

**MOST IMMEDIATE**  
**PARLIAMENTARY MATTER**

**MINISTRY OF DEFENCE**

**Subject:- Instructions regarding disposal of Parliament Questions/ Business during 3<sup>rd</sup> Session of 17<sup>th</sup> Lok Sabha and 251<sup>st</sup> Session of Rajya Sabha – reg.**

The 3<sup>rd</sup> Session of 17<sup>th</sup> Lok Sabha and 251<sup>st</sup> Session of Rajya Sabha will commence from Friday, the 31<sup>st</sup> January, 2020 and is scheduled to conclude on Friday, the 3<sup>rd</sup> April, 2020.

2. As intimated in the Calendar of Sittings of the Lok Sabha/Rajya Sabha, the Question Days for the Ministry of Defence in the Lok Sabha and Rajya Sabha will be on **Wednesdays and Mondays** respectively. The timings of Question Hour for Lok Sabha/Rajya Sabha would be as under:-

|                    |                           |
|--------------------|---------------------------|
| <b>LOK SABHA</b>   | <b>1100 to 1200 HOURS</b> |
| <b>RAJYA SABHA</b> | <b>1200 to 1300 HOURS</b> |

3. Hon'ble Raksha Mantri has, inter-alia, desired that:-

- i) **Conformity with information provided in response to any RTI reply that may have been issued on the subject may be ensured so that the information given in response to RTI queries and information contained in replies to Parliament Questions are mutually consistent and not contradictory;**
- ii) **Parliament Questions must be scrutinized for admissibility.**

*Accordingly, it is advised that as soon as Advance Notice(s) of provisionally admitted question is received, the same shall be examined at the level of concerned JS with regard to its admissibility or otherwise especially with reference to its sensitivity, conformity with 'Rule 47 of Rules of Procedure and Conduct of Business in the Council of States' and Rule 41(1) of 'Rules of Procedure and Conduct of Business in Lok Sabha'. If considered necessary or if required by Lok Sabha / Rajya Sabha Secretariat, relevant facts may be communicated to the Secretariat concerned as expeditiously as possible, but in any case not later than the specified date or within 48 hours of the receipt of such references/ Advance Notice as the case may be, for consideration of the Speaker / Chairman for deciding the admissibility of the question. If a reply cannot be sent in time, an interim reply explaining the reasons for delay will be given at once followed by the facts as soon as they are known.*

4. Following links of Rajya Sabha and Lok Sabha websites are already available where all Parliament Questions can be searched Ministry wise, Date wise and with free text search on title or full Questions / Answers:-

<https://rajyasabha.nic.in/rsnew/Questions/qsearch.aspx>

<http://loksabhaph.nic.in/Questions/Qtextsearch.aspx>  
<http://loksabhaph.nic.in/Questions/supleadvanceqsearch.aspx>

It is, therefore, advised that aforementioned links may be used for finding out the earlier replies given by the Ministry on a subject, before framing and putting up draft answers to Parliament Questions.

5. Replies to all Starred Questions shall be put up to RM for approval. Following procedure would be adhered to while processing Starred Questions:-

There shall be **two briefings** for Starred Question as follows:-

**For Rajya Sabha Starred Question (Mondays)**

**First Briefing** will be held on **preceding Thursday at 1600 hrs in Room Number 103, South Block**. Note for Pad would be prepared and put up simultaneously **in Hindi along with two-three page summary (also in Hindi) which should, inter-alia**, contain details of previous questions answered on the subject. Note for Pad and Summary (in Hindi) would be submitted by 11:00 AM on Thursday.

**Second Briefing** would be held on **Monday (Question Day) at 1100 Hrs** in the chamber of Hon'ble RM in Room Number 13, Parliament House.

**For Lok Sabha Starred Question (Wednesdays)**

**First Briefing** will be held on **Preceding Monday at 1600 hrs in Room Number 103, South Block**. Note for Pad would be prepared and put up simultaneously **in Hindi along with two-three page summary (also in Hindi) which should, inter-alia**, contain details of previous questions answered on the subject. Note for Pad and Summary (in Hindi) would be submitted by 11:00 AM on Monday.

**Second Briefing** would be held on **Wednesday (Question Day) at 1000 Hrs** in the chamber of Hon'ble RM in Room Number 13, Parliament House.

**The Briefing would be attended by all JS(s) concerned and representative(s) of Subordinate/ Attached Organisation.**

**Note:** *Any change in time / day / venue for briefing will be intimated telephonically.*

6. The channel for submission/approval of the replies to Unstarred Questions and Parliamentary Matters shall be as under:-

**A. Department of Military Affairs**

**i) Unstarred Questions:-**

➤ JS Concerned – AS concerned – RRM.

“However, keeping in view the sensitivity of the matter, if it is considered necessary to route Unstarred Questions through **the CDS & Secretary (DMA)/RM**, it may be so done.”

[Questions relating to Strategic Systems will be submitted to Raksha Mantri.]

ii) **Extension /fulfilment of Parliamentary Assurances** -

- JS concerned – AS concerned – RRM

iii) **Authentication and laying of the papers in both Houses of the Parliament after approval of RRM:-**

- JS concerned – AS concerned – RRM

**B. Department of Defence**

i) **Unstarred Questions:-**

- JS/Addl. FA concerned–DG (Acq.)/AS concerned/ Secy(Def. Fin)-RRM.  
“However, keeping in view the sensitivity of the matter, if it is considered necessary to route Unstarred Questions through **the Defence Secretary/RM**, it may be so done.”

[Questions relating to Strategic Systems will be submitted to Raksha Mantri.]

ii) **Extension /fulfilment of Parliamentary Assurances** -

- JS/Addl. FA concerned – DG (Acq.)/AS concerned – RRM

iii) **Authentication and laying of the papers in both Houses of the Parliament after approval of RM:-**

- JS concerned – AS concerned – RRM

**C. Deptt. of Defence Production**

i) **Unstarred Questions:-**

- JS concerned – AS (DP) / Spl. Secy (DP) – RRM

“However, keeping in view the sensitivity of the matter, if it is considered necessary to show Unstarred Questions to **Secretary (DP)/Raksha Mantri**, it may be so done.”

[Questions relating to Strategic Systems will be submitted to Raksha Mantri.]

ii) **Extension /fulfillment of Parliamentary Assurances:-**

- JS concerned – AS (DP) / Spl. Secy (DP) – RRM

iii) **Authentication and laying of the papers in both Houses of the Parliament after approval of RM:-**

- JS concerned – AS (DP) / Spl. Secy (DP) – RRM

**D. Deptt. of Ex-Servicemen’s Welfare**

i) **Unstarred Questions:-**

- JS – RRM

“However, keeping in view the sensitivity of the matter, if it is considered necessary to show the Unstarred Questions to **Secretary (ESW)/RM**, it may be so done.”

ii) **Extension /fulfillment of Parliamentary Assurances:-**

- JS – Secretary(ESW) – RRM

iii) **Authentication and laying of the papers in both Houses of Parliament after approval of RM:-**

- JS concerned – Secretary (ESW) – RRM

**E. Deptt. of Defence Research & Development**

i) **Unstarred Questions:-**

DG(R&M)/Secretary (DR&D) – RRM

ii) **Extension /fulfillment of Parliamentary Assurances :-**

- DG(R&M)/Secretary (DR&D) – RRM

iii) **Authentication and laying of the papers in both Houses of the Parliament:-**

- DG(R&M)/Secretary (DR&D) – RRM

7. **Appendix-I** indicates the time frame for submission of Lok Sabha/Rajya Sabha Questions/ files.
8. Detailed instructions on the above subject are available at MoD/DOD's website at <https://mod.gov.in/sites/default/files/parliamentq.pdf>
9. The above instructions must be strictly complied with by all concerned.

**Sd/-**  
**(M. Subbarayan)**  
**Joint Secretary (Estt.)**  
**Tele : 2301 9474 / 23012907**

**All Joint Secretaries in MoD, Addl. FAs & DG(R&M)** \_\_\_\_\_  
**MoD I.D. No.H-11011/3/2018/D (Parl) dated, the 22<sup>nd</sup> January, 2020.**

**Copy to:- DA to CDS & Secretary (DMA), SO to Defence Secretary, Secretary (ESW), Secretary (DR&D), Secretary (DP), Secretary (Def. Fin.) /Spl. Secretary (DP) /Addl. Secretary (JN)/ DG (Acq.) /AS & FA(Acquisition)**

**Copy also to:- All Directors/Deputy Secretaries/Under Secretaries/Sections in MoD.**

**Copy for information to:- PS to RM**

**PS to RRM**

**TIME FRAME FOR HANDLING PARLIAMENT QUESTIONS IN THE MINISTRY  
OF DEFENCE****(3<sup>rd</sup> SESSION OF 17<sup>TH</sup> LOK SABHA & 251<sup>th</sup> SESSION OF RAJYA SABHA)  
(31<sup>st</sup> JANUARY TO 3<sup>RD</sup> APRIL 2020)**

| <b>HOUSE</b>   | <b><u>LOK SABHA</u></b>                           | <b><u>RAJYA SABHA</u></b>                                |
|--|---|--|
| <b>Question day</b>  | <b>Wednesday</b>                                  | <b>Monday</b>  |
| <b>Aide-memoire</b>  | <b>Preceding<br/>Wednesday</b>                    | <b>Preceding Tuesday</b>                                 |
| <b>Printed text</b>  | <b>Preceding<br/>Thursday</b>                     | <b>Preceding<br/>Wednesday</b>                           |
| <b>Submission of Starred Question files to Secretary concerned</b>   | <b>Preceding Friday<br/>Before<br/>1200 hours</b> | <b>Preceding<br/>Wednesday<br/>Before<br/>1600 hours</b> |
| <b>Handing over of draft reply to O.L. Division for Hindi translation <i>by concerned under secretary.</i></b>   | <b>Preceding Friday<br/>Before<br/>1200 hours</b> | <b>Preceding<br/>Wednesday<br/>Before<br/>1600 hours</b> |
| <b>Submission of Unstarred Question files to Secretary (R&amp;D)/Secretary (ESW)/ Secretary(Defence Finance)/ DG(Acq)/ Addl. Secretary concerned.</b>                                    | <b>Monday<br/>Before<br/>1000 hours</b>           | <b>Thursday<br/>Before<br/>1000 hours</b>                |
| <b>Submission of Starred Question files alongwith Note for Pad and 3-4 pages brief for Question (Bilingual) to the Raksha Mantri, as per instructions issued in this regard earlier.</b> | <b>Monday<br/>Before<br/>1100 hrs.</b>            | <b>Thursday<br/>Before<br/>1100 hrs.</b>                 |
| <b>Submission of Unstarred Question files to the Raksha Mantri.</b>  | <b>Monday<br/>Before<br/>1600 hrs.</b>            | <b>Thursday<br/>Before<br/>1600 hrs.</b>                 |
| <b>Submission of 10 copies of note for supplementary for Starred Questions to D(Parl.) Section.</b>  | <b>Monday<br/>Before<br/>1100 hours</b>           | <b>Thursday<br/>Before<br/>1100 hours</b>                |
| <b>Delivery of requisite number of sets of copies of Parliament Question/replies by D(Parl) in Parliament House/PIB.</b>   | <b>Tuesday<br/>Before<br/>1600 hours**</b>        | <b>Saturday<br/>Before<br/>1500 hours**</b>              |

**\*\* (depending upon the availability of the Parliament Question files approved by the Raksha Mantri).**