

संसदीय कार्य तथा  
शहरी विकास मंत्री  
भारत सरकार  
नई दिल्ली-110 001



Minister of  
Parliamentary Affairs and  
Urban Development  
Government of India  
New Delhi-110 001

गुलाम नबी आज़ाद  
*Ghulam Nabi Azad*

## Message

I am happy to learn that the Ministry of Parliamentary Affairs is bringing out, for the first time, a Handbook containing, in detail, the procedure followed for transaction of various functions allotted to it, important decisions/precedents relevant thereto, sample of various communications used, etc. This Handbook is meant to guide the officials of the Ministry in discharging their duties and responsibilities efficiently and effectively.

The Ministry has already brought out, in March 2004, a Statistical Handbook containing, in analytical form, certain significant statistical data and information relating to important business transacted by the Parliament. The Statistical Handbook, which has also been placed on the website of the Ministry, has been widely appreciated and has proved of immense usefulness to all concerned as a reference material in regard to the parliamentary work. I understand that the proposed Handbook will compliment the Statistical Handbook and will be of great help to the officials of the Ministry, particularly the new entrants.

I am sure this publication will inspire other Ministries/Departments of Government of India to bring out similar handbooks to demystify their procedures and systems.

(GHULAM NABI AZAD)

New Delhi: June 23, 2004.

सुरेश पचौरी  
Suresh Pachouri



राज्य मंत्री  
संसदीय कार्य मंत्रालय  
भारत सरकार  
नई दिल्ली-110 011  
Minister of State for  
Parliamentary Affairs  
Government of India  
New Delhi-110 011

Dated: 24<sup>th</sup> June, 04

## Message

Procedures and Practices play an important role in the functioning of the Parliamentary system of governance. I am happy to learn that the Ministry of Parliamentary Affairs is bringing out a Handbook containing the procedures and practices followed for transacting the business allotted to this Ministry for the first time. I hope the Handbook will prove immensely useful to the officials in efficient discharge of their duties. I wish the venture a success.

(Suresh Pachouri)



बिजय कृष्णा हांडिक  
Bijoy Krishna Handique

सत्यमेव जयते

राज्य मंत्री  
रक्षा एवं संसदीय कार्य  
भारत सरकार  
नई दिल्ली-110 011  
Minister of State for  
Defence & Parliamentary  
Affairs  
Government of India  
New Delhi-110 011

## Message

It is heartening to know that the Ministry of Parliamentary Affairs is bringing out a Handbook on the functions allotted to the Ministry. I hope that this publication, which the Ministry is bringing out for the first time, will be of great use to the officials of the Ministry in transacting their business speedily and effectively. I compliment the Ministry for this laudable initiative and extend my sincere wishes for the success of this new venture.

(B.K. Handique)

New Delhi. July 3, 2004

श्रीमती सूर्यकांता पाटील  
Smt. Suryakanta Patil



Minister of State for  
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23034638

## Message

I am pleased to learn that the Ministry of Parliamentary Affairs is bringing out the second part of the Handbook of the Ministry containing, in detail, the procedures to be followed for transaction of various functions allotted to the Ministry. Bringing out a publication of this nature is a commendable achievement on the part of the Ministry and I compliment them for the efforts put in for this purpose. There is no doubt that this new publication will prove a valuable source of information for all the officials of the Ministry, particularly the new entrants. I wish the endeavour all success.

  
(Smt. Suryakanta Patil)

New Delhi. July 3, 2004