

Ajanta Dayalan,  
Additional Secretary  
Tele No. 23012749



सत्यमेव जयते

मंत्रिमण्डल सचिवालय  
राष्ट्रपति भवन, नई दिल्ली-  
CABINET SECRETARY  
RASHTRAPATI BHAV  
NEW DELHI - 11001

*Ajanta*  
*Do not need*  
*21/5*

Dated 29<sup>th</sup> April, 2  
30<sup>th</sup>

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

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 21.11.2011 in this regard is enclosed for ready reference.

2. It has been brought to our notice that despite clear instructions, some Ministries / Departments are not adhering to the guidelines and take undue time 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 uploaded on their website immediately after the Question Hour.

With regards,

Yours :

(Ajanta)

Shri Pankaj Jain  
Secretary,  
Deptt. of Drinking Water and Sanitation  
New Delhi

*us/Pankaj, pl co-ordinate with  
DNIC for uploading*

*Pl circulate the to both the copies DIVANUS/Pankaj Ch 21/5*  
*and give a copy to NIT for upload on*  
*encl. on the website of the dept. Ch 21/5*  
*Secretary R Com 21/5*

*688/JS(w&S)/13*  
*5/5/14*

**MOST IMMEDIATE**

**LOK SABHA SECRETARIAT**  
**(QUESTION BRANCH)**

Parliament House Annex  
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 Lok Sabha is scheduled to commence from **Thursday, 5 December 2013** and will conclude on **Friday, 20 December 2013**. The Ministries/Departments concerned of 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 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 Ministry/Department for wider dissemination of information.
4. The receipt of this communication may please be acknowledged.

Encl: As above

  
(U.B.S. Nigam)  
Direct  
Phone : 2303417  
230353  
230126

To,

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

ANNEXURE-11. Factual Position through Fax/E-mail

Factual position in regard to referred questions should be furnished by Ministries/Departments expeditiously through E-mail/(Fax No. 23035344). Correspondence sent for furnishing facts should be acknowledged by the Minister 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 Ministry/Department that it is not in the public interest to give information on 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 the name of public 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 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 answers. Ministries/Departments are, therefore, requested to furnish e-mail id of the Parliamentary Section or any other designated Officers/Branch(es) to whom advance copy of advance notice(s) of questions can be forwarded, to the concerned Executive Officer. It is intended to seek comments of the Ministry/Department concerned suo-jure. 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 or that 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 attention of the concerned Executive Officer and in any case within 24 hours of the receipt of such advance notice. If communication is received beyond this period and/or after Questions List has been published, it will not be possible to reconsider the admissibility of a question in the

from the Distribution Branch of the Secretariat and in case of any difficulty, they n 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 repl each part of the question and instead club all the parts together and furnis consolidated reply. In this process, specific reply to each part is sometimes lost. It is again emphasized that answers to the questions should be part-wise, neat clean, legible and whenever there is any reference to any statement, etc. in the of a reply, the same should be enclosed for ready reference.

8. Reference of website in the replies by the Ministri Departments

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

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

✓ 9. Assurances in reply to a Starred Question

As per convention developed over the years, assurances are general given in reply to a Starred Question. The Ministries/Departments are, the advised to refrain from furnishing assurances in reply to a Starred Qu Where the Ministry feels that reply to a Starred Question shall result in Assuranc this fact may be brought to the notice of Additional Secretary/Director-in- immediately on receipt of advance notice of questions. This will facilitate the Sec

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✓ 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 diagram sent in HTML Format to Software Unit, Computer (HW & SW) Management Branch, Lok Sabha Secretariat, Parliament Library Building, New Delhi-110001 with intimation to Additional Secretary / Director-in-Charge of Question Branch. Like soft copies of the text of Questions/Answers in Hindi version in Unicode Font (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 same 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 statement correcting the reply in the House. In this connection, the attention of the 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. updated list of nodal officers for Parliamentary work with aforesaid details also be made available on the webpage of the respective Ministries/Departments for immediate reference.

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

<p><b><u>Additional Director</u></b></p> <p><b>Shri V.K. Gupta</b></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; and Renewable Energy; and Panchayati Raj – Pertainin Group-E</p> <p>(Friday)</p> <p>E-mail : <a href="mailto:gbre-lss@sansad.nic.in">gbre-lss@sansad.nic.in</a></p>	
<p>1</p> <p><b>Shri Krishendra Kumar</b> Under Secretary Room No. 324, Parliament House Annexe,</p> <p>Phones: 23034324 (O) 23035266 (O) 23035344 (Fax)</p>	<p><b><u>Group – 'A'</u></b></p> <p>Defence: Environment and Forests; Labour and Employment; Shipping and Youth Affairs &amp; Sports.</p> <p>Commerce and Industry; Road Transport and Highways; Steel and Textiles.</p>	<p><b>Shri Nilendu Kumar,</b> Executive Officer</p> <p>Phones: 23034324 23035266</p> <p>E-mail : <a href="mailto:qbra-lss@sansa">qbra-lss@sansa</a></p>

4	<p><b>Shri C. Kalyanasundaram</b> Deputy Secretary Room No. 603, Parliament House Annexe,</p> <p>Phones : 23034013 (O) 23034739 (O)</p> <p><b>Shri V.K. Shailon</b> Under Secretary Room No. 321 (Cabin) Parliament House Annexe</p> <p>Phones : 23034346 (O) 23035344 (Fax) 9810976820 (M)</p>	<p><b><u>Group - 'D'</u></b></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><b>Smt. Sunita Saxena</b> Under Secretary</p> <p>Phones: 23034320 (C) 23035262 (C)</p> <p>E-mail : qbrd-lss@sansad.nic.in</p>
5	<p><b>Shri Rakesh Bhardwaj</b> Under Secretary Room No. 318 Parliament House Annexe</p> <p>Phones: 23035520 (O) 23035344 (Fax) 9911317857 (M)</p>	<p><b><u>Group - 'E'</u></b></p> <p>Health and Family Welfare; Petroleum &amp; Natural Gas; New and Renewable Energy; and Panchayati Raj.</p> <p>Finance; Mines; Tribal Affairs; Tourism and Women &amp; Child Development</p>	<p><b>Shri Shailendra Priya</b> Executive Officer,</p> <p>Phones: 23034320 23035262</p> <p>E-mail : qbre-lss@sansad.nic.in</p>