

H-11011/10/2016-Parl.
Government of India
Ministry of Environment, Forest and Climate Change
(Parliament Section)

Indira Paryavaran Bhavan,
Aliganj, Jor Bagh Road,
New Delhi - 110003.
Dated : 17.11.2016

Office Memorandum

Subject: Guidelines and Procedure to be followed by Ministries / Departments in connection with Parliament Questions.

Please find enclosed herewith a copy of Lok Sabha Secretariat Office Memorandum No. 13(3)(ii)/XVI/X/2016-Q, dated 11th November, 2016 on the subject mentioned above for information and necessary action in connection with Parliament Questions: **(GROUP "B" pertains to this Ministry).**

Parliament Section e-mail:

parlsec-mef@nic.in


(Swapan Banerjee)
Section Officer (Parl.)
#3136

To

All Officers /Sections/ Divisions in the Ministry including / NAEB/ NTCA / OC / CZA / NRCD etc.

Copy for information to:-

PPS to Secretary (EF&CC) / PPS to DGF & SS / PPS to SS (RRR) / PPS to AS (MMK) / PPS to AS (AP) / PPS to AS & FA / PPS to ADG (FC)/ PPS to ADG (WL/ NTCA) / PPS to Sr. Economic Advisor / Member Secretary (CZA)/ JS(Parl) / DS (Parl.).

**LOK SABHA SECRETARIAT
(QUESTION BRANCH)**

Parliament House Annexe,
New Delhi – 110 001

No.13(3)(ii)/XVI/X/2016-Q

Dated: 11 November, 2016

OFFICE MEMORANDUM

Subject : Guidelines and Procedure to be followed by Ministries/Departments in connection with Parliament Questions.

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The undersigned is directed to state that the Tenth Session of the Sixteenth Lok Sabha is scheduled to commence on **Wednesday, the 16th November, 2016** and is likely to conclude on **Friday, the 16th December, 2016**. The Ministries/Departments of the Government of India are requested to follow the guidelines and procedures meticulously as stipulated in **Annexure-I**.

138/16/18
17/11/16

2. The Officers dealing with Questions in Lok Sabha Secretariat along with their contact details, telephone Nos. and e-mails etc. are given at Annexure-II. They may be contacted, if need be, to avoid undue delay and inconvenience.

3. It is also requested that contents of this O.M. may be hosted on the website of the Ministry/Department, subordinate attached offices, field formations and other offices under their administrative control for wider dissemination of information.

4. The receipt of this communication may please be acknowledged


(J.M. Baisakh)
Director

Phone: 23035386 (O)
23035278 (O)
(Fax) 23012629

Encl: As above


To,

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

su Baisakh
17/11/16

Copy forwarded for information to:-

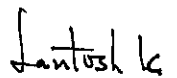
1. Principal Secretary to HS
2. Sr. PS to Secretary General
3. Sr. PS to Secretary
4. PA to AS(RS)
5. PA to Director (I & Q)
6. Director (Software Unit), Computer (HW&SW) Management Branch
7. Additional Director (OBC & Q)
8. Additional Director (P& Q)
9. Additional Director (C&Q)
10. Additional Director (PCF & Q)
11. Deputy Secretary (IT&Q)
12. All Officers and Groups of Question Branch



**(Santosh Kumar)
Additional Director**

Copy also forwarded for information and necessary action to:-

- (a) Hindi Information Unit, Editorial Branch
- (b) Software Unit, Computer (HW&SW) Management Branch.



**(Santosh Kumar)
Additional Director**

1. Factual Note through Fax/E-mail

Factual Note in regard to referred questions should **be furnished** by the Ministries/Departments expeditiously by **E-mail/(Fax No. 23035344)** followed by **note duly signed in original**. All correspondence sent for furnishing facts should be acknowledged by the Ministries/Departments concerned. Where the facts are not received by the stipulated date, the Lok Sabha Secretariat shall take appropriate decision in the matter, on merits.

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

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

3. Advance copy of the admitted questions

Advance copies of the provisionally admitted questions are sent online to the Ministry/Department to facilitate them for collection of material for preparation of answer. The Ministries/Departments are, therefore, requested to **furnish e-mail id of the Parliament Section or any other designated Officers/Branch(es)** to whom advance copy of admitted notice(s) of questions can be forwarded.

Immediately on receipt of the advance copy, the Ministry/Department is expected to go through the contents of the notice and furnish their comments suo-moto. In the event where the Ministry/Department feels that the notice suffers from any infirmity viz the Government of India is not primarily responsible; matter being pending in a court of law; etc. or that the question lacks factual basis, etc. the same may be brought to the notice of the Additional Secretary/Director-in-charge of Question Branch as expeditiously as possible and in any case within 24 hours of the receipt of such advance notice. Where a communication is received beyond this period and/or after Question List have been printed, it will not be possible to reconsider the admissibility of a question in the light of facts communicated.

4. **Transfer of Notices of question**

Immediately on receipt of provisionally admitted notice of questions online or otherwise, the concerned Ministry/Department should ascertain and ensure administrative jurisdiction. Where the subject matter of a question is the concern of a Ministry/Department other than the one to whom it is originally addressed, it is incumbent upon the Ministry/Department to whom the question has been originally addressed by the Member, to move transfer of the question to the Ministry concerned and obtain acceptance/consent from transferee Ministry/Department. **Under no circumstance, the transfer of notice of question will be effected unless and until intimation about the acceptance of the transfer of the question is received in the Secretariat from the accepting Ministry well in time i.e 10 days prior to the date of answer. Any request received thereafter shall not be entertained.** As informed by the Cabinet Secretariat, if the thrust of a question pertains to a particular Ministry, it is for that Ministry to answer the question in consultation with other Ministries concerned.

5. **Ministry/Department responsible for answering of questions**

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

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

6. Circulation of Lists of Hard and Soft copies of Admitted Questions

The printed copies of List of admitted Starred questions for a particular day are circulated five days before the date of answer of the questions by the respective Ministries/Departments. Circulation of hard copies of Unstarred List of Questions has been dispensed with. However, the soft copies of List of Questions, i.e. Starred and Unstarred, are available on the website of Lok Sabha i.e. <http://loksabha.nic.in> six days prior to the date of answer. Corrigenda, if any, pertaining to the listed questions are issued by the Secretariat from time to time and is available on the webpage of Lok Sabha. Ministries/Departments may, generate the hard copies of Lists and Corrigenda from the above website of Lok Sabha and take appropriate action thereon.

7. Part-wise replies to questions

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

Ministry/Department may note that replies should be prepared taking into consideration the text of questions as appearing in the Question List, and not merely relying on the index appended to the list.

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

It has also been noticed that some of the Ministries are quoting/referring their website in reply/replies to question(s) especially in Starred Questions. To the extent possible, the reference to website be avoided and the Ministry/Department may provide the requisite information in the replies itself.

6

9. **Assurances in reply to a Starred Question**

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

10. **Supply of Hard Copies of Replies to Questions**

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

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

	Type of Questions	No. of Copies of answers to be supplied by the Ministries/ Departments	
	STARRED AND SHORT NOTICE QUESTIONS		
(a)	Original Notices in English	English Hindi	300 200
(b)	Original Notices in Hindi	English Hindi	300 300
	UNSTARRED QUESTIONS		
(a)	Original Notices in English	English Hindi	200 100
(b)	Original Notices in Hindi	English Hindi	200 200

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

11. Uploading of Answers to Starred and Unstarred Questions on Homepage

With a view to minimise use of paper, the Hon'ble Speaker has directed that soft copies of answers to Starred Questions be uploaded on the Homepage of Parliament [http://pqals.nic.in] (Members portal) by 10.00 AM on the day the Questions are listed so as to facilitate Members to draft supplementaries to Starred Questions. Ministries/Departments of Government of India are, accordingly, requested to upload the replies on the portal on or before 10.00 AM positively.

As regards replies to Unstarred Questions, there is no change. The same may be uploaded on the Lok Sabha website immediately after Question Hour on the day replies are laid on the Table of the House.

In regard to procedure, guidelines or any other difficulties in uploading, Ministry/Department may contact Software Unit at Telephone No. 23034561/23034576.

12. Correcting Statement by Ministers

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

13. Supply of updated list of telephone numbers etc.

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

OFFICERS DEALING WITH QUESTIONS AND THEIR CONTACT DETAILS

Name(s) with Designation(s)	Departments/Ministries under charge
<p><u>Additional Secretary</u></p> <p>✓ Shri R.S. Kambo, Room No. 426, Parliament House Annexe,</p> <p>Phones: 23034287 (O) 23034448 (O) 23094 433 (R) 23018865 (Fax)</p> <p>E-mail : rskambo@sansad.nic.in</p>	<p>All Ministries/Departments.</p>
<p><u>Director</u></p> <p>✓ Shri J.M. Baisakh Room No. 164 Parliament House Annexe,</p> <p>Phones: 23035386 (O) 23035278 (O) 23012629(Fax)</p> <p>E-mail :</p>	<p>All Ministries/Departments</p>
<p><u>Additional Director</u></p> <p>Shri Rajesh Ranjan Kumar, Room No. 156, First Floor, Parliament House Annexe,</p> <p>Phones: 23035373 (O) 01204139435 (R) 23035344 (Fax) 9910206843 (M)</p> <p>E-mail: rajesh.ranjan@sansad.nic.in</p>	<p>Ministries/Departments – Pertaining to <u>Group-A</u> (Monday)</p>
<p><u>Deputy Secretary</u></p> <p>✓ Dr.(Smt.) Sagarika Dash Room No. 315, Parliament House Annexe</p> <p>Phone : 23034315(O)/23034145(O) 45506976(R) 23035344 (Fax)</p> <p>E-mail: sagarika.dash@sansad.nic.in</p>	<p>Ministries/Departments – Pertaining to <u>Group-B</u> (Tuesday)</p>

<p>1</p>	<p>Shri Rakesh Bhardwaj Deputy Secretary Room No. 318 Parliament House Annexe</p> <p>Phones: 23035520 (O) 23035344 (Fax)</p> <p>Shri Sreekanth S. Under Secretary Room No. 324 Parliament House Annexe</p> <p>Phones- 23034324 23035344 (Fax)</p>	<p><u>Group – ‘A’</u></p> <p>Labour and Employment; Micro, Small and Medium Enterprises; Petroleum and Natural Gas; Steel; Tribal Affairs.</p> <p>Commerce and Industry; Culture, Human Resource Development; Tourism.</p>	<p>Shri Nilendu Kumar, Executive Officer</p> <p>Phones: 23034324 (O) 23035266 (O)</p> <p>E-mail: gbra-lss@sansad.nic.in</p>
<p>2</p>	<p>Shri Lakshmikanta Singh Deputy Secretary Room No. 321 (Cabin) Parliament House Annexe Phones: 23034336(O) 9899561694 (M) 23035344 (Fax)</p> <p>Km. K.M.Tunglut, Under Secretary Room No. 321 (Cabin) Parliament House Annexe, Phones: 23034346 (O) 23035344 (Fax)</p>	<p><u>Group – ‘B’</u></p> <p>Agriculture and Farmers Welfare; Consumer Affairs, Food and Public Distribution; Food Processing Industries.</p> <p>Chemicals and Fertilizers; Environment, Forests and Climate Change; Heavy Industries and Public Enterprises; Home Affairs; Parliamentary Affairs; Social Justice and Empowerment.</p>	<p>Shri Ajay Kumar Prasad, Executive Officer</p> <p>Phones: 23034321 (O) 23035263 (O)</p> <p>E-mail: gbrb-lss@sansad.nic.in</p>

Group-'C'

3 **Shri B. D. Dhyani,**
Under Secretary,
Room No. 318
Parliament House Annexe

Phones: 23035336 (O)
3035344 (Fax)

Ms. Rachna Saxena,
Under Secretary
Room No. 322
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Prime Minister; Atomic
Energy; Development of
North Eastern Region;
External Affairs; Personnel,
Public Grievances and
Pensions; Planning;
Railways; Space.

Communications; Earth
Sciences; Electronics and
Information Technology;
Information and
Broadcasting; Housing and
Urban Poverty Alleviation;
Law & Justice; Minority
Affairs; Science and
Technology; Skill
Development and
Entrepreneurship; Statistics &
Program Implementation;
Urban Development.

Smt. Mili Dinesh
Executive Officer

Phones: 23034322 (O)
23035264 (O)

E-mail: qbrc-lss@sansad.nic.in

Group -'D'

Shri C. Kalyansundaram
Deputy Secretary
Room No. 506, (Outer Cabin)
Parliament House Annexe

Phone: 23035726 (O)
23035344 (Fax)

Smt. Sunita Saxena
Under Secretary
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Drinking Water and
Sanitation; Mines;
Panchayati Raj; Power;
Road Transport and
Highways; Rural
Development; Textiles.

Civil Aviation; Coal; New
and Renewable Energy;
Shipping; Water Resources,
River Development and
Ganga Rejuvenation; Youth
Affairs and Sports.

Sh. Surender Choudhary
Executive Officer

Phones: 23034320 (O)
23035262 (O)

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Group – 'E'

5 Shri Vinay Pradeep Barwa,
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23034081(O)
23035344 (Fax)

Shri Arun Kumar
Under Secretary
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23035344 (Fax)

Ayurveda, Yoga &
Naturapathy, Unani, Siddha
and Homoeopathy
(AYUSH); Health and Family
Welfare; Women and Child
Development.

Corporate Affairs;
Defence; Finance.

Shri Vijay Kumar
Executive Officer,

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23035265 (O)

E-mail: qbre-lss@sansad.nic.in

CHAMBER SEAT

Shri Rajpal Singh
Executive Officer
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