

No. 11013/2/92-Estt. (A)

Government of India
MINISTRY OF PERSONNEL, PG & PENSIONS.
(Department of Personnel & Training)

New Delhi, the 21 December, 1962

*SUBJECT: Official dealings between [he Administration and Members of Parliament and State Legislatures—Observance of procedure—instructions re.**

The undersigned is directed to refer to Department of Personnel A.R.O.M. No. 25/19/64-Estts.(A) dated 8th Nov., 1974 wherein guidelines were laid down to govern official dealings between Administration and the Members of Parliament and State Legis These guidelines were recirculated on 23.6.1988 and again on 23.4.91 with the request to bring these instructions to the notice of all concerned strict compliance.

2. It has been noted that of late there have been cases where d proper Courtesy was not shown to MPs/MLAs, thereby inviting adverse comments. There is, therefore, need for ensuring that proper COUJ always shown to the Members of Parliament/State Legislatures. Therefore it is once again reiterated that Ministries/Departments should ensure the guidelines contained in the O.M. dated 8th November, 19 observed strictly at all levels.

3. Ithas further been noted that references from Committee Parliament were not being attended to promptly. It has, therefore decided that all such references should be attended to promptly and not be passed on routinely down the line. Ministries/Departments. should immediately iidentify a senior officer at the level of Joint Secretary or equivalent who should be charged with the responsibility of ensuring the references are attended to promptly.

4. As regards treatment of letters received from Members of Parliament/ Slate Legislatures, attention is invited to the following para contained in the instruction issued by the Government of India in 1974 (referred to in para 1 above).

"7. Letters received from Members of Parliament and of State Legislatures should be acknowledged promptly. All such letters should receive careful consideration and should be responded to at an appropriate level and expeditiously. The Officers should furnish to Members of Parliament and of State Legislatures when asked for, such information or statistics relating to matters of local importance as arc readily available and are not confidential. In doubtful cases instructions should be taken from a higher authority before refusing request."

5. It has also been decided that Ministries/Departments should issued instructions to ensure that in a public function organised by any of its offices in any part of the country, the Members of Parliament/State Legislatures of the area are invariably invited and entry passes wherever necessary are sent to them in advance to avoid any inconvenience to them in this regard.

6. Ministries/Departments may also ensure that while addressing communications to the Members of Parliament, proper protocol conforming to their position in the Warrant of Precedence should be observed. In all official correspondence, where the name of an MP is to appear along with others, the name should be listed according to the position assigned to the MPs in the Warrant of Precedence. Care should also be taken to address each of them as Members of Parliament (or MP) and not as Members of Lok Sabha or Members of Rajya Sabha. If it is desired to be more specific about the House to which they belong they may be addressed as Members of Parliament or MP (Lok Sabha)/(Rajya Sabha).

7. With a view to ensuring that these instructions are scrupulously followed by all concerned, it is necessary that these instructions are made available to all the offices preferably in local languages.

8. It may please be ensured that these instructions are followed by all concerned in letter and spirit. It may also be emphasised on all concerned that a serious note will be taken of any violation of these instructions.

Sd-

(SANJAY PATRA)
Deputy Secretary to the Govt. of India

To

(i) All Ministries/Departments of Govt. of India with usual number of spare copies.

(ii) C&AG of India

(iii) UPSC/SSC/LBSNAA/ISTM/CVC/CBI

(iv) Chief Secretaries of all States & UTs. It is requested that these instructions are brought to the notice of all concerned—particularly the police officers and officials at the lower level, along with a copy translated in the local language.

(v) Lok Sabha Secretariat/Rajya Sabha Secretariat.

Sd-

(SANJAY PATRA)
Deputy Secretary to the Govt. of India