma Room No. 318 Parliament House Annexe Phones: 23035336 (O) 23035344 (Fax) 9868999797 (M)	Commerce and Industry; Road Transport and Highways; Steel and Textiles – Pertaining to Group-A (Monday) E-mail : qbra-lss@sansad.nic.in Defence; Environment and Forests; Labour and Employment; Shipping and Youth Affairs & Sports – Pertaining to Group – A (Monday) E-mail : qbra-lss@sansad.nic.in

<p><u>Additional Director</u></p> <p>Shri T.S. Rangarajan Room No. 155, Parliament House Annexe</p> <p>Phones: 23034363 (O) 26179802 (R) 23035344 (Fax) 9350806927 (M)</p>	<p>Ministries/Departments pertaining to <u>Group 'B'</u> (Tuesday) E-mail : qbrb-lss@sansad.nic.in</p>
<p><u>Additional Director</u></p> <p>Shri Dhiraj Kumar, Room No. 419 Parliament House Annexe</p> <p>Phones: 23034419 (O) 22541063 (R) 23035344 (Fax) 9899924555(M)</p>	<p>Ministries/Departments pertaining to <u>Group 'C'</u> (Wednesday) E-mail : qbrc-lss@sansad.nic.in</p>
<p><u>Additional Director</u></p> <p>Shri A.K. Srivastava, Room No. 150 Parliament House Annexe,</p> <p>Phones: 23034046 (O) 23744294 (R) 23035344 (Fax) 9968302226 (M)</p>	<p>Ministries/Departments pertaining to <u>Group 'D'</u> (Thursday) E-mail : qbrd-lss@sansad.nic.in</p>
<p><u>Additional Director</u></p> <p>Shri Lovekesh Kumar Sharma Room No. 157, Parliament House Annexe,</p> <p>Phones : 23034175 (O) 28053066 (R) 23035344 (Fax) 9810687939 (M)</p>	<p>Finance; Mines; tribal Affairs; Tourism and women and Child Development – pertaining to Group - E</p> <p>Ministries/Departments pertaining to <u>Group 'E'</u> (Friday) E-mail : qbrc-lss@sansad.nic.in</p>

<p>Additional Director</p> <p>Shri V.K. Gupta</p> <p>Room No. 318, Parliament House Annexe,</p> <p>Phones: 23034374 (O) 28562908 (R) 23035344 (Fax) 9999400743 (M)</p>	<p>Health and Family Welfare; Petroleum and Natural Gas; New and Renewable Energy; and Panchayati Raj – Pertaining to Group-E</p> <p>(Friday)</p> <p>E-mail : gbre-lss@sansad.nic.in</p>
<p>1</p> <p>Shri Krishendra Kumar Under Secretary Room No. 324, Parliament House Annexe,</p> <p>Phones: 23034324 (O) 23035266 (O) 23035344 (Fax)</p>	<p>Group – 'A'</p> <p>Defence: Environment and Forests; Labour and Employment; Shipping and Youth Affairs & Sports.</p> <p>Commerce and Industry; Road Transport and Highways; Steel and Textiles.</p> <p>Shri Nilendu Kumar, Executive Officer</p> <p>Phones: 23034324 (O) 23035266 (O)</p> <p>E-mail : qbra-lss@sansad.nic.in</p>

<p>2</p> <p>Shri Mohd. Aftab Alam Deputy Secretary Room No. , Parliament House Annexe,</p> <p>Phones: 23035337 (O) 23035344 (Fax) 9818168271 (M)</p> <p>Shri G.C. Dobhal Under Secretary Room No. 321 (Cabin) Parliament House Annexe,</p> <p>Phones - 23034346 (O) 23035344 (Fax)</p>	<p>Group - 'B'</p> <p>Agriculture; Chemicals and Fertilisers; Consumer Affairs; Culture; Food & Public Distribution and Statistics and Programme Implementation.</p> <p>Coal; Development of North Eastern Region; Food Processing Industries; Home Affairs; Social Justice and Empowerment.</p>	<p>Km. K.M.Tunglut, Executive Officer,</p> <p>Phones: 23034321 (O) 23035263 (O)</p> <p>E-mail :qbrb-lss@sansad.nic.in</p>
<p>3</p> <p>Smt. Reena Gopalakrishnan, Deputy Secretary Room No. 619 Parliament House Annexe</p> <p>Phones : 23034090 (O) 9868950374 (M)</p> <p>Shri A.S. K. Das Deputy Secretary Room No. 322 Parliament House Annexe</p> <p>Phones: 23034322 (O) 23035264 (O) 23035344 (Fax) 9868174584 (M)</p>	<p>Group - 'C'</p> <p>Atomic Energy; External Affairs; Overseas Indian Affairs; Law and Justice; Micro, Small and Medium Enterprises; Planning; Parliamentary Affairs; Urban Development and Housing and Urban Poverty Alleviation.</p> <p>Prime Minister; Communication and Information Technology; Human Resource Development; Personnel, Public Grievances & Pension and Space.</p>	<p>Shri B. D. Dhyani, Under Secretary,</p> <p>Phones: 23034322 (O) 23035264 (O)</p> <p>E-mail: qbrb-lss@sansad.nic.in</p>

120

<p>4</p> <p>Shri C. Kalyanasundaram Deputy Secretary Room No. 603, Parliament House Annexe,</p> <p>Phones : 23034013 (O) 23034739 (O)</p> <p>Shri V.K. Shailon Under Secretary Room No. 321 (Cabin) Parliament House Annexe</p> <p>Phones : 23034346 (O) 23035344 (Fax) 9810976820 (M)</p>	<p><u>Group - 'D'</u></p> <p>Civil Aviation; Corporate Affairs; Information and Broadcasting; Minority Affairs; Power, Science and Technology and Water Resources.</p> <p>Drinking Water and Sanitation; Earth Science; Heavy Industries and Public Enterprises; Rural Development and Railways</p>	<p>Smt. Sunita Saxena Under Secretary</p> <p>Phones: 23034320 (O) 23035262 (O)</p> <p>E-mail : qbrd-lss@sansad.nic.in</p>
<p>5</p> <p>Shri Rakesh Bhardwaj Under Secretary Room No. 318 Parliament House Annexe</p> <p>Phones: 23035520 (O) 23035344 (Fax) 9911317857 (M)</p>	<p><u>Group - 'E'</u></p> <p>Health and Family Welfare; Petroleum & Natural Gas; New and Renewable Energy; and Panchayati Raj.</p> <p>Finance; Mines; Tribal Affairs; Tourism and Women & Child Development</p>	<p>Shri Shailendra Priyadarshi Executive Officer,</p> <p>Phones: 23034323 (O) 23035265 (O)</p> <p>E-mail : qbrc-lss@sansad.nic.in</p>