

REVISED

LOK SABHA SECRETARIAT
(QUESTION BRANCH)

Parliament House Annexe,
New Delhi – 110 001

No.13(3)(ii)/I/XVII/2019-Q

Dated: 20 June, 2019

OFFICE MEMORANDUM

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

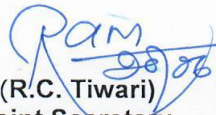
.....

The undersigned is directed to state that the **First Session** of the **Seventeenth Lok Sabha** has commenced on **Monday, the 17th June, 2019** and is likely to conclude on **Friday, the 26th July, 2019**. The Ministries/Departments of the Government of India are requested to follow the guidelines and procedures meticulously as stipulated in **Annexure-I**.

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**. If need be, they may be contacted to avoid undue delay and inconvenience.

3. It is also requested that the 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.


(R.C. Tiwari)
Joint Secretary
Phone: 23034430 (O)


Encl: As above

To,

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


Copy forwarded for information to:-

1. OSD to HS
2. Joint Director to Secretary General
3. PS to JS(RC)
4. Sr.PA to Director (Q & CGA)
5. Director (Software Unit), Computer (HW&SW) Management Branch
6. Additional Director (P&Q)
7. Additional Director (IT&Q)
8. Additional Director (H&Q)
9. Additional Director (AN-II&Q)
10. Additional Director (S&Q)
11. All Officers and Groups of Question Branch


(Rachna Saxena)
Deputy Secretary

Copy also forwarded for information and necessary action to:-

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


(Rachna Saxena)
Deputy Secretary

ANNEXURE- I

1. Factual Note through Fax/E-mail

Factual Note in regard to referred questions should **be furnished** by the Ministries/Departments within stipulated date by **E-mail/Fax (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 she/he is not prepared to disclose the information in public interest and it is for the House to accept it. The Speaker may, only in rare cases, disallow a question in larger national interest, if it is brought to the Speaker's notice in time by the Minister concerned giving briefly the background of the matter that the disclosure of information will be prejudicial to the safety of the State.

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 Joint 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 has been printed, it will not be possible to reconsider the admissibility of a question in the light of facts furnished.

4. **Transfer of Notices of question**

Immediately on receipt of provisionally admitted notices 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 notices of questions have been marked erroneously and sometimes such notices are returned 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 the 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 as soon as they are available on the above website of Lok Sabha and take appropriate action thereon.**

7. **Name of Department to be mentioned in Reply**

It has been observed that many a time, the name of the Department concerned is not mentioned in the reply by the Ministry. Ministries are requested to mention the name of the Department concerned to whom the reply pertains, immediate beneath the name of the Ministry at the top.

8. **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.**

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

9. **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. In the absence of requisite information in the reply itself, Members are deprived of their right to ask pointed supplementaries to Starred Questions. The Ministries/Departments are, therefore, advised to avoid the reference to website to the extent possible and the requisite information may be provided in the reply itself.

.10. **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 Joint 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.

11. **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.**

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

To encourage digital platform and with a view to minimising 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 09.00 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 by 09.00 AM positively.**

Replies to Unstarred Questions, may be uploaded on the Lok Sabha website immediately after Question Hour on the day replies are laid on the Table of the House.

Ministries/Departments are permitted to upload the replies before the stipulated time also, say by preceding late evening/night of the day of reply. However the reply would be accessible to Members only at the stipulated time.

Where the Ministries/Departments face any procedural or other technical difficulties in uploading, they may contact Software Unit at Telephone No. 23034561/23034576 during working Hours of the Lok Sabha Secretariat.

13. **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.

14. **Supply of updated list of telephone numbers in each session**

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 with Independent Charge, Minister of State, P.S to Minister/Secretary and other Sr. Officers dealing with Parliamentary work in the Ministry/Department to the Question Branch before commencement of each 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.**

ANNEXURE-II

OFFICERS DEALING WITH QUESTIONS AND THEIR CONTACT DETAILS

Name(s) with Designation(s)	Departments/Ministries under charge
<p><u>Joint Secretary</u></p> <p>Shri R.C. Tiwari, Room No. 415, Parliament House Annexe,</p> <p>Phones: 23034430 (O) 23034999 (O) 9013502747 (M) 23010632 (Fax)</p> <p>E-mail: rc.tiwari@sansad.nic.in</p>	<p>All Ministries/Departments.</p>
<p><u>Director</u></p> <p>Shri P.C. Tripathy Room No. 331 Parliament House Annexe,</p> <p>Phones: 23034331 (O) 22353794 (R) 9910752161 (M)</p>	<p>All Ministries/Departments</p>
<p><u>Additional Director</u></p> <p>Shri. G.C. Dobhal Additional Director Room No. 015, Extension Building, PHA,</p> <p>Phones: 23035780 (O) 23035344 (Fax) 9013504547 (M)</p>	<p>Ministries/Departments – Pertaining to <u>Group-A</u> (Monday)</p>

<p><u>Additional Director</u> Dr.(Smt.) Sagarika Dash Room No 606, Block-B, Extension Building, PHA Phone : 23035746(O) 9999154109 (M) 23035344 (Fax) E-mail: sagarika.dash@sansad.nic.in</p>	<p>Ministries/Departments pertaining to <u>Group-B</u> (Tuesday)</p>
<p><u>Additional Director</u> Shri Rakesh Bhardwaj, Room No. 516, Extension Building, PHA Phones : 23035742 (O) 9911317857 (M) 23035344 (Fax) E-mail:</p>	<p>Ministries/Departments pertaining to <u>Group 'C'</u> (Wednesday)</p>
<p><u>Additional Director</u> Shri Uttam Chand Bharadwaj Room No. 151, First Floor, PHA, Phone: 23035480 (O) 9810673571 (M) 23035344(Fax)</p>	<p>Ministries/Departments pertaining to <u>Group 'D'</u> (Thursday)</p>
<p><u>Additional Director</u> Smt. Reena Gopalakrishnan Room No. 003, Block-B Extension Building, PHA Phone: 23035704 (O) 9868024824 (M) 26164824 (R) 23035344(Fax)</p>	<p>Ministries/Departments pertaining to <u>Group 'E'</u> (Friday)</p>

1	<p>Shri Vinay Pradeep Barwa, Deputy Secretary, Room No. 505, Extension Building, PHA</p> <p>Phones: 23035680(O) 9968283283 (M) 23035344 (Fax)</p> <p>Shri Nilendu Kumar, Under Secretary Room No. 324 Parliament House Annexe</p> <p>Phones: 23034324 (O) 23035266 (O) 9868513084 (M) 23035344 (Fax)</p>	<p style="text-align: center;"><u>Group – ‘A’</u></p> <p>Corporate Affairs; Culture; Human Resource Development; Skill Development and Entrepreneurship; Tourism; Tribal Affairs.</p> <p>Finance; Labour and Employment; Petroleum and Natural Gas; Steel.</p>	<p>Shri Sanjay Goel, Executive Officer</p> <p>Phones: 23034324 (O) 23035266 (O) 8448026743 (M)</p> <p>E-mail: gbra-lss@sansad.nic.in</p>
---	--	---	--

Shri S. Lakshmikanta Singh

Deputy Secretary

Room No. 321 (Cabin)**Parliament House Annexe****Phones:** 23035628(O)
9899561694 (M)
23035344 (Fax)**Km. K.M.Tunglut,**

Deputy Secretary

Room No. 321 (Cabin)**Parliament House Annexe,****Phones:** 23034321 (O)
9868815861 (M)
23035344 (Fax)**Group – ‘B’**Agriculture and Farmers
Welfare; Animal Husbandry,
Dairying and Fisheries;
Consumer Affairs, Food and
Public Distribution; Food
Processing Industries.Chemicals and Fertilizers;
Heavy Industries and Public
Enterprises; Home Affairs;
Panchayati Raj; Rural
Development; Social
Justice and Empowerment.**Shri Rajeshwar Patiyal,**
Executive Officer**Phones:** 23034321 (O)
23035263 (O)
9818601588 (M)E-mail: gbrb-lss@sansad.nic.in

<p>3</p>	<p>Ms. Rachna Saxena, Deputy Secretary, Room No. 318 (Inner Cabin), Parliament House Annexe</p> <p>Phones : 23035336 (O) 9810956939(M) 23035344 (Fax)</p> <p>Ms. Mili Dinesh Under Secretary, Room No. 322, Parliament House Annexe</p> <p>Phones: 23034322 (O) 9811815508 (M) 23035344 (Fax)</p>	<p style="text-align: center;"><u>Group-‘C’</u></p> <p>Atomic Energy; Coal; Commerce and Industry (DPIIT); Communications; Defence; Electronics and Information Technology; Law & Justice; Parliamentary Affairs; Personnel, Public Grievances and Pensions; Planning.</p> <p>Prime Minister; Commerce and Industry (Department of Commerce); Development of North Eastern Region; External Affairs; Mines; Railways; Space; Statistics & Programme Implementation.</p>	<p>Shri Shyam Vir Singh Executive Officer</p> <p>Phones: 23034322 (O) 23035264 (O) 9818451219 (M)</p> <p>E-mail: qbrc-iss@sansad.nic.in</p>
	<p>Smt. Madhu Bhutani Deputy Secretary Room No. 615, Extension Building, PHA</p> <p>Phones: 23035757 (O) 9999646394(M) 23035344 (Fax)</p> <p>Shri Shailendra Priyadarshi Under Secretary Room No. 318 (Outer cabin), Parliament House Annexe</p> <p>Phones: 23035635 (O) 9868497095 (M) 23035344 (Fax)</p>	<p style="text-align: center;"><u>Group -‘D’</u></p> <p>Housing and Urban Affairs; Micro, Small and Medium Enterprises; Shipping; Road Transport and Highways; Youth Affairs and Sports.</p> <p>Civil Aviation; Jal Shakti; Minority Affairs; New and Renewable Energy; Power.</p>	<p>Shri Om Parkash, Executive Officer</p> <p>Phones: 23034320 (O) 23035262 (O) 9811083578 (M)</p> <p>E-mail: gbrd-iss@sansad.ic.in</p>

5

Group – ‘E’

Shri Arun Kumar

Deputy Secretary
Room No. 321 (Cabin),
Parliament House Annexe

Phones: 23034346 (O)
9171724800 (M)
23035344 (Fax)

Shri Sidhartha Gautam Kamidi

Under Secretary
Room No. 318 (Middle cabin),
Parliament House Annexe

Phones: 23035520 (O)
9582271594 (M)
23035344 (Fax)

Ayurveda, Yoga &
Naturopathy, Unani,
Siddha and Homoeopathy
(AYUSH); Earth Sciences,
Health and Family Welfare;
Science and Technology.

Environment, Forest and
Climate Change,
Information and
Broadcasting, Textiles,
Women and Child
Development

Sh. Fauzi Badruddin
Executive Officer

Phones: 23034323 (O)
23035265 (O)
9212265473(M)

E-mail: gbre-iss@sansad.nic.in

CHAMBER SEAT

Shri Veer Singh Rajora,
Assistant Executive Officer
Room No. 322
Parliament House Annexe

Phones: 23034322 (O)
9818014164(M)

Shri Sanjay Kumar,
Assistant Executive Officer
Room No. 322
Parliament House Annexe

Phones: 23034322 (O)
9868796354(M)