

No. GAD-C-D(9)-1/2018
Government of Himachal Pradesh
General Administration Department
(Parliamentary Affairs)

From

Chief Secretary to the
Government of Himachal Pradesh

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh, Shimla-2
2. All the Heads of Departments, Himachal Pradesh.
3. All the Deputy Commissioners, Himachal Pradesh.
4. All the Superintendent of Police, Himachal Pradesh.

Dated: Shimla-2,

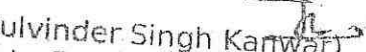
19-11-2020

Subject:- Official dealing between the Administration and Members of Parliament and State Legislature- Observance of proper procedure.

Sir/Madam,

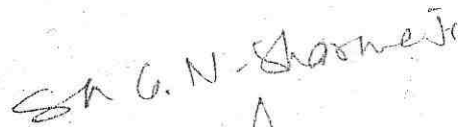

I am directed to forward herewith photocopy of D.O. letter No.CDM/4/2020-MoMA dated 29-09-2020 (alongwith its enclosures) received from the Additional Secretary, Ministry of Minority Affairs, 11th Floor, Pt. Deendayal Antyodaya Bhawan, C.G.O. Complex, Lodhi Road, New Delhi-11003 addressed to the Chief Secretary to the Government of Himachal Pradesh on the subject cited above and to say that the instructions contained therein may kindly be adhered to strictly in respect of any public function organized for execution of schemes of Ministry of Minority Affairs and other Ministries of Government of India as well sanctioned in the State.

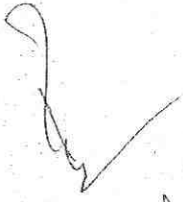
Yours faithfully,


(Kulvinder Singh Kanwar)
Deputy Secretary (GAD) to the
Govt. of Himachal Pradesh
Ph. No. 0177-2628503.
Dated: Shimla-2, the

Endst No. As above
Copy to the Sr. Special Private Secretary to Chief Secretary, H.P.
Shimla-2 for information

(Kulvinder Singh Kanwar)
Deputy Secretary (GAD) to the
Govt. of Himachal Pradesh
Ph. No. 0177-2628503.


S. G. N. Sharma

09/11/2020


ADDITIONAL
01/11/2020

एस. क. देव वर्मन, आई.ए.एस.

अपर सचिव

S. K. Dev Verma, I.A.S.

Additional Secretary

Tele : 91-11-2436 4280

Fax : 91-11-2436 6444

E-mail : siddharth.devverman@nic.in



सत्यमेव जयते

भारत सरकार
Government of India

अल्पसंख्यक कार्य मंत्रालय

Ministry of Minority Affairs

11वां तल, पं० दीनदयाल अंत्योदय भवन,

11th Floor, Pt. Deendayal Antyodaya Bhawan,

सी.जी.ओ. कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003

C.G.O. Complex, Lodhi Road, New Delhi-110003

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D.O. No. CDN/4/2020-MoMA

29th September, 2020.

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6/10/20/8-10-2020

5/10/2020
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AES (KJE)
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As you are aware Ministry of Minority Affairs is implementing various central and centrally sponsored welfare schemes for the development of the minority communities in the States and UTs. Some of these schemes like the Pradhan Mantri Jan Vikas Karyakram are implemented through the State Governments while others are implemented by the Central Government through Project Implementing Agencies (PIAs). Some functions related to the Inauguration, Bhoomi Pujan, Laying of Foundation Stone, Valedictory Programs etc. are organized by the Government locally in respect of projects sanctioned for the State.

As per the DoPT's guidelines vide their OM No.11013/4/2011-Estt.(A) dated 01.12.2011 (Copy enclosed) regarding observance of proper procedure in official dealings between the Administration and Member of Parliament and State Legislature, "Member 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 Member as Warrant of Precedence. The invitation cards and media 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. Further, 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." Similar courtesies may be accorded to the Members of Legislative Assembly of the area in which the function is being held.

I would like to emphasize that the aforesaid instructions may kindly be followed in respect of any public function organized for execution of schemes of this Ministry sanctioned in the State so that the concerned Hon'ble Member of Parliament and Hon'ble Member of the State Assembly are invited to grace such functions organized by the State Government and District level officers.

It is requested that necessary instructions may kindly be issued at your level to concerned State Government officials for strict adherence of above instructions.

With warm regards,

Yours sincerely,

(S.K.Dev Verma)

Shri. Anil Kumar Khachi, IAS

Chief Secretary

Government of Himachal Pradesh

H P Secretariat, Shimla - 171002

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17/9/20

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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

5/10/2020
ACS (Pers)

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

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the Minister or the Secretary himself as the case may be. Where it is not practicable for the Minister to reply, a reply should normally be issued under the signature of an officer of the rank of Secretary to the Government.

- (3) Where a communication is addressed to the head of an attached or subordinate office, Public Sector Undertakings, Financial Institutions (including nationalized banks) Division/Branch in charge in a Ministry/Department/Organization, it should be replied to by the addressee himself. In such cases, care may be taken to ensure that wherever policy issues are involved, approval of the competent authority is obtained before a reply is sent. It should, however, be ensured that the minimum level at which such replies are sent to Member of Parliament is that of Under Secretary and that also in a polite letter form only.
- (4) Information sought by a Member of Parliament should be supplied unless it is of such a nature that it would have been denied to him, if similar information had been sought in Parliament.
- (5) While corresponding with Members of Parliament, it should be ensured that the letter is legible. Pre-printed or cyclostyled replies should be scrupulously avoided.
- (6) In case a reference from an ex-member of Parliament is addressed to a Minister or Secretary, reply to such reference may be sent by the concerned Divisional Head after obtaining approval of the Secretary of Ministry/Department.

In case the reference is addressed to a lower level officer, reply to such reference could be sent by the officer on his own in non-policy cases and after obtaining approval of the higher authorities in policy cases. Here also, it may be ensured that the minimum level at which a reply is sent is that of an Under Secretary and that too in a polite letter form only.

Prompt response to letters received -

- (1) Each communication received from the Member of Parliament, a member of the public, a recognized association or a public body will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.
- (2) Where a delay is anticipated in sending a final reply, or where the information has to be obtained from another Ministry or another office, an interim reply may be sent within a month (from the date of receipt of the communication) indicating the possible date by which a final reply can be given.
- (3) If any such communication is wrongly addressed to a department, it should be transferred promptly (within a week) to the appropriate department under intimation to the party concerned.

5. The aforesaid guidelines also cover Official dealings between Administration and Members of Parliament/State Legislatures. In this context, attention is also invited to Rule 3(2A) of All India Service (Conduct)

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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

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matter of detail, however minor it may be. It should especially be ensured that:-

(a) intimations regarding public meetings/functions are sent through speedier communication devices to the M.Ps, so that they reach them well in time, and

(b) that receipt of intimation by the M.P is confirmed by the officer/official concerned;

(vii) Letters from Members of Parliament and Members of State Legislatures must be promptly acknowledged, and a reply sent at an appropriate level expeditiously as per the relevant provisions of the Central Secretariat Manual of Office Procedure;

(viii) Information or statistics relating to matters of local importance must be furnished to the MPs and MLAs when asked for. The information so supplied should be specific and answer the points raised. A soft copy of the information should also be sent to the Member via e-mail;

(ix) If the information sought by a Member of Parliament cannot be given and is to be refused, instructions from a higher authority should be taken and the reasons for not furnishing the information should be given in the reply;

(x) Wherever any letter from a Member of Parliament is in English and the reply is required to be given in Hindi in terms of the Official Languages Act, 1963 and the rules framed there under, an English translation should also be sent along with the reply for the convenience of such Members of Parliament from non Hindi speaking areas;

(xi) References from the Committees of Parliament must be attended to promptly;

(xii) The officers should not ignore telephonic messages left for them by the Members of Parliament/State Legislatures in their absence and should try to contact at the earliest the Member of Parliament/State Legislature concerned. These instructions also include SMS and e-mails received on official mobile telephones which also should be replied to promptly and on priority;

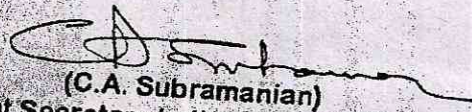
(xiii) All Ministries/Departments may ensure that the powers of Members of Parliament/State Legislatures as Chairpersons/ Members of committees under various Centrally Sponsored/Central Sector government schemes are clearly and adequately defined; and

(xiv) A Government servant should not approach MPs/MLAs for sponsoring his individual case as bringing or attempting to bring political or non-official or other outside influence is prohibited under the conduct Rules e.g. Rule 18 of the All India Service (Conduct) Rules, 1968 and Rule 20 of the Central Civil Services (Conduct) Rules.

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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

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List of Chief Secretaries of all States/ UTs

<p>Shri. Dineshwar Sharma, IPS Administrator, Lakshadweep, Kavaratri-682555.</p>	<p>Shri. Praful K. Patel, Administrator, Secretariat, Moti, Daman – 396220.</p>
<p>Shri. Ashwani Kumar, IAS Chief Secretary, Main Building, Chief Secretariat, Puducherry – 605001.</p>	<p>Shri Vijay Dev, IAS Chief Secretary, Delhi Secretariat, IP State, New Delhi-110002.</p>
<p>Shri. Chetan B. Sanghi, IAS Chief Secretary, Andaman and Nicobar Administration, Secretariat, Port Blair – 744101.</p>	<p>Shri Rajiva Sinha, IAS Chief Secretary, Government of West Bengal, Nabanna Bhavan, 13th Floor, 325, Sarat Chatterjee Road, Mandirtala, Shibpur, Howrah – 711102.</p>
<p>Shri. Manoj Kumar, IAS Chief Secretary, Government of Tripura, New Secretariat Complex, Secretariat, Agartala -799010, West Tripura.</p>	<p>Shri. Somesh Kumar, IAS Chief Secretary & Chairman Advisory Council – CIPS, Government of Telangana, Burgula Rama Krishna Rao Bhavan, 9th floor, Adarsh Nagar -500063.</p>
<p>Shri. K. Shanmugam, IAS Chief Secretary, Government of Tamil Nadu, Secretariat, Chennai – 600009.</p> <p>Shri. Rajeeva Swaroop, IAS Chief Secretary, Government of Rajasthan, C Scheme, Ashok Nagar, Jaipur – 302007.</p>	<p>Shri. S.C. Gupta, IAS Chief Secretary, Government of Sikkim, New Secretariat, Gangtok – 737101.</p> <p>Ms. Vini Mahajan, IAS Chief Secretary, Government of Punjab, 6th Floor, Punjab Civil Secretariat -I, Sector 1, Chandigarh – 160001.</p>

<p>Shri. Asit Kumar Tripathy, IAS Chief Secretary, Government of Odisha, General Administration Department Odisha Secretariat, Bhubaneswar – 751001.</p>	<p>Shri. Temjen Toy, IAS Chief Secretary & Finance Commissioner, Government of Nagaland, Civil Secretariat, Kohima- 797004.</p>
<p>Shri. Lalnunmawia Chuaungo, IAS Chief Secretary/Chief Vigilance Officer, Government of Mizoram, New Secretariat Complex, Aizawl – 796001.</p>	<p>Shri. M.S. Rao, IAS Chief Secretary & State Vigilance Commissioner, Government of Meghalaya, Main Secretariat Building, Rilang Building, Room No. 321 Meghalaya Secretariat, Shillong – 793001.</p>
<p>Dr. Rajesh Kumar, IAS Chief Secretary, Government of Manipur, South Block, Old Secretariat, Imphal -795001.</p>	<p>Shri Sanjay Kumar, IAS Chief Secretary, Government of Maharashtra, CS Office Main Building, Mantralaya, 6th Floor, Madame Cama Road, Mumbai – 400032.</p>
<p>Shri Iqbal Singh Bains, IAS Chief Secretary, Government of Madhya Pradesh, MP Mantralaya, Vallabh Bhavan , Bhopal – 462004.</p>	<p>Dr. Vishwas Mehta, IAS Chief Secretary, Government of Kerala Secretariat, Thiruvananthapuram – 695001.</p>
<p>Shri. T.M Vijay Bhaskar, IAS Chief Secretary, Government of Karnataka, Room No. 320, 3rd Floor, Vidhana Soudha, Bengaluru - 560001</p>	<p>Shri. Sukhdev Singh, IAS Chief Secretary, Government of Jharkhand, 1st Floor, Project Building, Dhurwa, Ranchi- 834004.</p>
<p>Shri. B. V. R. Subrahmanyam, IAS Chief Secretary, Government of Jammu & Kashmir, R. No. 2/7, 2nd, Floor Main Building, Civil Secretariat, Jammu - 180001 R. No. 307, 3rd Floor, Civil Secretariat, Srinagar – 190001.</p>	<p>Shri. Anil Kumar Khachi, IAS Chief Secretary, Government of Himachal Pradesh, H P Secretariat, Shimla – 171002.</p>
<p>Shri. Utpal Kumar Singh, IAS Chief Secretary, Government of Uttarakhand, New Building, Uttaranchal Secretariat, Fourth, 4, Subhash Rd, Dehradun, Uttarakhand - 248001.</p>	<p>Shri. Rajendra Kumar Tiwari, IAS Chief Secretary, Government of Uttar Pradesh 101, Lok Bhawan, U.P. Civil Secretariat, Vidhan Sabha Marg Lucknow - 226001 .</p>

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<p>Smt. Keshni Anand Arora, IAS Chief Secretary, Government of Haryana, Room No. 4,4th Floor Haryana Civil Secretariat, Sector-1, Chandigarh- 160019.</p>	<p>Shri. Anil Mukim, IAS Chief Secretary, Government of Gujarat, 1st Block, 5th Floor, Sachivalaya, Gandhinagar – 382010.</p>
<p>Shri. Parimal Rai, IAS Chief Secretary, Government of Goa, Secretariat, Porvroom, Bardez, Goa – 403521.</p>	<p>Shri. Deepak Kumar, IAS Chief Secretary, Government of Bihar, Main Secretariat, Patna – 800015.</p>
<p>Shri. RP Mandal, IAS Chief Secretary, Government of Chhattisgarh, Mahanadi Bhawan, Mantralaya, Naya Raipur – 492002.</p>	<p>Smt. Nilam Sawhney, IAS Chief Secretary, Government of Andhra Pradesh, 1st Block, 1st Floor, Interim Government Complex, A.P Secretariat Office, Velagapudi – 522503.</p>
<p>Shri. Naresh Kumar, IAS Chief Secretary, Government of Arunachal Pradesh, Civil Secretariat, Itanagar – 791111.</p>	<p>Shri. Kumar Sanjay Krishna, IAS Chief Secretary, Government of Assam Block- C, 3rd Floor, Assam Sachivalaya, Dispur Guwahati -781006.</p>

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