Chapter- 1

PARLIAMENT QUESTIONS

1.1 The work relating to Parliament Questions & other Parliamentary Business needs to be done in a time-bound and efficient manner. The Parliament Work must be attended to on over-riding priority and all Parliament Questions processed /disposed of in the prescribed time frame.

1.2 The above time frame for processing Parliament Questions files need to be observed meticulously by all concerned in order to achieve 'Zero-defect- Zero-delay' in Parliament work.

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Chapter- 2

CHANNEL FOR DISPOSAL OF PARLIAMENT QUESTIONS/MATTERS

2.1 The channel for submission/approval of the replies to Parliament Questions shall be followed in the prescribed manner.

2.2 The concerned Joint Secretary will ensure the accuracy of the facts, formats and the prescribed time schedule and carry out a careful scrutiny of the printed texts while submitting the Parliament Question files with draft replies for approval.

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PROCEDURE FOR HANDLING PARLIAMENT QUESTIONS

3.1 The responsibility of collecting the notices of Parliament Questions from Lok/Rajya Sabha Secretariats will be that of D(Parliament) Section. Similarly, the Parliament Dak will be collected daily in the morning by D(Telegram) from the Distribution (Branch) of Lok Sabha and Rajya Sabha Secretariat during the session-period, as per past practice.

3.2 As soon as advance Notice of a Starred/Unstarred Question/Short Notice Question/Calling Attention Motion etc. is received in the D(Parliament) Section, copies thereof shall be sent the same day to the concerned Joint Secretary with copies to the Director/Deputy Secretary and the Section concerned. Besides, copies of Short Notice Question, Calling Attention Notice etc. shall also be sent to the Defence Secretary, concerned Secretary/DG(Acq)/FA(DS)/Additional Secretary as well as the PS to Raksha Mantri and PS to Raksha Rajya Mantri.

3.3 Ministry of Parliamentary Affairs has pointed out that on numerous occasions, the factual position is not sent to the Secretariat on receipt of advance photocopies of notices or even after the questions are provisionally admitted. In order to ensure that a lapse of this nature do not recur, each Joint Secretary may nominate an officer of the level of Director/Deputy Secretary from his Wing who would monitor the position of notices received and forward Statement of facts to the Secretariat of the concerned House.

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-3-
Chapter- 4

ADMISSIBILITY, TRANSFER & DISALLOWANCE OF QUESTIONS

The Joint Secretaries will on receipt of the notices ensure the following action on immediate basis:-

4.1 Where it is clear that the subject of the Question does not concern the Ministry of Defence, action as indicated in the Cabinet Secretary's D.O. letter No. 1/25/3/2005-Cab dated 14-2-2005, No.1/25/25/98-Cab. Dated 15-4-1999, No. 73/2/39/91-Cab, dated 13.12.91 and No.73/2/15/85-Cab, dated 11.3.87 circulated vide MoD I.D. Note No. 1101/3/2005-D(Parl) dated 24-2-2005 (Annex I-A to E refers) shall be taken on the same day and its transfer to the concerned Ministry/Department shall be settled by the concerned Joint Secretary direct and the position reported to the Parliament Section. The JS concerned would need to ensure that the Addl. Secretary, Special Secretary, Secretary concerned is suitably apprised of such transfers to the other Ministries. Such a Question should not be returned to the Parliament Section for transfer to other Ministries/Departments.

4.2 In all other cases, where it is not clear as to which Ministry should handle the question, proposals for transfer of Parliament Questions to other Ministries or for taking over of Questions from other Ministries, especially where these involve sensitive subjects, should be got cleared from the concerned Additional Secretary, moving the file by hand.

4.3 It needs to be noted that as long as the transfer of the Parliament Question is not accepted by the Ministry to which it is proposed to be transferred, it continues to be the responsibility of the Ministry of Defence. The acceptance of
the transfer of the Parliament Question needs to be duly intimated to the Lok Sabha/Rajya Sabha Secretariat.

4.4 In all transfer cases, the Joint Secretaries concerned should have a copy of the acceptance letter received from other Ministries and ensure that the same is delivered to the concerned Question Branch of the Lok Sabha/Rajya Sabha Secretariat through D(Parliament) not-withstanding the fact that copies of the letter accepting such transfers have been marked by the concerned Ministries to the respective Secretariats. As per the existing instructions, the transfer of questions to other Ministries is not accepted by the Lok Sabha/Rajya Sabha Sectt. once the question is printed. A copy of Rajya Sabha Sectt. O.M. Nos. RS1(ii)/194/2001-Q dated 5-11-2001 and No. RS./2/sum-2(iv)/210/2007-Q dated 08-2-2007 is available at Annexure II-A and II-B.

4.5 In case the subject of the notice of the Parliament Question marked to a section pertains to some other Section in the Ministry of Defence, immediate action should be taken by the JS concerned for its transfer in consultation with his/her counterpart and the matter communicated to the Parliament Section. In no case should the Question be returned to Parliament Section. Detailed instructions issued vide MoD I. D. No. H-11011/3/2006/D(Parl) dated 22-11-2006 and dated 1-12-2006 are at Annex. III-A & Annex. III-B.

4.6 In cases, where the question concerns more than one Wing/Section, the “Officer/Section concerned with part (a) of the Question shall deal with the Question” and co-ordinate the reply after obtaining relevant information from other concerned Sections.

4.7 Whenever, it is proposed to request the Lok Sabha /Rajya Sabha Secretariat for disallowance of any Question or non-admission of a Question as “Starred”,

- 5 -

4.8 If considered necessary or if required by the Lok Sabha/Rajya Sabha Secretariat, relevant facts should be communicated to the concerned Secretariat within the stipulated time for consideration of the Speaker/Chairman for deciding the admissibility of the Question. If, however, it is not possible to furnish facts within the stipulated time limit, an interim reply explaining the reasons for the delay should be immediately furnished to the Lok Sabha/Rajya Sabha Secretariat. Clarifications, where necessary, with regard to a Question should be sought from the Lok Sabha/Rajya Sabha Secretariat and not directly from the Member concerned. Factual notes shall be personally checked and cleared by the concerned Joint Secretary. However, depending upon the sensitivity of the matter, these may be shown to AS-Secretary concerned and RRM/RM.

4.9 Statements of facts for transmission to the Lok Sabha/Rajya Sabha Secretariat and draft replies to Questions will be prepared on the basis of relevant material to be made available by the Heads of Departments/Services Hqrs.
Material submitted to the Ministry of Defence by Heads of Departments/Services Hqrs. in connection with Parliament work will be forwarded only after specific approval of the higher level officer like Vice Chiefs / Principal Staff Officer in the Service Hqrs. concerned. The agency furnishing the material shall clearly certify that the material has been seen and approved by the higher level officer concerned as directed vide MoD I. D. Note No. H-11011/2/2006/D(Parl) dated 23rd Nov., 2006 (Annex VI-A-C). Proper format (Annex VII) is to be used for forwarding the statements of facts to the Lok Sabha/Rajya Sabha Secretariat.
Chapter- 5

DRAFT REPLIES AND NOTE FOR SUPPLEMENTARIES

(A) DRAFT REPLIES

While drafting replies to Questions, the following aspects inter-alia, shall be specially borne in mind:-

5.1 (a) Immediately on receiving the provisionally admitted version of the Question, material should be prepared without any loss of time and Statement of Facts forwarded to the concerned Secretariat.

(b) The preparation of a tentative draft reply and a draft note for Supplementaries, where necessary, should also be undertaken immediately on receipt of the advance Notice of the Question. The draft reply, so prepared, should be reviewed on receipt of the Printed Text of the admitted Questions and revised to ensure that it fully conforms to the admitted form of the Question. File covers printed with Lok Sabha/Rajya Sabha should only be used for submitting finally admitted Parliament Questions.

(c) A copy or relevant extracts of any news item or any report or book or an article should be obtained from DPR and placed in the file as directed vide MoD ID No.H-11011/3/2006/D(Parl), dated 5.12.2006 (Annexure VIII).

5.2 In order to ensure that the Parliament Question files are cleared expeditiously at all levels even at the stage of seeking approval of the Statement of Facts or dis-allowance of the Questions, suitable labels indicating ‘PARLIAMENT QUESTION’ etc. be attached on Top of the file cover. Wherever
considered expedient, the Parliament Question files should be got cleared by hand.

5.3 In preparing a draft reply, each part of the Question should be correctly reproduced (strictly as given in the Printed Text, even if there are mistakes in the Printed Text) unless a corrigenda is received from the concerned Secretariat and replies thereto set out in parallel columns, against each part, in the prescribed proforma (Annex-IX). In case of Starred Questions, the position of the Question in the printed list should invariably be indicated on the top right hand corner of the draft reply, in red ink, as also on the top right hand corner of the file cover. The admitted Question number, the subject of the Question and date of reply shall also be underlined in red. A copy of the O.M. No.RS./2/2/238/2016-Q dated 9-2-2016 from Rajya Sabha Secretariat is at Annex-X for strict compliance while preparing/finalising replies to Rajya Sabha Questions. Attention of all Joint Secretaries is also invited to (i) MOD I.D. Note No. 8358/AS(I)/2004, dated 16.12.2004 for handling files for Starred Question (Annex XI-A); (ii) MoD ID No. H-11011/3/2006/D(Parl), dated 27-7-2006 regarding nomination of nodal officers during each session to monitor Parliamentary Work (Annex XI-B), MoD ID No.H-11011/3/2010-D(Parl) dated 30th July, 2010 (Annex XI-C) and further reiterated vide MoD I.D. Note No.H-11011/3/2010-D(Parl) dated 13.12.2013 (Annex XI-D).

5.4 (a) Lengthy replies to Starred Questions, which cannot be read in the House within a minute or so, or replies running into more than 5 or 6 typed lines including those containing figures (statistical data) should invariably be in the form of a statement to be laid on the Table of the House.

(b) Replies to Unstarred Questions should normally be not in the form of a Statement, unless the reply contains large statistical data or it is considered expedient to do so for certain other reasons.
(c) The answers to question should be part-wise, neat and clean and legible as directed by Ministry of Parliamentary Affairs, Lok Sabha Sectt.’s instructions circulated vide MoD I.D. Note No. H-11011/3/2003/D(Parl) dated 6-5-2003 (Annex-XII-A). While preparing the draft reply to the Parliament Questions, it is necessary to use expanded form in the first instance and on repetitions abbreviations can be used. Nodal officers may therefore be advised to be more careful and ensure that there is no discrepancy in the draft reply approved and the final reply typed in the Parliament Question. A copy of I.D. Note No.H-11011/3/2014-D(Parl) dated 19.12.2004 (Annex-XIIA-1).

(d) Attention is invited to MoD I.D. No.H-11011/3/2007/D(Parl) dated 19-11-2007 about obtaining comments of the concerned Deptt. or Service HQrs. invariably where the draft replies of the Parliament Questions have reference to other Deptt. or the Services (Army, Navy and Air Force) and also if the questions seeks information on a sensitive nature (Annex-XII-B).

(e) All replies to Starred/Unstarred Questions, may be furnished to D(Parl) Section through a Compact Disc (CD) in a sealed cover. D(Parl) Section has obtained permission from Security Office to receive/give information/data through a Compact Disc (CD). A copy of I.D. Note No.H-11023/1/2011/D(Parl) dated 13th May, 2011 and I. D. Note No.11024/1/2012/D(Parl) dated 2.5.2014 are enclosed. (Annex-XII-C & Annex-XII-D).

(f) Chairman, Rajya Sabha gave a ruling on 20-12-2002 that the correcting statement should be given by the Minister concerned only on the Question Day of the Ministry (Annex-XIII). The statement will be titled as below:-

STATEMENT IN RESPECT OF PARTS (a) TO _____ OF RAJYA SABHA
STARRED/UNSTARRED QUESTION NO. _____ FOR ______
REGARDING ____________________________
STATEMENT REFERRED TO IN REPLY TO PARTS (a) TO _____ OF LOK SABHA STARRED/UNSTARRED QUESTION NO. _______ FOR ANSWER ON ____________.

(g) In case of any change(s) made by RM/RRM in the proposed reply to a Question, the file shall be shown (moving the file by hand) to the concerned Joint Secretary/Addl. Secretary/Special Secretary/Secretary before the reply is fair typed and issued by the Parliament Section.

(B) NOTE FOR SUPPLEMENTARIES

5.5 The Note for Supplementaries in respect of Starred Questions shall invariably begin by giving the name of each Member tabling the Question, his Constituency, State in which the Constituency lies and his political affiliation.

5.6 (a) In respect of a Starred Question, the concerned Joint Secretaries shall furnish, to the Parliament Section, 15 copies of the “Note for Supplementaries/Briefs” along with 15 copies of the “Possible Supplementary Questions along with Answers” in English (duly paginated, indexed and stapled together) which should not contain any material of classified nature. This material should, without fail, be sent to the Parliament Section immediately after the file is approved by the concerned Secretary i.e. by 1200 hours on Wednesday in respect of Lok Sabha Questions and by 1200 hours on Saturday in respect of Rajya Sabha Questions respectively to ensure timely submission of Parliament Question Pads to the Raksha Mantri/Raksha Rajya Mantri.

(b) Notes for Supplementaries should not be vague, sketchy, inadequate or illegible. All JSs/Addl FAs/CCR&Ds are requested to personally ensure that the instructions issued for handling Parliament Questions are followed scrupulously and all Notes for Supplementaries are comprehensive, prepared according to the
format, and proper attention is paid to the contents, language, quality of print, logic and sequential arrangement of the text etc.

(c) In case, information of any classified nature is required to be furnished, such material shall not be included in the material sent to Parliament Section. **Copies of the required classified material** should be separately made out by the concerned Joint Secretary and duly numbered, as per the Security Instructions. The number of copies required in each case will be decided by the concerned Joint Secretary on “need-to-know” basis and forwarded, in separate sealed covers, to those for whom these are intended. The cover shall be superscribed: “To be opened by the addressee only”, indicating the Question Number along-with the date for which the question is admitted for answer. These covers should be addressed and sent directly by the concerned Wing to the RM/RRM, Secretary concerned, Spl. Secretary, DG(Acq)/FA(DS) including PS to RM, OSD to RM, PS to RRM, and Addl. Secretary as per the stipulated time schedule in para 5.6 (a) and as directed vide MoD I.D. Note No. H-11011/3/2006/D(Parl) dated 28-11-2006 (Annex - XIV).

(d) As and when a Parliamentary Matter for Ministry of Defence is listed, the Parliament Section will intimate the concerned wing immediately. The concerned Wing should forward the requisite number of copies of the Brief of that Parliament Matter to SO(Parl) or Parl. Asstt. on the same day. In case copies of the Brief are not forwarded one day in advance, the same should be directly sent to all concerned as detailed in para 5.6 (c) above.

5.7 After the Parliamentary matter has been dealt with, the PS to RM, the PS to RRM and PS of the concerned Secretary/Special Secretary/Addl. Secretary shall return the classified material [sent to them under para 5.6 (c) above ] to the concerned Joint Secretary. This shall be done in a sealed cover with the requisite
receipt on which the designation of the originator is indicated. Joint Secretaries shall keep a watch on the classified documents after the reply has been given.

5.8 All other documents/materials, other than those under para 5.6(c) will be returned to SO(Parl)/Parliament Assistant alongwith the Pads, when they are no longer required.

5.9 In the event of a Parliament Question being dealt with on a classified file, while submitting draft answers for approval, the concerned Joint Secretary shall clearly indicate that the classified file, after approval of the draft answer, shall not be sent to the D(Parliament) Section. PS to RM/RRM will arrange to send two copies of the approved reply to Parliament Section and return the classified file(s) directly to the concerned Joint Secretary.

5.10 The Secretary of the Department concerned with the subject matter will attend the briefing meetings alongwith the concerned Joint Secretary, Addl. Secretary, DG(Acq), FA(DS).

5.11 Whenever officers from Service Headquarters are required to attend the Briefing of Parliament Question meetings taken by RM/RRM, only Vice Chiefs/PSOs are required to be invited. Presence of too many junior officers in the briefing meeting may be avoided. A copy of the directions issued in this connection vide I.D. Note No.H-11011/3/2014-D(Parl) dated 9.12.2014 is at Encl. Annex-XV-A.

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Chapter - 6

IMPORTANT POINTS FOR HANDLING

PARLIAMENT QUESTIONS

The following aspects shall be noted and strictly adhered to by all Joint Secretaries and other Officers of the Ministry of Defence, while handling the Parliament Questions:

(i) There should be no mistakes or delays in answering Questions.

(ii) The actual wording of the Questions, as given in the Printed Text, shall be reproduced as such, without any alterations.

(iii) All replies should be clear and unambiguous, the language used should be such as would not be construed as an Assurance unless it is specifically so intended. The expressions compiled by the Ministry of Parliamentary Affairs which are construed as Assurance in the Lok Sabha and the Rajya Sabha are given in Annex XVI-A and XVI-B, respectively. It may be noted that the lists are only illustrative and not exhaustive.

(iv) Every Parliament Assurance will be processed on a separate File, and not on the Question File. The Question file should be linked to the Assurance file, if necessary.

(v) Parliament Question files are not the place for substantive examination of any issue. The standard Format of the concluding note for submission of the proposed replies by Joint Secretaries shall be as under:

"(a) Starred/Unstarred Question, Dy. No. ______ has been admitted for answer in the Lok Sabha / Rajya Sabha as Starred/ Unstarred
Question No.______ for reply on __________, at position No.______( in case of a Starred Question only).

(b) Statement of Facts with the approval of ________ has been furnished to the Lok Sabha/Rajya Sabha as per copy placed at Encl. ______ OR No statement of facts has been furnished in this case.

(c) Similar/Related Question(s) has (have) not been answered earlier OR Similar/Related Question(s) was (were) answered in Lok Sabha Rajya Sabha on ________ and copy (ies) of the reply (ies) given is (are) placed at Encl. ________ . (under no circumstances shall the related Question file be added; only photocopy (ies) of the earlier reply (ies) shall be placed on the Question file, as enclosures).

(d) Draft reply to the Question is placed opposite (Encl. ___-A), for consideration and approval.

(e) Since this is an Unstarred Question, no Note for Supplementaries is required or Since this is a Starred Question, a Note for answering Supplementaries along with “Possible Questions and Answers” thereto is placed at Encl. ________.”

(vi) The Joint Secretaries concerned will ensure that copies of the draft reply in respect of both the Starred and the Unstarred Questions are forwarded to Director (Official Language/D(Parl)) as soon as possible and in any case not later than the respective Wednesday before 1700 hrs. and
Monday before 1000 hrs. positively for Lok Sabha and Rajya Sabha respectively soon after the approval of the Secretary as the case may be.

(vii) While Director (OL) is responsible for correctly preparing the Hindi version, it will be the responsibility of the concerned JS to ensure that the Hindi version corresponds in all respects to the approved reply as formulated and approved in English. For this purpose, JS concerned may nominate an officer of the level of Dir/DS for vetting the Hindi/English version of the reply.

(viii) All concerned officers shall remain available for attending to Parliamentary Work. Any other work will not be accorded higher priority unless specific approval for doing so has been obtained from the Defence Secretary or the Secretary concerned.

(ix) No Officer shall undertake any tour during Parliament Session without the prior approval of the Defence Secretary or the Secretary concerned.

(x) Applications for casual/earned leave of Joint Secretary and above during Parliament Session shall be sanctioned only with the prior approval of Defence Secretary or the Secretary concerned. Similarly, Casual/Earned leave of DS/Dir and US/DO during the Parliament Session may be sanctioned by the concerned Addl. Secretary and Joint Secretary respectively.
(xi) During Parliament Session, the concerned Joint Secretaries shall invariably be available for briefing at short notice. Any deviation from this requirement would need the prior approval of Defence Secretary or the Secretary concerned.

(xii) While preparing replies to Parliament Questions, it shall be ensured by the concerned Joint Secretary that there is no contradiction/inconsistency between the answer now proposed and those, if any, given earlier, unless the facts have changed in the interregnum.

(xiii) The Joint Secretary concerned with the Starred Question shall be available in the Official Gallery of the Lok Sabha/Rajya Sabha fully prepared to provide such information as may be required by the RRM/RM, in the House. If considered necessary concerned Additional Secretaries will also be present.

(xiv) Unless the Secretary concerned is present in the Official Gallery, the concerned Joint Secretary attending Parliament in connection with reply to a Question or any other Parliamentary business shall, immediately on returning from the Parliament, furnish a report to the Secretary concerned.

(xv) Joint Secretaries will detail required staff for duty (including on holidays) to ensure that correct/duly verified replies to Questions are got delivered to the Parliament Section well in time. They would ensure that necessity of the concerned officers/staff being called from their residences should be avoided and the officers/staff advised in advance about their requirement in the office on holidays or after office hours. Names of
nominated Officers shall be reported to the Parliament Section as detailed in para 5.3 [Annex-XII-B refers].

(xvi) A copy of the reply relating to the Armed Forces be made available to the concerned Principal Staff Officer (PSO) in the Service HQ by the Wing concerned immediately after the Parliament Question files are received back by the concerned Wing from D(Parl). However, a copy of the master bundle for all the Questions will be sent directly to VCOAS, VCNS and VCAS by the Parliament Section on the same day when the questions are answered.

February 14, 2005

Dear Secretary,

Instructions/guidelines regarding the procedure to be followed for handling Parliament Questions in cases where the responsibility of Individual Ministries/Departments is not clear were issued vide D.O. No. 792/15/86-Cab. dated April 26, 1985. These have subsequently been reiterated from time to time and were last reiterated vide my predecessors' d.o. letter No.1/25/25/88-Cab. dated 15.4.1998 (copy enclosed).

2. I have been apprised that in spite of these instructions/guidelines, a large number of references continue to be made to the Cabinet Secretariat seeking advice as to the Ministry/Department, which should handle such Parliament Questions without exhausting the prescribed procedures. It has also been noticed that often, the Ministry/Department to whom the question has originally been addressed, do not bring it to the notice of their Secretary. Quite often, the Ministry, to which the question is sought to be transferred, do not accept such transfer. In the process, considerable time is lost in passing the question from one Ministry to another.

3. Keeping in view the need for utmost expediency in such matters, may I, once again request that-

(a) the issues relating to transfer of such questions to other Ministry are best sorted out at the level of the Secretaries of the concerned Ministries/Departments, who could discuss the matter and decide as to which Ministry should answer the question given its thrust. Relevant information to the extent available with other Ministries, could be given by them to the concerned Ministry promptly.

(b) reference to the Cabinet Secretariat should be made only when absolutely necessary and after efforts made at the level of concerned Secretaries do not succeed.

With regards,

Yours sincerely,

B.K. Chaturvedi

Shri Ajai Vikram Singh.
MINISTRY OF DEFENCE

D(Parliament)

Subject: Instructions/guidelines regarding transfer of Parliament Questions

(Annex I/A-E refers)

2. A copy of d.o. letter No. 1/25/3/2005-Cab dated 14-2-2005 from Cabinet Secretary addressed to Defence Secretary on the above subject is enclosed.

3. It is requested that the instructions contained in para 3 may please be noted for information and compliance while dealing with transfer of the Parliament Questions from Ministry of Defence to other Ministries or vice versa.

(RANJAN CHATTERJEE)
JOINT SECRETARY (ESTT.)
TEL No. 2301 1553

All Joint Secretaries in the Ministry of Defence
including Secy(BR), Addl. FA & CCR&Ds

Copy to:
- Defence Secretary
- Secretary (R&D)
- Spl. Secy (Acquisition)
- Addl. Secy(B)
- CCR&D(R&M)
- PS to RM

Secretary(DP)
Secretary (Def. Fin)
Addl Secretary (I)
Addl. Secy (DP)
FA (Acq)
PS to RRM

Copy also to:
- All Directors/Deputy Secretaries in the Ministry of Defence
- All Sections through their respective Branch Officers.
My dear Secretary,

Under the Government of India (Allocation of Business) Rules, 1961, Cabinet Secretariat is the nodal Department for administering the Rules of Business. Consequently, whenever there is any difference of opinion between Ministries/Departments on who should handle a particular Parliament question/assurance, a reference is made to this Secretariat by the concerned Ministry/Department, with the approval of the Secretary concerned. The procedure which is to be followed while making such references, has been spelt out in Cabinet Secretariat D.O. letter No. 73/2/15/85-Cab: dated 11.3.1987 and D.O. letter No. 73/2/39/91-Cab. dated 13.12.1991. A copy each of these letters are enclosed for ready reference.

2. On receipt of such references, the Cabinet Secretariat takes into account the business which is to be transacted by the Ministries/Departments based on the entries reflected in the aforementioned Rules. In some cases, the subject matter of the Parliament question/assurance falls under the purview of two or more departments. In such cases, the nodal responsibility is judged keeping in view the thrust of the question/assurance rather than on a mechanical interpretation of its text. The advice given by the Cabinet Secretariat in all such cases has invariably been accepted by the concerned Ministries/Departments.

3. However, in a recent case, a Department entered into a protracted correspondence with this Secretariat conveying its reluctance to handle an assurance. This had led to an avoidable delay in fulfilling the assurance. Prime Minister has taken

Contd.... 2/-
a serious view of the matter and directed that the Ministries/Departments should
invariably accept the advice of the Cabinet Secretariat in such matters, and take
appropriate action to handle the question/assurance without any delay. The contents
of this letter may be brought to the notice of all concerned in your
Ministry/Department for strict compliance.

With regards,

Yours sincerely,

(Prabhat Kumar)

Encl: as above

To:

All Secretaries to Govt. of India
(By Name)
D.O.No. 73/2/39/91-Cab.

December 13, 1991

My dear Secretary,

Kindly refer to my predecessor's d.o. letter No. 73/2/15/85-Cab. dated 11th March, 1987 regarding the procedure to be followed in handling Parliament Questions where the responsibility of individual Ministries or Departments is not clear but (a copy is enclosed for ready reference).

In spite of the fact that the existing instructions on this subject have been brought to the notice of Ministries/Departments repeatedly, it is noticed of late that a large number of references are being sent to the Cabinet Secretariat seeking advice as to which Ministry/Department should handle a Parliament Question without first following the prescribed procedure. It has also been noticed that often the Ministry/Department to whom the question is addressed, do not even give it to the notice of their Secretary and instead make an attempt to transfer the question to another Ministry even at a lower level. More often than not, the Ministry to whom the questions are referred do not accept the transfer and so considerable time is lost in passing the question from one Ministry to another.

1. I would like to reiterate once again that as and when questions, some of whose components might pertain to the sphere of responsibility of another Ministry/Department, are received, Secretaries of the concerned Department should try and discuss the matter among themselves to decide as to which Ministry should answer given the thrust of the particular question and that the others should furnish all relevant facts to enable that Ministry to prepare the answer to the question. Please ensure that this procedure is invariably followed and references to the Cabinet Secretariat are kept to the minimum.

Best wishes for the New Year,

Yours sincerely,

(Nareesh Chandra)
My dear Secretary,

In his letter of April 25, 1985, my predecessor had suggested a procedure for handling Parliament Questions where the responsibility of individual Ministries or Departments was not clearcut.

2. It had been suggested that whenever there are some doubts about the responsibility of Individual Ministries or Departments for handling any particular question, then it should initially be the endeavour of Secretaries to discuss with their colleagues to resolve such issues. References were to be made to the Cabinet Secretariat only if these differences cannot be resolved by mutual discussions.

3. It is our experience that discussions amongst Secretaries to resolve issues about handling Parliamentary Questions are not taking place in the manner intended and questions continue to be referred to the Cabinet Secretariat for a decision. I am writing once again to reiterate the instructions contained in the letter of April 25, 1985 and request you to resolve issues about responsibility for handling Parliamentary Questions through mutual discussions amongst Secretaries as far as possible.

4. At times there could be questions whose components may pertain to the sphere of responsibilities of more than one Ministry or Department. In such cases, Secretaries of the concerned Departments should after mutual consultation amongst one another decide upon the nodal Ministry which will answer the question and the others should submit all relevant data to enable the nodal Ministry to give a proper answer to the Parliament Question.

Yours sincerely,

(B.G. Deshmukh)
OFFICE MEMORANDUM


R.S. 16/18/4/2001-0

J SRE 12/4/1

subject: Transfer of questions in the Rajya Sabha.

The undersigned is directed to state that for past some time, this Secretariat has been receiving communications from the Ministries/Departments wherein it is stated that they were receiving copies of notices of questions on the subjects which did not relate to them. The Ministries/Departments, therefore, have been requesting this Secretariat not to send such notices of questions to them.

2. In this connection, it is stated that the notices of questions are addressed by Members to Ministries/Departments on the subjects, which Members consider, are being dealt with by the Ministries/Departments. It is likely that a notice of a question addressed to a Ministry, the subject matter of the same may not fall within its purview. Therefore, on the very day of their receipt or latest by the following morning, the Secretariat forwards a Xerox copy each of all the notices of questions to the Ministries/Departments to whom these are addressed. This is done with a view to enable the Ministries/Departments to have sufficient time at their disposal. In cases where the subject matter of the question does not concern them and the notice on such a subject is required to be transferred to some other Ministry/Department the matter may be taken up with that Department. In such cases, Ministries are required to write to the Ministry/Department concerned with the subject and ensure acceptance of the question by the latter. Attention of the Ministries/Departments is also drawn to the Hon'ble Chairman's direction in this behalf which reads as follows:

"the transfer of a question from the Minister to whom it is addressed by the Member to another Minister will not normally be effected by the Rajya Sabha Secretariat unless written intimation is received from the Minister accepting the transfer."

contd...
3. It has, however, been observed that Ministries/Departments do not act timely in the matter despite reminders, telephonic as well as in writing, with the result questions addressed by Members to a particular Ministry get listed against it in the absence of acceptance by the actually concerned Ministry. In order to ensure acceptance of a question by a Ministry appropriately concerned with a notice of Question, the Minister/Ministry originally addressed by a Member on the notice of a Question has to initiate timely action and ensure acceptance by the other Ministry well before the question is admitted and list thereof sent to Press for printing. In the event of Ministries/Departments reacting in routine after admission of question, the question shall remain listed against the Ministry addressed by a Member in his notice even though the subject may not relate to that Ministry/Department.

(H.K. CHANA NAJ)
JOINT SECRETARY
Tel. No 3034520
TELE-FAX 011-3018708
E-mail: chauhan@sansad.nic.in

To

Secretaries of all Ministries/Departments of the Government of India, New Delhi
OFFICE MEMORANDUM

Subject: Response by the Ministries/Departments to provisionally admitted Starred/Unstarred Questions.

As the Ministries/Departments of Government of India are aware, the 210th Session of the Rajya Sabha is scheduled to commence from the 23rd February, 2007. It has been our experience for the past some time that some of the Ministries/Departments do not prefer to respond to the provisionally admitted Starred/Unstarred notices of Questions and they react only when they come to know that a Question has been finally listed. In this context it is clarified that such delayed response to PAQs serves no purpose as this Secretariat can do little once the lists of Questions have been sent to the press for printing. This Secretariat sends PAQs to the Ministries/Departments with a dual objective, first to enable them to initiate action for preparing the reply and, secondly, to enable them to furnish to this Secretariat inputs at least in cases where the Ministry/Department feels that the Question does not merit admission in its name. It is, therefore, desirable that Ministries/Departments should respond to the PAQs promptly so as to enable this Secretariat to take into consideration all the relevant inputs while finalizing the list of Questions.

2. There have, in the past, been complaints from some Ministries/Departments of receipt of PAQs at the last moment leaving little time with them to react. In this context the Ministries/Departments are informed that from the 204th Session of Rajya Sabha onwards, this Secretariat has started a new practice of sending PAQs electronically (through e-mail) to the

Contd... 2/-
concerned Ministries/Departments in addition to the prevalent system of sending hard copies of the same. It is hoped that this system would provide more time to the Ministries/Departments for responding to the PAQs in desirable cases.

3. Ministries/Departments of the Government of India are, accordingly, requested to furnish their reactions on Provisionally Admitted Questions, wherever required, on priority without waiting to see whether they get listed or not, because in the later case, this Secretariat would be unable to take any corrective action once the lists have been finalized and sent for printing.

VANDANA GARG
(VANDANA GARG)
Tel.: 23034212, 23793412
Fax. No. 23018708
E-mail: vandana@sansad.nic.in

To

All the Secretaries,
Ministries and Departments of
Government of India
New Delhi.

Copy to: Parliament Sections of all the Ministries/Departments of Government of India, New Delhi.
Subject: Instructions regarding Transfer/disposal of Parliament Question/Business.

Reference is invited to MoD ID No.H-11011/3/2005/D(Parl), dated 22nd November, 2006 which, inter-alia, provides that "in case if a Wing to which a Question marked by Section D(Parliament) is of the view that the same does not pertain to them, the transfer of Question from one Wing to another shall be done only after the Joint Secretaries of the two Wings talk to each other. In any case, the Parliament Question should not be returned to Section D(Parliament). If the matter cannot be resolved between two Joint Secretaries, it should be submitted to Additional Secretary for a decision. However, the information required for answering the Question should be called for immediately by the receiving Wing without waiting for the transfer to materialize."

2. It has, however, been noticed that the said instructions are not complied with by some of the officers resulting in avoidable delay in calling/compiling the information for furnishing reply to Parliament Questions/Business.

3. It is reiterated that all Joint Secretaries must ensure strict compliance with these instructions.

(A.K. JAIN)
Additional Secretary (J)
Tele: 2301 7678

All Joint Secretaries in the Ministry of Defence
(including Secy. (BRDB), Addl. FAs and CCR&Ds)

Copy to:-
Departmental Secretary (DP) Secretary (R&D)
DG (Acq) Secretary (Def. Fin.)
Addl. Secy. (B) Addl. Secy. (J)
Addl. Secy (DP) CCR&D (R&M)

Copy also to:
PS to RM PS to RURM
PS to RRM SO to Defence Secretary
PPS to JS(E) PA to Dir' (E)
MINISTRY OF DEFENCE
D(Parliament)

Subject: Transfer of Parliament Question – regarding.


2. The responsibility of collecting the notices of Parliament Questions from Lok Sabha/Rajya Sabha Secretariat will be that of Section D(Parl). As soon as advance notice of Starred / Unstarred Question / Short Notice Question / Calling Attention Motion etc., is received in the Section D(Parl), copies thereof shall be sent on the same day to the concerned Joint Secretary with copies to Director / Deputy Secretary and the Section concerned. Copy of the notices is also forwarded to PS to Raksha Mantri.

3. In case if a Wing to which a Question marked by Section D(Parliament) is of the view that the same does not pertain to them, the transfer of Question from one Wing to another shall be done only after the Joint Secretaries of the two Wings talk to each other. In any case, the Parliament Question should not be returned to Section D(Parliament). If the matter cannot be resolved between two Joint Secretaries, it should be submitted to Additional Secretary for a decision. However, the information required for answering the Question should be called for immediately by the receiving Wing without waiting for the transfer to materialize.

4. If the Question does not pertain to his Ministry / Department on the basis of the Allocation of Business Rules, the Joint Secretary concerned in the Ministry of Defence will ring up the appropriate officer in the Ministry / Department to which the Question belongs for the transfer of the Question. If the transfer of the Question is agreed to by him, the Question will be transferred immediately and the facts of the transfer will be communicated on telephone to the LS/RS Secretariat followed by a written communication to the Question Branch of the said Secretariat and Section D(Parl), MoD and also to request the Ministry/Department to whom the Question has been
transferred to give acceptance to Rajya Sabha/Lok Sabha under intimation to Ministry of Defence. If, however, the officer in the other Ministry/Department does not agree to accept, the Additional Secretary will discuss the matter with the Additional Secretary/Secretary of the other Ministry/Department to resolve the issue. If despite following the procedure irreconcilable differences still exist among Departments on handling the Parliament Questions, a reference giving the details of discussions, etc., held with the other Department(s) will be made to the Cabinet Secretariat with the approval of Defence Secretary.

5. In cases, where the question concerns more than one Division/Section in Ministry of Defence, the “Division/Section concerned with part (a) of the Question shall deal with the Question” and co-ordinate the reply after obtaining relevant formation from other concerned Sections.

(BINOY KUMAR)
Joint Secretary (E)
Tele: 2301 5444

All Joint Secretaries in the Ministry of Defence
(Including Secy. (BRDS), Addl. FAs and CCR&DEs)

Copy to: Secretary (DP) Secretary (R&D)
DG(Acq) Secretary (Def. Fin.):
Addl. Secy. (B) Addl. Secy (J)
Addl. Secy (DP) CCR&D(R&M)

Copy also to: PS to RM PS to RURM
PS to RRM SO to Defence Secretary
PPS to JS(E) PA to Dir(E).
RAJYA SABHA

(EXTACTS OF RULE 47 (2) FROM "RULES OF PROCEDURE & CONDUCT OF BUSINESS IN THE RAJYA SABHA")

47.2 The right to ask a question is governed by the following conditions:

(i) it shall be clearly and precisely expressed;
(ii) it shall not bring in any name or statement not strictly necessary to make the question intelligible;
(iii) if it contains a statement the member shall make himself responsible for the accuracy of the statement;
(iv) it shall not contain arguments, inferences, ironical expressions, imputations, epithets or defamatory statements;
(v) it shall not ask for an expression of opinion or the solution of an abstract legal question or of a hypothetical proposition;
(vi) it shall not ask as to the character or conduct of any person except in his official or public capacity;
(vii) it shall not ordinarily exceed 150 words;
(viii) it shall not relate to a matter which is not primarily the concern of the Government of India;
(ix) it shall not ordinarily ask for information on matters which are under the consideration of a Parliamentary Committee;
(x) it shall not ask about proceedings in a Parliamentary Committee which have not been placed before the Council by a report from the Committee;
(xi) it shall not reflect on the character or conduct of any person whose conduct can only be challenged on a substantive motion;
(xii) it shall not make or imply a charge of a personal character;
(xiii) it shall not raise questions of policy too large to be dealt with within the limits of an answer to a question;

(xiv) it shall not repeat in substance questions already answered or to which an answer has been refused;

(xv) it shall not ask for information on trivial matters.

(xvi) it shall not ordinarily seek information on matters of past history;

(xvii) it shall not require information set forth in accessible documents or in ordinary works of reference;

(xviii) it shall not raise matters under the control of bodies or persons not primarily responsible to the Government of India;

(xix) it shall not ask for information on a matter which is under adjudication by a court of law having jurisdiction in any part of India;

(xx) it shall not relate to a matter with which a Minister is not officially connected;

(xxi) it shall not refer discourteously to a friendly foreign country;

(xxii) it shall not seek information about matters which are in their nature secret.
LOK SABHA

(Excerpts of Rule 41(2) from "Rules of Procedure & Conduct of Business in the Lok Sabha")

41.2 The right to ask a question is governed by the following conditions, namely:

(i) it shall be clearly and precisely expressed and shall not be too general incapable of any specific answer or in the nature of a leading question;

(ii) it shall not bring in any name or statement not strictly necessary to make the question intelligible;

(iii) if it contains a statement the member shall make himself responsible for the accuracy of the statement;

(iv) it shall not contain arguments, inferences, ironical expressions, imputations, epithets or defamatory statements;

(v) it shall not ask for an expression of opinion or the solution of an abstract legal question or of a hypothetical proposition;

(vi) it shall not ask as to the character or conduct of any person except in his official or public capacity;

(vii) it shall not ordinarily exceed 150 words;

(viii) it shall not relate to a matter which is not primarily the concern of the Government of India;

(ix) it shall not ask about proceedings in a Committee which have not been placed before the House by a report from the Committee;

(x) it shall not reflect on the character or conduct of any person whose conduct can only be challenged on a substantive motion;
(xi) it shall not make or imply a charge of a personal character;

(xii) it shall not raise questions of policy too large to be dealt with within the limits of an answer to a question;

(xiii) it shall not repeat in substance questions already answered or to which an answer has been refused;

(xiv) it shall not ask for information on trivial matters;

(xv) it shall not ordinarily ask for information on matters of past history;

(xvi) it shall not ask for information set forth in accessible documents or in ordinary works of reference;

(xvii) it shall not raise matter under the control of bodies or persons not primarily responsible to the Government of India;

(xviii) it shall not ask for information on a matter which is under adjudication by a court of law having jurisdiction in any part of India;

(xix) it shall not relate to a matter with which a Minister is not officially concerned;

(xx) it shall not refer discourteously to a friendly foreign country;

(xxi) it shall not seek information about matters which are in their nature secret, such as composition of Cabinet Committees, Cabinet discussions, or advice given to the President in relation to any matter in respect of which there is a constitutional, statutory or conventional obligation not to disclose information;

(xxii) it shall not ordinarily ask for information on matters which are under consideration of a Parliamentary Committee; and

(xxiii) it shall not ordinarily ask about matters pending before any statutory tribunal or statutory authority performing any judicial or quasi-judicial functions or any commission or court of enquiry appointed to enquire into or investigate, any matter but may refer to matters concerned with procedure or subject or stage of enquiry, if it is not likely to prejudice the consideration of the matter by the tribunal or commission or court of enquiry.
MINISTRY OF DEFENCE
D(Parliament)

Subject: "Timely Submission of Factual information and Disallowance of notices of Rajya Sabha Questions."


2. A copy of d.o. letter No. 1/2/2004-Q dated 31st August, 2004 from the Secretary General, Rajya Sabha to the Hon’ble Raksha Mantri along with a copy of d.o. letter No. 1/2/2002-Q dated 11th February, 2002 from the Secretary General Rajya Sabha to the Defence Secretary on the above mentioned subject is enclosed.

3. It is requested that the instructions contained therein may kindly be noted for information and compliance.

( RANJAN CHATTERJEE )
JOINT SECRETARY (ESTT.)
Tel No. 2301-1553

All Joint Secretaries in the Ministry of Defence
(including JS(BR/Pension), Addl. FA(A) & CCR&D(R))

Copy also to:-

| PS to RM  | PS to RURM  |
| SO to Defence Secy  | SO to SA to RM  |
| PPS to Secy (DP)  | PPS to Secy (Def. Fin)  |
| PS to Addl Secy (I)  | PS to Addl. Secy(M)  |
| PPS to Addl. Secy (DP)  | PS to FA(ACO)  |
| PS to Joint Secretary (E)  | PA to Director (E)  |
August 31, 2004

Dear Sir,

Please refer to your letter No. 1101/1/2004/R (Parl./2776-F) dated the 13th July, 2004 addressed to the Hon'ble Chairman, Rajya Sabha regarding admissibility of Questions seeking information of secret nature or where it is not in the imperatives of national security to divulge the information to the public.

In this connection, I wish to inform you that the notices of questions are scrutinized by the Rajya Sabha Secretariat purely on merit and are admitted strictly in accordance with the rules as laid down in the Rules of Procedure and Conduct of Business of the Rajya Sabha. The admissibility of otherwise of notices of Questions is decided after a thorough examination of factual information, if any, received from the Ministry on questions. The practice of calling for factual information on specific question(s) is generally followed by the Secretariat in order to ensure that a correct assessment of the issues raised in the question(s) is made and its admittance or otherwise decided accordingly. The Secretariat on its part to the extent possible exercises due care in dealing with Questions which prima facie appear to be sensitive in nature. It has, however, been our experience that on a number of occasions the Ministry of Defence does not furnish the factual information or sends the same too late by which time the notices for Questions are already processed and a decision on their admissibility taken.

Yours faithfully,

Dr. Yogendra Narain

[Signature]
It will not be out of place to recall in this context that similar problems had earlier been cited in a letter No. 61972000/7/12 (ESW)/Def. Secy/2001 dated the 29th November, 2001 by the then Defence Secretary and the position had been duly clarified vide D.O. letter No 1/2/2002-Q dated the 11th February, 2002 by the then Secretary General, Rajya Sabha.

Sirs, you will appreciate that in view of the fact that the notices of Questions received from the Members are to be dealt with in a tight time frame, much of the problem can be solved if the Ministry of Defence responds with facts on notices referred to them promptly.

With regards,

Yours sincerely,

(Yogendra Narain)

Enclosed is above.

Shri Pranab Mukherjee
Minister of Defence,
Government of India,
New Delhi.
Please refer to the correspondence resting with your D.O. letter No. 619/20007/35(ESW)/Def Secy/2001 dated November 29, 2001 regarding admitting of Questions in the Rajya Sabha pertaining to procurement of weapons and weapon systems for the Defence Forces.

2. In this connection, I wish to draw your kind attention to my earlier D.O. Letter of December 7, 1999, addressed to Shri T.R. Prasad, the then Defence Secretary. A copy thereof is enclosed for facility of ready reference. In the aforesaid letter I had explained that it would not be feasible to grant any blanket exemption in respect of the Rules of Procedure and Conduct of Business in the Council of States governing the admissibility of Questions. Further, nor can a Committee appointed in this regard accorded status of a Court or a judicial body and as such the notices of Questions disallowed under Rule 47(2) (lxix) unless so specified clearly in the notification of its appointment. I might add that the notices of Questions are examined by the Rajya Sabha Secretariat purely on merit and are, admitted strictly in accordance with the Rules as laid down in the Rules of Procedure and Conduct of Business in the Council of States. The admissibility or otherwise of Notices of Questions is decided after a thorough examination of factual information, if any, received from the Ministry on questions. I might mention here that advance photocopies of all the notices of Questions received are made available to all the Ministries/Departments of the Government of India including Ministry of Defence to whom such Questions are addressed by the Members of Rajya Sabha almost 10-12 days in advance. It has been our experience that on a number of occasions the Ministry of Defence does not furnish the factual information or send facts late by which time the notices for Questions would have been processed and decision taken thereon. As you are aware, the process relating to Questions is time bound. In such cases, the Secretariat decides on the admissibility of Questions, if despite reminders, the factual information is not received.

3. However, taking into account the recent happenings having bearing on the security of the Parliament House Complex and the present state of overall security in the country, I wish to take this opportunity to request you to arrange to send factual information on notices of Questions, advance copies of which are made available to your Ministry, keeping in view the following aspects:

- contd...2...
(I) It would be prudent if factual information on sensitive matters is sent invariably in properly sealed covers to concerned officers by name and that too not below the rank of Under Secretary;

(II) Sending factual information by fax should be avoided. However, if it is considered absolutely necessary to send information by fax, the same may be sent to Shri Satish Kumar, Additional Secretary, Fax No. 3014948 or to Shri H.K. Chaham, Joint Secretary, Fax No. 3018708. Kindly ensure that under no circumstances the facts are sent on fax numbers of Questions Branch in case of sensitive information;

(III) If a Question seeks highly sensitive information, the reply from the Ministry should not contain any sensitive information. Further, it should be clearly stated that the Ministry will have no objection if the facts as furnished by them are conveyed to the concerned Member.

4. We seek your cooperation so that timely and appropriate decisions are taken in the matters of Questions without too many hassles in the way,

Encl: as above.

Yours sincerely,

(R.C. Tripathi)

Shri Yogendra Narain, 
Defence Secretary 
Government of India, 
Ministry of Defence 
New Delhi - 110011
A number of Questions are usually raised in Parliament on various issues relating to procurement of weapons and weapon systems for the Defence Forces. Such procurement for Defence Forces is of sensitive nature and is secret. Discussion on the floor of the House on the matters pertaining to procurement of weapons and weapon systems may disclose the strength and weaknesses of Indian Armed Forces as well as it may reveal information about the level of preparedness of Armed Forces to safeguard national security. Besides, there are complex and secret diplomatic aspects also related to these procurement plans.

2. As per Rule 47(2)(xxii) of the Rules of Procedure and Conduct of Business in the Rajya Sabha, question shall not seek information about matters, which are in their nature secret. It is, therefore, requested that the above provisions of rules may please be kept in mind while deciding admissibility of Questions relating to procurement of weapons and weapon systems, as also other sensitive aspects about our Defence Forces.

3. The request is being made with the approval of Raksha Mantri.

Yours sincerely,

(YOGENDRA NARAIN)

Shri R.C. Tripathi,
Secretary General,
Rajya Sabha,
Parliament House,
New Delhi.
MINISTRY OF DEFENCE  
D(Parliament)  

Subject: "Response by the Ministries/Departments to provisionally admitted Starred/Unstarred Questions."


2. It is requested that the instructions contained therein may kindly be kept in view while forwarding statement of Facts relating to Parliament Questions to Lok Sabha/Rajya Sabha Sectt.

( F. K. PANDE )  
UNDER SECRETARY (PARL)  
Tel: 23012560

All Joint Secretaries in the Ministry of Defence  
(including Secy (BRDB), CCR&Ds and Addl.FAs)  

Copy to:-  
SO to Defence Secretary  
PPS to Secretary (D)  
PS to FA (DS)  
PPS to Addl. Secy (N)  
PS to FA (Acq)  

Copy also to:-  
Adviser to RM  
PS to R U R M  
PS to R R M

PS to R M  
OSD to RM

D.T.P.
OFFICE MEMORANDUM

Subject: Response by the Ministries/Departments to provisionally admitted Starred/Unstarred Questions.

As the Ministries/Departments of Government of India may be aware, the 212th Session of the Rajya Sabha is scheduled to commence from the 15th November, 2007. It has been our experience for the past some time that some of the Ministries/Departments do not prefer to respond to the provisionally admitted Starred/Unstarred notices of Questions and they react only when they come to know that a Question has been finally listed. In this context it is clarified that such delayed response to PAQs serves no purpose as this Secretariat can do little once the lists of Questions have been sent to the press for printing. This Secretariat sends PAQs to the Ministries/Departments with a dual objective, first to enable them to initiate action for preparing the reply and, secondly, to enable them to furnish to this Secretariat inputs at least in cases where the Ministry/Department feels that the Question does not merit admission in its name. It is, therefore, desirable that Ministries/Departments should respond to the PAQs promptly so as to enable this Secretariat to take into consideration all the relevant inputs while finalizing the list of Questions.

2. ... There have, in the past, been complaints from some Ministries/Departments of receipt of PAQs at the last moment, leaving little time with them to react. In this context the Ministries/Departments are informed that this Secretariat is sending PAQs electronically...
(through e-mail) to the concerned Ministries/Departments in addition to the prevalent system of sending hard copies of the same. It is hoped that this system would provide more time to the Ministries/Departments for responding to the PAQs in desirable cases.

3. Ministries/Departments of the Government of India are accordingly, requested to furnish their reactions on Provisionally Admitted Questions, wherever required, on priority without waiting to see whether they get listed or not, because in the later case, this Secretariat would be unable to take any corrective action once the lists have been finalized and sent for printing.

Vandana Gaur
(VANDANA GARG)
Tel.: 23034212, 23793412
Fax. No. 23018708 E-mail: vandana@sansad.nic.in

To
All the Secretaries,
Ministries and Departments of Government of India
New Delhi.

Copy to: Parliament Sections of all the Ministries/Departments of Government of India, New Delhi.
Ministry of Defence
D(Parliament)

Subject: Forwarding of statement of facts relating to Parliamentary Questions to Lok Sabha/Rajya Sabha Sectt.

Reference MOD, ID Note of even-number dated 6th August 2007 regarding instructions for disposal of Parliamentary Question etc.

2. As per the existing instructions, a brief statement of facts, duly approved by the Joint Secretary concerned or a higher officer is required to be forwarded to the Lok Sabha/Rajya Sabha Sectt., within 48 hours of the receipt of the Question, under a separate forwarding Office Memorandum to enable the Speaker/Chairman to decide the admissibility of the Question. Each Joint Secretary is also required to examine whether the question is admissible for answer in terms of the "Conditions of admissibility" of the question under rule 41(2) of the Rules/Procedure and conduct of business in the Rajya Sabha and rule 41 Rules/Procedure and Conduct of Business in the Lok Sabha. However, it has been observed that statements of facts, in respect of Parliament Questions, are not being sent by the concerned Joint Secretary, wing within the prescribed time limit. Even the conditions of admissibility are not taken into account. A large number of Parliament Questions are thus being admitted even though these should not have been admitted on the ground of not fulfilling the conditions laid down by the Lok Sabha / Rajya Sabha Sectts. Similarly some Questions on sensitive issues have been admitted simply because of the fact that a timely request for disallowance of the question was not made to Lok Sabha / Rajya Sabha Sectts.

3. All Joint Secretaries may therefore, ensure that the statements of facts, relating to Parliament Questions are sent to the Lok Sabha / Rajya Sabha Sectt., well within the prescribed time, considering the conditions governing the admissibility of questions notwithstanding whether a specific mention for sending such facts has been made in the letter or not. Similarly, requests for disallowance of the question should be sent to Lok Sabha / Rajya Sabha Sectt. within 24 hours of the receipt of the notice of the question from D(Parl) after obtaining the approval of Raksha Mantri.

(Signed)
(A.K. Jain)
SPECIAL SECRETARY

All Joint Secretaries in Ministry of Defence
Including CCR&D, Addl.FAs & Secy.(BRDB).
MINISTRY OF DEFENCE
D(Parliament)

Subject: "Forwarding of information in Parliamentary matters/security related issues."

A copy of Ministry of Defence (i) I. D. Note No. 6266/Defence Secretary/2006, dated 27th May, 2006; and (ii) I.D. Note No. 11502/JS(E)/2006, dated 22nd November, 2006 on the above subject are enclosed for information.

2. It is requested that the instructions contained may kindly be noted for compliance while forwarding information regarding Parliamentary matters. It may please be ensured by the Services HQrs/subordinate or attached offices that information are communicated with the approval at the higher level, like the Vice Chiefs, PSOs, etc.

(S. D. PAUL)
UNDER SECRETARY (PARL)
Tel: 23012560

All Joint Secretaries in the Ministry of Defence
(including Secy (BRDB), CCR&Ds and Addl.FAs)

Copy to:--
SO to Defence Secretary
PPS to Secretary (Dp)
PPS to Dir Gen (Acq)
SO to Addl Secy (*)
PS to FA (Acq)
PA to Director (E).

Copy also-to:--
PS to RM
OSD to RM
SO to Secretary (R&D)
PS to Secy (Def. Fin)
PPS to Addl Secy (B)
PPS to Addl Secy (DP)
PPS to Joint Secy (E)
PS to RRM
PS to KURM
PS to KURM
In Parliamentary matters/security related issues, MoD often obtains the views of Service HQs/subordinate or attached offices.

2. Many times it has been seen that when a particular issue is discussed at a higher level, the highest authority of the organization concerned has views other than those conveyed earlier by the organization. This gives an impression that the views/opinions have not been got approved at the highest level before they are sent to MoD.

3. In order to obviate these situations, it is necessary that whenever views/opinions of these organizations are called for, it must be insisted that the level of authority, which has approved the reply, has to be indicated. In the MoD, this may be scrutinized at the level of Joint Secretary. They may ensure that views/opinions of the respective organizations are communicated with the approval at the adequately higher level, like the Vice Chiefs, PSOs, etc.

(Shikhar Dutt)
Defence Secretary

All Additional Secretaries,
Joint Secretaries in MoD:

MoD ID No. 44/Def Secy/2006 dt. 27.05.06.
Ministry of Defence

During the Parliament Session, Ministry of Defence often obtain the views of Service Headquarters / subordinate or attached offices. Sometimes replies are sent to the Ministry without indicating the level at which it has the approval. It is requested that views / opinion / replies of the Service HQrs are communicated with the approval at adequately higher level, like the Vice Chiefs and PSOs. Necessary instructions may kindly be issued in this regard.

2. This has the approval of Defence Secretary.

(Binoy Kumar)
Joint Secretary (E/PG) & CVO

VCOAS VCNS VCAS

M of D ID No.11502/ JS(E/PG) & CVO/ 2006 dated 22.11.2006

Copy to: PS to RM PS to RRM PS to RURM
SO to Def Secy PPS to AS(B) SO to AS(J)

Copy also to: D (Priv)
OFFICE MEMORANDUM

Subject:- Factual information in respect of *Lok/Rajya Sabha
*Starred/Unstarred Question No. ____________ for answer on
Shri ______________ regarding ______________.

The undersigned is directed to refer to the above mentioned *Lok/Rajya Sabha Question and to furnish a Statement indicating the facts relating to the Parliament Question.

2. *There is no objection to the information contained therein being conveyed to the Hon’ble Member who has tabled the Question.

3. *The information contained in the statement is classified and it would not be in the National / Public interest to divulge the same.

4. *In view of the facts contained in the enclosed statement and the sensitive nature of the information, it is requested that the Question may be disallowed/Question may not be admitted as STARRED one.

5. The Statement containing facts has been approved by ______________

To
*Lok/Rajya Sabha Secretariat
(Question Branch)

Copy to:-D(PARL) – along with a copy of Statement of facts.
*Type whichever is applicable.
Subject: **Parliament Questions - Preparation of reply/comments to quoting news items/article/report/book - Instruction regarding.**

A copy of MoD ID Note No.11000/AS(J)/2006, dated 2.12.2006 on the above subject is enclosed for future guidance.

2. It is reiterated that whenever any news item or any report or book or an article is quoted in a Parliament Question, a copy or relevant extracts thereof should also be obtained and placed in the file. Reply/comments shall be prepared taking the points raised in the news item into account to the extent relevant to the question.

(BINOY KUMAR)
Joint Secretary (E)
Tele: 23015444


Copy to: -

| Secretary (DF) | Secretary (R&D) |
| DG(Acq)       | Secretary (Def. Fln.) |
| Addl. Secy. (E) | Addl. Secy (J) |
| Addl. Secy (DF) | CCR&D (R&M) |

Copy also to: -

| PS to RM | PS to RURM |
| PS to RRM | SO to Defence Secretory |
| PPS to JS(E) | PA to Dir(E). |
MINISTRY OF DEFENCE
[Office of the Additional Secretary (JD)]

In some of the Parliament Questions at times news items published in different newspapers are mentioned. It is being noticed that in many cases the comments or draft reply are submitted but the copy of the relevant news item quoted is not placed on file. It is advised that whenever any news item or any report or book or an article is quoted in a Parliament Question, a copy or relevant extracts thereof should also be obtained and placed in the file. Reply/comments shall be prepared taking the points raised in the news item into account to the extent relevant to the question.

This may be noted for future guidance.

Sd/-

(Akhil Kumar Jain)
Additional Secretary

JS (ON)
JS(G/Air)
JS (E)
JS (PIC)

MoD I.D. No./500/AS(J)/06 dated 2-12-2006.

Copy to:- ND (Parl.) Section, MOD — Suitable instructions accordingly may also be issued or if already incorporated in the general instructions, the same may be reiterated.

(Akhil Kumar Jain)
उत्तर का प्रारूप

DRAFT REPLY

(इस सोच में जाप्ने खारेज में दायर किया जाए)

(TO BE TYPED IN HALF-MARGIN IN TWO SPACES)

| लोक सभा | चारकिय / अस्थारकिय प्रश्न दायरी से. |
| LOK SABHA | STARRED / UNSTARRED QN. DY. NO. ———— |

| राज्य सभा | स्वीकृत / अस्वीकृत प्रश्न से. |
| RAJYA SABHA | ADMITTED AS STARRED / UNSTARRED QN. NO. ———— |

उत्तर की वारिष्ठ

TO BE ANSWERED ON ————

विषय

SUBJECT

| संख्या / (श्री) का नाम | रक्षा मंत्री / रक्षा राज्य मंत्री / रक्षा उत्पादन राज्य मंत्री |
| NAME OF MEMBER (S) | RAKSHA MANTRI / RAKSHA RAJYA MANTRI / RAKSHA UTPADAN RAJYA MANTRI |

प्रश्न / QUESTION | उत्तर / ANSWER

\
-52-
OFFICE MEMORANDUM

Subject: Procedure for handling questions during the 238th Session of Rajya Sabha.

It is informed that the Two Hundred and Thirty Eighth Session of Rajya Sabha is scheduled to commence from the 23rd February, 2016. In this context, attention of the Ministries/Departments of Government of India is invited to different aspects of handling of questions at their end during the said Session, as enumerated in the attached annexure.

2. All Ministries/Departments may also send the names and e-mail address of their Secretary, divisional and branch heads looking after Parliament and Nodal Officers where they wish to receive Provisionally Admitted Questions (PAQ). In case PAQs are required to be received by other officers, name and e-mail address of such officers may also be sent at the earliest.

(Prafull Chaturvedi)
Director
Tel.: 23035253, 23034233
Fax. No. 23093946, 23794327, 23012376
E-mail: pradeep.chaturvedi@nic.in

To

All the Secretaries, Ministries/Departments of Government of India, New Delhi.

Copy for information and necessary action to:

1. Parliament Sections of all the Ministries/Departments of Government of India, New Delhi.

2. Nodal Officer (for uploading answers and questions) of all Ministries/Departments of Government of India.
Annexure to OM No. RS. 2/2/238/2016-Q, dated 9th February 2016

1. Response to Provisionally Admitted Starred/Unstarred Questions (PAQs)
   - Provisionally Admitted Questions (PAQs) are sent to the Ministries/Departments with a dual objective, first to enable them to initiate action for preparing the reply and, secondly, to enable them to furnish to this Secretariat, inputs at least in cases where the Ministry/Department feels that the Question does not merit admission in its name.

   - In case the PAQ does not pertain to the Ministry/Department they may urgently take up the matter with the concerned Ministry/Department for transfer thereof and its acceptance.

   - The Ministries/Departments are impressed upon to respond to the PAQs promptly so as to enable the Secretariat to take into consideration all the relevant inputs while finalizing the list of Questions.

2. Response to Notices of Starred / Unstarred Question Sent for Seeking Factual Information
   - A copy of the notice of question as given by member of Rajya Sabha is sent to the Ministry / Department for furnishing the factual information so as to decide the admissibility of the questions.

   - The Ministry /Department must furnish the factual information in respect of such notices of questions positively within two days with particular reference to the points like whether the question relates to their Ministry /Department or it seeks secret information, etc.

   - In case the subject matter of such questions does not pertain to the Ministry/Department, they may urgently take up the matter with the concerned Ministry/Department to which the matter pertain for transfer thereof and its acceptance by that Ministry /Department, under intimation to this Secretariat.

   - The Ministry/Department may kindly note that unless the transfer is accepted by the Ministry/Department to which it is proposed to be transferred, the question will remain in the name of the Ministry /Department to which it is originally addressed by the Member and no transfer will be effected after a question is admitted and printed.

3. Circulation of PAQs and Printed Lists of Questions
   - Circulation/sending of PAQs in hard copy format has been discontinued. Now PAQs are made available in electronic form only through E-mail. All the Ministries/Departments are, accordingly, requested to make necessary
arrangements at their end to receive PAQs in electronic form only and take further necessary action thereon immediately.

- The printed lists of questions are circulated to concerned Ministries / Departments against whom questions are listed for that day and not to other Ministries as has been the practice earlier. However, the printed question lists will be available on Rajya Sabha website in real time for perusal of every one.

4. Supply of Answers to Questions

- The Ministries/Departments of Government of India are required to ensure that the Secretariat is supplied **290 legible copies of answers to Starred and Short Notice Questions** (in separate sets of 115 for Distribution Branch and 175 for Question Branch) and **175 legible copies of answers to Unstarred Questions** (in separate sets of 115 for Distribution Branch and 60 for Question Branch) in English and Hindi for being laid on the Table of the House during the aforesaid Session of the Rajya Sabha. The English and Hindi versions of the answers may be furnished on the obverse and reverse side of the paper or be stitched together.

- The Ministries/Departments are also required to ensure that all answers are received in the Secretariat by 8.00 p.m. on the previous working day from the day of the answer.

- It has been observed that sometimes copies of answers supplied by some of the Ministries/Departments are neither clear nor legible. In view of this, it is requested that:

  - Answers may be prepared using electronic typewriters, inkjet or laser printer only.
  - Copies may be prepared preferably by photocopying rather than cyclostyled or resography.
  - **Underlining should be strictly avoided** and italics fonts may be used instead of underlining if necessary.
  - As far as possible, Times New Roman font and font size 12 may be used.
  - In the English version of the answer, the portfolio or the name of the Minister should not further be shown in brackets in Hindi.
  - When the answer contains tables, grid lines may be shown to clearly identify the rows and columns.
- Tables should be prepared separately in Hindi & English. The practice of producing the English as well as Hindi text on the same table by multiple photocopying has often been seen to produce faint and even unreadable copies.

- The words – ‘RAJYA SABHA’ ‘STARRED (or UNSTARRED) QUESTION’ ‘ANSWER’, ‘STATEMENT’ and the MAIN SUBJECT should be in capitals, bold and without gaps in-between successive letters in each word. Name(s) of the questioners and name and designation of the Minister etc. may be in capital, but not bold.

- The end of the answer/statement should be clearly indicated by a line of stars, i.e. ‘*****’

- A model format of answer is attached (Annexure-I).

- With regard to the Hindi text, realizing the practical difficulties, the above instructions may be followed to the extent possible.

- It has further been observed that the Ministries/Departments often do not answer each part of the question separately and clearly. In this connection, attention is drawn to the following directions of Hon'ble Chairman, Rajya Sabha issued during the course of examination of a case of breach of privilege arising out of the answer to a Parliament Question:

  "Answers to all questions given in the Rajya Sabha shall be specific and complete and each part of the question or each item of information asked for therein shall be answered separately.

  If, on his attention being drawn to an answer, the Chairman is satisfied that it does not fulfil this condition, he may direct the Minister to give a specific and complete answer to each part of the question."

- The answers may positively be sent to this Secretariat on the working day preceding the date on which the questions are due for answer.

- In case, copies of the answers to be supplied are desired to be replaced or some corrections are to be carried out in those copies, necessary intimation in writing to that effect and revised copies of answers should be sent so as to reach the Question Branch, Rajya Sabha Secretariat (Room No.229 and 235), Parliament House Annexe, (Telephone Nos.23034229, 23034266, 23034235, 23034233 and 23034236) not later than 6.00 a.m. on the day on which the questions are due for answer.

- Sometimes, the Ministry Officials come to the Secretariat without any authority letter for carrying out corrections in the sets of answers on the day these are to be given in the House. It has, therefore, been decided that before...
allowing the concerned officials to do so, they will have to produce an
authority letter to that effect signed at least by the concerned Under Secretary.
If correction is of substantial nature, fresh copies of the answers will have to
be supplied replacing the earlier ones.

- All the Ministries/Departments are, therefore, requested to ensure that the
schedule as detailed above is strictly followed so as to avoid delay in
preparing sets of answers to Questions by this Secretariat.

- The above instructions apply to the paper-copies of the answers only meant for
distribution in the House etc.

- Some instances have come to the notice where it has been found that the
answers to Starred Questions are not in consonance with the well established
practice, whereby lengthy replies are prepared in the form of a statement
which is laid on the Table of the House by the Hon’ble Minister when the
turn of the Starred Question arrives during the Question Hour. In this
context, kind attention is invited to the Directions of Hon’ble Chairman,
dated 10th and 16th May, 1985 with reference to answer to questions which
are reproduced below:

"............ The Minister will hereafter place the lengthy answer
as statement on the Table of the House ............."

"It is rule in this House as well as in every Parliament that if the
answers are long, it should be placed as a statement on the Table
of the House so that the members can read the same before they
come. Please follow this rule very carefully hereafter. I know it is
not your mistake, but your department’s. They should have placed
this as a statement on the Table of the House. Please see to it that
this is observed in future.”

Similar instructions also find place in the Manual of Parliamentary Procedure
in the Government of India. Ministries are requested to ensure that answers to
Starred Questions in Rajya Sabha are in consonance with the above directions
of Hon’ble Chairman, Rajya Sabha.
Ministry of Defence

Subject: Handling Starred questions.

All Joint Secretaries are requested to check up from the Defence Secretaries' office the status of clearance of Starred questions. In case the Starred question has not been cleared then Joint Secretaries are advised to leave the office only after the Defence Secretary has cleared the question as the finer nuances of the question may need some discussion.

Ministry of Defence

Ranjit Issar: AS(I)

ID No. 8358\AS(I)\2004 Date 16th December, 04

JS(T)
JS(ESW)
JS(E)
JS(O\N)
JS(G\A)
JS & AM (Air)
JS & AM (LS)
JS & AM (M&S)

CC: SO to Defence Secretary

AS(Acq)
AS(B)
Ministry of Defence
D(Parliament)

Subject: Appointment of Nodal Officers in Ministry of Defence for Parliament Questions/Matters.

It has been decided to nominate one Nodal Officer of the rank of DS/Dir and equivalent from each division for monitoring the disposal of files relating to parliament questions and other parliamentary matters during the Parliament Session. The job assigned to each Nodal Officer will be:

(i) To monitor clearance of the files of parliament questions/matters from RM/RURM/RRM/Defence Secretary pertaining to his division.
(ii) To compare and vet the final copy of the reply to the parliament question typed in D(Parl) for its accuracy and correctness.

2. All the Joint Secretaries are, therefore, requested to nominate one nodal officer for each division under their charge and intimate the names of officers so nominated to D(Parl). The officers so nominated may be intimated to make arrangements for collection of a copy of aid-memoire for each question day and copies of notices for other calling attention motion/short duration discussion/adjourned motion etc. from D(Parl) to facilitate necessary follow up action.

(Akhil Kumar Jain)
Additional Secretary

All Joint Secretaries in the Ministry of Defence
(including Secy(BRDB), Addl.FAs and CCR&Ds)

Copy to:-
Secretary(DP)
Dir Gen (Acq)
Addl. Secy. (B)
FA(Acq)

Secretary (R&D)
FA(DS)
Addl.Secy.(DP)

Copy for information to :-
PS to Raksha Mantri
PS to RURM
PS to RRM
Ministry of Defence
D (Parliament)


Reference is invited to MoD I.D. of even Nos. dated 18.02.2010 and 13.07.2010 on the above cited subject, wherein the jobs assigned to Nodal Officers are as under:

(i) To monitor clearance of the files of parliament questions/matters from RM/RRM/Defence Secretary pertaining to his division,
(ii) To compare and vet the final copy of the reply to the parliament question typed in D(Parl) for its accuracy and correctness.

2. For the Lok Sabha question day on 26.07.2010, as per the schedule prescribed for finalisation of the parliament questions, the files were required to be submitted to Hon'ble Raksha Mantri by the respective Division by 22.07.2010. However, most files were submitted late. Further, in many cases, when the approved files were received from the office of Hon'ble Raksha Mantri, the Nodal Officers who were required to vet the final version of the parliament question were not available in the office. Moreover, in some of the files, the corrections were made in pencil and in some cases, such corrections were not very clear. D (Parl.) Section found it difficult to carry out such corrections. In the absence of the designated Nodal Officers, the work was completed by the officers/staff of D (Parl.) as the work was time bound. This could have given rise to inadvertent mistakes, which may put the Ministry to embarrassment.

3. In view of the above, all the Joint Secretaries are requested to direct their Nodal officers to:

   (a) observe the instructions issued with the approval of Defence Secretary vide MoD, I.D dated 18th February, 2010 and reiterated vide MoD, I.D, dated 13th July 2010.

   (b) adhere to the time schedule prescribed for processing and submission of files to RM/RRM,

   (c) vet the final copy of the parliament question for its accuracy and correctness before leaving the office.

Contd/........
4. Further, the corrections in the draft replies to the parliament questions should not be made in pencil. Preferably, a typed draft reply to the questions should be placed in file for approval of RM/RRM.

(R.K. Mathur)
Additional Secretary(M)
Tele: 23017678

All Joint Secretaries/Addl FAs & Equivalent Officers in the MoD

Copy to: Spl Scy.(DP), DG(Acq), AS(A), CCR&D(R&M)
MINISTRY OF DEFENCE
D(PARLIAMENT)


Reference MoD I.D. Note of even Nos. dated 27.06.2006 and 30.07.2010 on the above cited subject, wherein the jobs assigned to Nodal Officers are as under:-

(i) To monitor clearance of the files of parliament questions/matters from RM/RRM/Defence Secretary pertaining to their division,

(ii) To compare and vet the final copy of the reply to the parliament question typed in D(Parl) for its accuracy and correctness.

2. It has been noticed that when the approved files of the Parliament Questions are received from the office of Hon'ble Raksha Mantri, the Nodal Officers, who are required to vet the final version of the Parliament Question are not found available in the office. Moreover, in some of the files, the corrections made are not very clear and as such the D(Parl.) Section finds it difficult to carry out such corrections. In the absence of the designated Nodal Officers, the work is completed by the officers/staff of D(Parl.) as the work is time bound. This may give rise to inadvertent mistakes, which may put the Ministry to embarrassment.

3. In view of the above, all the Joint Secretaries are requested to direct their Nodal Officers to:

(a) observe the instructions issued with the approval of Defence Secretary vide MoD, ID dated 27th July, 2006 and reiterated vide MoD, ID dated 30th July 2010.

(b) vet the fair/final copy of the parliament question to be prepared by D(Parl.) after receiving the final replies approved by Hon'ble RM/RRM for its accuracy and correctness before leaving the office.

(Ram Shubhag Singh)
Joint Secretary (Estt.)
Tele: 2301 4222

All Joint Secretaries/Addl. FAs & Equivalent Officers in the MoD

Copy to: AS(A), AS(B), AS(DP), DG(ACQ), FA(ACQ) & CCR&D(R&M)
MINISTRY OF DEFENCE

D(Parliament)

Subject:- Non-compliance of Lok Sabha Secretariat Instructions by Ministries/Departments relating to answering of Parliament Questions.


2. A copy of Ministry of Parliamentary Affairs Office Memorandum E. No. 4(6)/2001-leg-I dated 24th April, 2003 on the above subject is enclosed herewith. It is requested that the instructions contained therein may kindly be noted for information and strict compliance.

(T. K. Pande)
Under Secretary (Parl)
Tel. No. 301 2560/301 2907

All Joint Secretaries in the Ministry of Defence including Secy.(BRDB), CCR&D(R) & Addl. FAs

Copy to:- All Directors/Deputy Secretaries in the Ministry of Defence
           All Sections through their respective Branch Officers:

Copy also to:- PS to RM
               PS to RRM
               SO to Secretary(DR&D)
P.S. to Secretary(Def. Fin.)
               PS to Addl. Secy(S)
P.S. to Addl. Secy(DP&S)
               PS to Joint Secretary (E)
               PS to RURM
               SO to Defence Secretary
               Sr. PPS to Secretary(DP&S)
P.S. to Spl. Secretary(Acq)
               Sr. PPS to Addl. Secy(T)
P.S. to FA(Acquisition)
               PA to Dir (E)

P.T.O.
F.No. 4(6)/2001-Leg.I
Government of India
Ministry of Parliamentary Affairs

90, Parliament House,
New Delhi.

Dated: 24.4.2003

OFFICE MEMORANDUM

Subject: Non-compliance of Lok Sabha Secretariat instructions by Ministries/Departments relating to answering of Parliament Questions.

The undersigned is directed to invite attention to Lok Sabha Secretariat D.O.No. 9/2/XII/2003-Q dated 12/24th March, 2003 and O.M. No. 19/9/XII/2003-Q dated 13th February, 2003 wherein they had inter-alia stated as under:

"All the Ministries/Departments are requested to send their replies of Questions only on A-4 size paper which is of the standard size and have one and a half inches margin on the left hand side of the paper. Answers to Questions should be part-wise, neat and clean, legible and whenever there is any reference to any statement etc., in the text of the replies, the same should invariably be enclosed."

1. However, it has been observed that some Ministries/Departments instead of giving part-wise reply to the questions, are sending consolidated replies to the Lok Sabha Secretariat. The Hon'ble Speaker has desired that all Ministries/Departments must scrupulously follow the laid down procedure and provide a comprehensive/categorical part-wise reply to each question with immediate effect.

2. The Cabinet Secretariat have also since desired that necessary instructions be issued to the Ministries/Departments to follow the relevant instructions relating to answering of Parliament Questions scrupulously.

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[Signature]

[Date] 29/4

[Signature]

[Date] 29/4
4. The Ministries/Departments are, accordingly requested to issue necessary instructions to the offices under their administrative control and ensure that the instructions regarding replies to Parliament Questions are strictly complied with.

(SANTOSH PRABHA)
UNDER SECRETARY TO GOVT. OF INDIA
Tele.No.23034274

To
All Ministries/Department
of the Government of India,
(Parliament Section)
New Delhi

Copy to
i) Lok Sabha Secretariat, (Shri R.C. Gupta, Director),
Parliament House Annex, New Delhi

ii) Cabinet Secretariat (Shri V.K. Jena, Joint Secretary) with reference to their U.O.No.491/1/1/2003-C.A.V dated 4/4/2003 New Delhi

(SANTOSH PRABHA)
UNDER SECRETARY TO GOVT. OF INDIA
MINISTRY OF DEFENCE
D(Parliament)

Subject:- Submission of reply of Lok Sabha Questions.


A copy of the d.o. letter No. 9/2/XII/2003-Q dated the 12/24th March, 2003 together-with extract from Lok Sabha O.M. of even number dated 13th February, 2003 from Addl. Secretary, Lok Sabha Sectt. addressed to Defence Secretary is enclosed herewith. It is requested that the instructions contained therein may kindly be noted for information and compliance (Answers to Parliamentary Questions should be part-wise).

(F. K. Pando )
Under Secretary (Parl)
Tel. No. 301 2560/301 2907

All Joint Secretaries in the Ministry of Defence including Secy.(BRDB), CCR&D(R) & Addl. FAs

Copy to:- All Directors/Deputy Secretaries in the Ministry of Defence
All Sections through their respective Branch Officers.

Copy also to:- PS to RM
PS to RRM
SO to Secretary(DR&D)
PPS to Secretary(Def. Fin.)
PS to Addl. Secy(S)
PPS to Addl Secy(DP&S)
PS’ to Joint Secretary (E)  
PS to RURM
SO to Defence Secretary
Sr.PPS to Secretary (DP&S)
PPS to Spl. Secretary(Acq)
Sr. PPS to Addl. Secy(T)
PS to FA(Acquisition)
PA to Dir (E)
Dear Dutta,

Please refer to Para 2 of this Secretariat O.M. No. 19/9/XII/2003-Q, dated February 13, 2003 (copy enclosed), wherein it was stated that all the Ministries/Departments should give clear and part-wise answers to Parliamentary Questions.

Qf, late, however, it has been observed that some Ministries/Departments instead of giving part-wise reply to the questions, are sending consolidated replies to the Lok Sabha Secretariat. The Hon'ble Speaker has desired that all Ministries/Departments must scrupulously follow the laid down procedure and provide a comprehensive/categorical part-wise reply to each question with immediate effect.

With regard,

Yours sincerely,

(P.D.T. Achary)

Shri Subir Dutta,
Secretary,
Ministry of Defence,
Department of Defence,
New Delhi.
Extracts from Q.M. No.19/9/XII/2003-Q dated February 13, 2003

All the Ministries/Departments are requested to send their replies of Questions only on A4 size paper which is of the standard size and leave one and a half inches margin on the left hand side of the paper.

Answers to Questions should be part wise, neat and clean, legible and whenever there is any reference to any statement etc., in the text of the replies, the same should invariably be enclosed.

XXX

-68-
Ministry of Defence
(Parliament Section)

Subject: Instructions for dealing with Parliament Questions Questions.

It has been observed that in some replies to Parliament Questions only abbreviations have been used without giving its expanded form. As per the instructions issued by the Parliament Section from time to time, it is necessary to use the expanded form in the first instance and on repetitions abbreviations can be used. This is required to be followed in case of common terminologies as well.

Further, grammatical mistakes have been observed in replies to Parliament Questions. Nodal officers may therefore be advised to be more careful and ensure that there is no discrepancy in the draft approved and the final reply typed in the Parliament Section.

This issues with the approval of AS(R).

(Ravi Sunder)
Deputy Secretary (Parl)

All Joint Secretaries

Copy for information to:

PS to RM
PS to RRM
SO to Def. Secy
SO to Secy. (R&D)
PPS to Secy. (DP)
PPS to Secy. (ESW)
PPS to FA(DS)
PPS to DG(Acq.)
PPS to Spl. Secy. (DP)
PPS to AS(R)
PPS to AS(F)
PPS to FA(Acq.)
MINISTRY OF DEFENCE

Subject: Procedure for handling Parliament Questions concerning Service H.Qrs.

Instances have come to the notice when the replies to the Parliament Questions, which have relevance to other Departments or the Service Headquarters, have been submitted by the different Departments/Wings of the Ministry of Defence to Raksha Mantri without obtaining the inputs from the concerned Department or Service Headquarters. This may lead to not only a distorted reply to the Question but may also compromise with the security concerns if the Questions seeks information on a sensitive nature.

2. It is, therefore, requested that while submitting draft replies to the Parliament Questions, which have relevance to other departments or the Service (Army, Navy, Air Force), comments of the concerned Department or Service H.Q. should invariably be obtained before submitting the replies to the RM/RURM/RRM.

3. This issues with the approval of Defence Secretary.

( AJAY TIRKEY )
JOINT SECRETARY (ESTT.)

All Joint Secretaries in the Ministry of Defence
(Including Secy(BR), Addl. FAs & CCR&DS)

Copy to:- Secretary(DP)   Secretary(R&D)
         Special Secretary(J)  Dir Gen (Acq)
         FA(DS)   Additional Secretary (N)
         Additional Secretary(DP)  FA(Acquisition)

Copy for information to:- Adviser to Raksha Mantri  PS to Raksha Mantri
OSD to Raksha Mantri  PS to Raksha Utpadan Raiya Mantri
PS to Raksha Raiya Mantri  SO to Defence Secretary
PPS to Joint Secy (Estt.)

Copy also to: - All Directors/Deputy Secretaries in the Ministry of Defence
All Sections through their respective Branch Officers.
Subject: Furnishing of information/replies to the Parliament — reg.

Manual of Security Instructions issued by the Office of JS(Trg.) & CAO provides detailed security classification of the documents. Therefore, while furnishing any information/documents to the Parliament or to its Committees, it has to be ensured that only the information/reply to the questions which can be furnished as per the instructions/guidelines contained in the Manual of Security Instructions may be sent with the approval of the competent authority.

2. It is once again requested that utmost caution may be exercised to decide as to what details/information could be furnished to the Parliament and its Committees keeping in view the instructions/guidelines contained in the Manual of Security Instructions.

3. A copy of the Manual of Security Instructions, if not available, may be obtained from the Office of JS(Trg.) & CAO.

(R.K. Mathur)
Special Secretary (M)

All Joint Secretaries in the Ministry of Defence
(including Secy., (BR&DB), Addl. FAs and CCR&DS)

Copy to: Secretary (DP) Secretary (R&D)
Secy. (Def. Fin.) Spl. Secy. (A)
Spl. Secy. (M) Addl. Secy. (DP)

Copy also to: PS to RM PS to RRM
OSD to RM SO to Def. Secy.
PS to JS(E) ✓ Dir (Parl)
Ministry of Defence
D(Parliament)

Subject: Furnishing Soft Copy of the Information through Compact Disc (CD) in sealed cover sought by Parliamentary Committee/PMO – D(Parliament), Ministry of Defence.

***


2. The Security Office of Ministry of Defence has granted permission to D(Parliament) Section to take out/bring in and receive information in connection with Parliament Committees, Lok Sabha Secretariat, Rajya Sabha Secretariat/Prime Minister Officer through Compact Disc (CD) in a sealed cover.

3. All concerned are requested to make a note of this.

(Yatendra Kumar)
Deputy Secretary (Parliament)
Tele: 23010646

All Joint Secretaries in Ministry of Defence

Copy to:

All Directors/Deputy Secretaries/Under Secretaries/Section Officers in MoD/Defence.

Copy for information to:

SO to Defence Secretary
PPS to Secretary (R&D)
PPS to Secretary (ESW)
PPS to Addl. Secretary (R)
PPS to JS(PG/Coord.)

SO to Secretary (R&D)
PPS to Secretary (Def. Fin)
PPS to Addl. Secy (J)
PPS to Addl. Secy (DP)

PPS to Secretary (DP)
PPS to DG (Acq.)
PPS to Addl. Secy (DP)
MINISTRY OF DEFENCE
(Security Office)

FURNISHING SOFT COPY OF INFORMATION SOUGHT BY PARLIAMENTARY COMMITTEE/PMO ETC THROUGH COMPACT DISC (CD) D (PARLIAMENT), MINISTRY OF DEFENCE – SEEKING PERMISSION THEREON


2. Permission is hereby granted to Ministry of Defence / D (Parliament) to take out/bring in information in connection with work of various Parliamentary Committees, Lok Sabha Sectt, Rajya Sabha Sectt & PMO through Compact Disc (CD) in sealed cover. This permission is valid till 31 Dec 2017.

3. However, it is intimated that carriage of pendrives outside the office premises is not permitted (Para-17, Chapter-7 of Manual of Security Instructions-2008 refers).

(MS Saini)
Jt Dir (Reception)

MoD / D (Parliament)

Copy to:-

OC ‘A’ Coy

Sealed envelope of various offices containing CD for MoD / D (Parliament) may also be permitted to be brought in the office of MoD/D (Parl) located in South Block.
MR. CHAIRMAN: Statement by Minister correcting answer to question.

श्री शुरेश परदीशी: सामाप्ति नहोसा, भेष व्यवस्था का प्रस्ताव है।
श्री सामाप्ति: वह क्या है?
श्री शुरेश परदीशी: नानानीय सामाप्ति नहोसा, आप जिस सर्वोच्च आर्थिक परिषद में अपने निर्णय से यह सर्वोच्च नानानीय सदन नियन्त्रण और परिषदों के अनुसार चलता है।
श्री आपला ध्यान आकृति करना चाहिए?
श्री सामाप्ति: मैं आपकी बात समझ गया। आप यह कहा चाहते हैं कि भूत हीरे से यह प्रस्ताव कराया जा रहा है?
श्री शुरेश परदीशी: सत्य, केवल यही भाल नहीं है बल्कि बात यह है कि 27 नवंबर, 2002 को जो अन्स्टार्ड करेडेम नंबर 779 था उसका 18 दिसंबर को जारी किया गया और उसका करेडेम 18 दिसंबर को स्वतंत्र में लांच हुआ किया गया, लेकिन वही 27 नवंबर, 2002 के बाद मे अन्स्टार्ड प्रस्ताव संख्या 794 का उपर आप स्वागत कराया जा रहा है।
मात्र आपके ध्यान से यह निर्देशन करना चाहिए है कि सदन की अपनी व्यवस्था रही है, जिसमें यह तो यह कि उद्योग सुधारने में विवेक न किया जाए। इस संबंध में सदन की आशीर्वाद की निर्देशन भी किया गया है कि वह इस प्रकार की शीलता और लापरवाही न बरसे। दूसरी, सामान्यतः जिस दिन नियन्त्रक का दिन निर्धारित होता है उसी दिन उलट का दिन अगर दिना किया जाता है। यह 411 में इस बात का उल्लेख है। श्री निर्देशन यह है कि जब मंत्री जी 18 दिसंबर के अपने प्रस्ताव का सुधार कर रहे थे, जो रेखा में नचारे का दिन था और जो 27 नवंबर को, उन्होंने गलत आपस का दिन उससे, जो कि 18 दिसंबर का उस दिन भी इसी प्रस्ताव का सुधार यह कर सकते थे, जो रेखा में सरकार की लापरवाही को इंगित करता है।
श्री सामाप्ति: ठीक है। हो गया?
श्री शुरेश परदीशी: सत्य, मैं मित्तला-पुरुषों आपसे वह आपका चाहता है कि हमारे इस काल लापरवाही और सरकार को निर्देशित किया जाए कि बार पर लापरवाही के भाव से गलत उसका ही अंदाज न दिया जाए ताकि बार बार इसका छाप दु:खाने का अंदाज न दिया और इस प्रकार की लापरवाही न बरसी पाए। दूसरी, जिस दिन इसका दिन नियत हो उसी दिन सुधार करें।
इस के साथ ही जिस माननीय सदस्य के करेडेम का फरेडेम होता है उसका भी सुनिश्चित किया जाए कि स्टेटमेंट का करेडेम किया जा रहा है, आप इसमें उनको भी सुनिश्चित नहीं किया गया है। ये मेरे तीन सिद्ध है, जो मैं आपके ध्यान में लोगों चाहता था इस विषय के साथ कि यह भी इसी पर्यंत रही है.....
श्री सामाप्ति: चलिए, हो गया?
श्री शुरेश परदीशी: सत्य, 1987 में आपले ने सरकार को निर्देशित किया था कि ऐसे लापरवाही न बरसी पाए। मेरा निर्देशन है कि आप के दिन भी आपके ध्यान में लापरवाही को निर्देशित किया जाए कि ऐसे लापरवाही न बरसी पाए, आपले दिन से रेखा में कार्य कराया।
श्री सामाप्ति: माननीय मंत्री सहस्यांव, माननीय सदन ने तीन प्रश्न उठाए है। इस संबंध में कई बार उलंघन भी हुई है। मैं ऐसा धार्मिक कि समय पर आप करेडेम करें और उसे भी बात यह भी कहा जाएगा कि जिस दिन मंत्रालय का प्रस्ताव या विषय हो उसी दिन आप करेडेम करें तो माननीय सदन को पता चलेगा मिलेगी।

Shri Subhash Pachouri: Thank you, sir.
THE MINISTER OF STATE IN THE MINISTRY OF DEFENCE (PROF. CHAMAN LAL GUPTA): On behalf of my senior colleague, Shri George Fernandes, I beg to lay on the Table a statement (in English and Hindi) correcting the reply given in the Rajya Sabha on the 27th November, 2002 to Unstarred Question No.794, regarding 'Propriety of decorating tainted officer'.

PAPERS LAID ON THE TABLE

1. SHRI O. RAJAGOPAL: Sir, on behalf of my colleague, Shri Ananth Kumar, I lay on the Table:

   I. A copy each (in English and Hindi) of the following papers, under sub-section (1) of section 818A of the Companies Act, 1956:

      (a) Annual Report and Accounts of the Building Materials and Technology Promotion Council, New Delhi, for the year 2001-2002, together with the Auditor's Report on the Accounts and the comments of the Comptroller and Auditor General of India thereon.

      (b) Review by Government on the working of the above Council.

MINISTRY OF DEFENCE
D(Parliament)

Subject: Circulation of classified brief for briefing on Parliament Questions.

Reference Ministry of Defence I.D. note of even number dated the 16th November, 2006 circulating therewith the consolidated Instructions for handling Parliament questions/Business.

2. Section D(Parliament) had on an earlier occasion issued Instruction on the subject cited above. However, the following instructions are reiterated:

"While the unclassified documents may be placed by the Parliament Section in the folder, arrangement for placing the classified material in the briefing folder of RM, RURM, RRM and Defence Secretary and concerned Secretary/Additional Secretary should be made by the concerned Administrative Wing.

All Joint Secretaries may therefore kindly ensure that the classified material should be in a separate sealed cover super-scribed “Note for Supplementary for Starred Question No. _______ for Answer on _________ on the subject _________ Position No. _______,”.

It should also be written on the cover that the same is to be opened by the addressee only. The Administrative Wing will place these classified material in covers in the respective Pads of all concerned without opening them. Similarly, the PS to RM, PS to RURM, PS to RRM and SO/FPS/PS
of the concerned Secretary/Addl. Secretary shall return the classified material sent to them, to the concerned Joint Secretary in a sealed cover who should ensure that only required number of copies are kept for record and remaining one are destroyed.”

(BINOY KUMAR)
Joint Secretary (E)
Tele: 2301 5444

All Joint Secretaries in the Ministry of Defence
(Including Secy. (BRDE), Addl. FAs and CCR&Ds)

Copy to :
- Secretary (DP) Secretary (R&D)
- DG(Aacq) Secretary (Def. Fin.)
- Addl. Secy. (B) Addl. Secy (J)
- Addl. Secy (DP) CCR&D(R&M)

Copy also to :
- PS to RM PS to RURM
- PS to RRM OSD to RM
- SO to Defence Secretary
- PPS to JS(E) PA to Dir(E).

* * * * *

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Ministry of Defence
(Parliament Section)

Subject: Instructions for dealing with Starred Questions – RM’s briefing meetings regarding.

Generally Vice-Chiefs and concerned PSOs are invited for briefing RM for starred questions.

An instance has come to notice when a junior officer only was present during briefing.

It is reiterated that Vice-Chiefs/concerned PSOs may kindly make it convenient to attend briefings.

(Himanshu Kumar)
Joint Secretary (E)

VCOAS, VCAS, VCNS, All Joint Secretaries in MoD

Copy for information to:

PS to RM
PS to RRM
SO to Def. Secy
SO to Secy. (R&D)
PPS to Secy. (DP)
PPS to Secy. (ESW)
PPS to FA(DS)
PPS to DG(Acq.)
PPS to Spl. Secy. (DP)
PPS to AS(R)
PPS to AS(P)
PPS to FA(Acq.)
LIST OF STANDARD EXPRESSIONS CONSTITUTING ASSURANCES IN
THE LOK SABHA

1. The matter is under consideration.
2. I shall look into it.
3. Enquiries are being made.
4. I shall inform the Hon'ble Member.
5. This is primarily the concern of the State Government but I shall look into it.
6. I shall write to the State Government.
7. I assure the House all suggestions by Hon'ble Member will be carefully considered.
8. I shall study the conditions on the spot during my tour.
9. I shall consider the matter.
10. I will consider it.
11. I will suggest to State Government.
12. We will put the matter in the shape of a resolution.
13. I shall see what can be done about it.
14. I will look into the matter before I can say anything.
15. The suggestion will be taken into consideration.
16. The matter will be considered at the ______ conference to be held on ________
17. The matter is still under examination and if anything is required to be done, it will certainly be done.
18. Th matter will be taken up with the Government of _______________.

19. I have no information; but I am prepared to look into the matter.

20. Efforts are being made to collect the necessary data.

21. The suggestions made will be borne in mind while framing the rules.

22. If the Hon'ble Member so desires, I can issue further instructions.

23. Copy of the report, when finalised, will be placed in the Library of the House.

24. I shall supply it to Hon'ble Member.

25. I think it can be done.

26. If the Hon'ble Members' allegation is true, I shall certainly have the matter gone into.

27. We shall have to find that out.

28. I will draw the attention of the ______________ Government, who I hope will take adequate steps in this direction.

29. It is a suggestion for action, which will be considered.

30. All the points raised by various Members will be considered and the result will be communicated to each Member.

31. Information is being collected and will be laid on Table of the House.

32. I am reviewing the position.

NOTE: All the directions by the Speaker, Deputy Speaker the Chairman involving action on the part of Ministers, will be complied with as assurance.
LIST OF STANDARD EXPRESSIONS CONSTITUTING ASSURANCES IN THE RAJYA SABHA

1. The matter is under consideration.

2. I shall look into it.

3. Enquiries are being made.

4. I shall inform the Hon'ble Member.

5. This is primarily the concern of State Government but I shall look into it.

6. I shall write to the State Government.

7. I assure the House all suggestions by Hon'ble Member will be carefully considered.

8. I shall study the conditions on the spot during my tour.

9. I shall consider the matter.

10. I will consider it.

11. I will suggest to State Government.

12. We will put the matter in the shape of a resolution.

13. I shall see what can be done about it.

14. I will look into the matter before I can say anything.

15. The suggestion will be taken into consideration.

16. The matter will be considered at the conference to be held on

17. The matter is still under examination and if anything is required to be done, it will certainly be done.

18. The matter will be taken up with the Government of
19. I have no information; but I am prepared to look into the matter.

20. Efforts are being made to collect the necessary data.

21. The suggestions made will be borne in mind while framing the rules.

22. If the Hon’ble Member so desires I can issue further instructions.

23. Copy of the report, when finalised will be placed in the Parliament Library.

24. I shall supply it to the Hon’ble Member.

25. I think it can be done.

26. If the Hon’ble Members’ allegation is true, I shall certainly have the matter gone into.

27. We shall have to find that out.

28. I will draw the attention of the Government who I hope will take adequate steps in this direction.

29. It is a suggestion for action, which will be considered.

30. (Discussion on Railway Budget). All the points raised will be communicated to each Member.

31. Information is being collected and will be laid on the Table of the Rajya Sabha.

32. I am reviewing the position.

33. Directions by the Chairman, Deputy Chairman or the Vice Chairman involving action on the part of Ministers.

34. All specific points on which information is asked for as promised.