



भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

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No. 16/105/2012-Admn.II

Dated: 22.8..2012

Circular No.15 of 2012

To

The Directors/Directors-in-Charge
of all permanent Institutes/Centres of the Council.

Sub : Regarding correspondence from Member of Parliament.

Sir/Madam,

I am directed to send herewith a copy of d.o. letter No. 502/1/1/2012-CA-V, dated 6th June, 2012 along with its enclosures received from Cabinet Secretary, New Delhi on the subject mentioned above for your information and necessary action.

Yours faithfully,

Bharat Bhushan
22/8/12

(Bharat Bhushan)

Admn. Officer

For Director-General



D.O.No. 502/1/1/2012-CA-V

Dated 6th June, 2012

Dear Secretary,

It has been brought to the notice of the Prime Minister that there have been instances where letters addressed to the Officers by the Members of Parliament (MP) are not acknowledged / replied promptly. In this regard, I would draw your attention to DoPT OM No. 11013/4/2011-Est(A), dated 01.12.2011, which prescribes the observance of proper procedure in official dealings between the administration and MPs.

2. It is reiterated that appropriate steps may be taken to ensure that letters from Members of Parliament and Members of State Legislatures must be properly acknowledged and reply sent at an appropriate level expeditiously as per the relevant provisions of Central Secretariat Manual of Office Procedures, which have been excerpted at para 4 of the DoPT OM dated 01.12.2011.

3. Suitable instructions in this regard may also be issued to all the attached / subordinate offices and public sector undertakings attached to your Ministry / Department.

With regards,

Yours sincerely,

(Ajit Seth)

Shri P.K. Pradhan
Secretary,
Deptt. of Health and Family Welfare
New Delhi

No. 11013/4/2011-Estt. (A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi.
01st December, 2011

OFFICE MEMORANDUM

Subject : Official dealings between the Administration and Members of Parliament and State Legislatures – Observance of proper procedure.

The Members of Parliament and State Legislatures as the accredited representatives of the people occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interviews with the officers. Certain well-recognized principles and conventions to govern the relations between the Members of Parliament/ State Legislatures and Government servants have already been established.

2. Reference is invited to the guidelines concerning the official dealings between Administration and Members of Parliament and State Legislatures which were issued by the Cabinet Secretariat (Department of Personnel and Administrative Reforms, in the O.M. No 25/19/64-Estt. (A) dated 08.11.1974). The importance of adherence to these guidelines was reiterated in the Department of Personnel and Training's O.M. No. 11013/6/2005-Estt. (A) dated 17.08.2007. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated by the Department of Administrative Reforms and Public Grievances. The Minister of State for Personnel, Public Grievances and Pensions has also written to all Ministers in this regard vide D.O letter dated 5th May, 2011, requesting that a mechanism may be set up to periodically monitor progress in disposal of references received from Members of Parliament.

3. Some instances of non-adherence to the existing guidelines have been brought to Government's attention by Members of Parliament and a need has been felt for again sensitizing all administrative authorities concerned.

4. The Central Secretariat Manual of Office Procedure provides following instructions for prompt disposal of letters from Members of Parliament:-

Correspondence with Members of Parliament –

- (1) Communications received from a Member of Parliament should be attended to promptly.
- (2) Where a communication is addressed to a Minister or a Secretary to the Government, it should, as far as practicable, be replied to by

समन्वय-1/Cordn-i

डा. सं./Dy. No. 2927/2011

दिनांक/Date. 20/12/11

Rule, 1968 and Rule 3-A of Central Civil Service (Conduct) Rules, 1964 which provide as follows:-

Every member of the service shall in the discharge of his duties act in a courteous manner and shall not adopt dilatory tactics in his dealings with the public or otherwise.

The existing instructions are hereby appropriately strengthened to emphasize the basic principles to be borne in mind by the Government servants while interacting with the Members of Parliament and State Legislatures. These are as follows :-

- (i) Government servants should show courtesy and consideration to Members of Parliament and State Legislatures;
- (ii) while the Government servants should consider carefully or listen patiently to what the Members of Parliament and of the State Legislatures may have to say, the Government servant should always act according to his own best judgment and as per the rules;
- (iii) Any deviation from an appointment made with a Member of Parliament/State Legislature must be promptly explained to him to avoid any possible inconvenience. Fresh appointment should be fixed in consultation with him;
- (iv) An officer should be meticulously correct and courteous and rise to receive and see off a Member of Parliament/State Legislature visiting him. Arrangements may be made to receive the Members of Parliament when, after taking prior appointment, they visit the officer of the Government of India, State Government or local Government. Arrangements may also be made to permit entry of vehicles of the Members to these Offices subject to security requirements/restrictions;
- (v) Members of Parliament of the area should invariably be invited to public functions organized by a Government office. Proper and comfortable seating arrangements at public functions and proper order of seating on the dais should be made for Members keeping in view the fact that they appear above officers of the rank of Secretaries to Government of India in the Warrant of Precedence; The invitation cards and media events, if organized for the function held in the constituency, may include the names of the Members of that constituency who have confirmed participation in these functions.

It is clarified that If a constituency of any Member of Parliament is spread over more than one District, the M.P should invariably be invited to all the functions held in any of the Districts which are part of his/her constituency;

- (vi) Where any meeting convened by the Government is to be attended by Members of Parliament, special care should be taken to see that notice is given to them in good time regarding the date, time, venue etc. of the meeting. It should also be ensured that there is no slip in any

6. All Ministries/Departments are requested to ensure that the above basic principles and instructions are followed by all officials concerned, both in letter and spirit. Violation of the guidelines laid down on this subject will be viewed seriously.

7. Any violation of relevant Conduct Rules in this regard, which violation is established after due enquiry will render the Government servant concerned liable for appropriate punishment as per Rule.



(C.A. Subramanian)

Joint Secretary to the Government of India

To

All the Ministries/Departments of Government of India

Copy to:-

1. Presidents Secretariat/ Vice Presidents Secretariat.
2. PMO/Cabinet Secretariat.
3. Comptroller and Auditor General of India.
4. UPSC/SSC/LBSNAA/ISTM/CVC/CIC.
5. Lok Sabha Secretariat/ Rajya Sabha Secretariat.
6. All Officers/Sections in Ministry of Personnel, PG & Pension.
7. NIC, DOPT-please upload this OM on this Department's website.

Copy also to:

Chief Secretaries of all States / UTs with a request to circulate these instructions to all State Government officials at the State/Division and District levels and to periodically review implementation.



(C.A. Subramanian)

Joint Secretary to the Government of India