

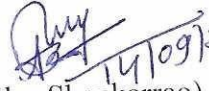
No. H-11011/09/2020-Parl. Cell  
Government of India  
Ministry of Statistics & Programme Implementation

Sardar Patel Bhavan, Sansad Marg,  
New Delhi, dated 14.09.2020

**OFFICE MEMORANDUM**

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

The undersigned is directed to enclose herewith a copy of O.M. No. 13(3)(ii)/IV/XVII/2020-Q dated 09.09.2020 received from Lok Sabha Secretariat (Question Branch) on the above subject for information and necessary action.

  
(Godbole Vilas Shankarrao)  
Section Officer (Parl.)  
Tele No.23744594

1. ADG (CAP)
2. ADG (NAD)
3. ADG (Survey Coordination), NSO, Sankhiyiki Bhavan, GPOA Building at CBD Shahdara, Near Karkardooma Court, Delhi-110032.
4. ADG (SSD), R.K. Puram, New Delhi.
5. ADG (ESD), East Block, Level 6 & 8, R.K. Puram, New Delhi
6. ADG (PSD), East Block, Level 6 & 8, R.K. Puram, New Delhi
7. ADG (Trg.)
8. ADG (FOD), NSSO, Sankhiyiki Bhavan, GPOA Building at CBD Shahdara, Near Karkardooma Court, Delhi-110032.
9. ADG (DIID), R.K. Puram, New Delhi.
10. DDG(NSC), Pushp Bhavan, New Delhi.
11. DDG(PI), R.K. Puram, New Delhi.
12. DDG (CAP)
13. DDG (NAD)
14. DDG (IPMD) R.K. Puram, New Delhi.
15. Dir (ISS)
16. Dir (SSS)
17. DS (A)/HOD
18. DS (IFD), R.K. Puram, New Delhi.
19. DS (MPLADS), R.K. Puram, New Delhi.
20. DS (Ad.II & III)
21. DS (Coord & Parl.)
22. DD (OI.)

Copy to:

- (i) Sr. PPS to CSI-cum-Secretary (S&PI).
- (ii) PPS to DG (Coord & Admn.)
- (iii) PPS to DG (Statistics)
- (iv) PPS to DG (NSS).
- (v) PPS to Addl. Secretary (S&PI)
- (vi) PS to JS (MPLADS & Coord.)

**LOK SABHA SECRETARIAT**  
**(QUESTION BRANCH)**

Parliament House Annexe,  
New Delhi – 110 001

No.13(3)(ii)/IV/XVII/2020-Q

Dated: 9 September, 2020

**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 4<sup>th</sup> Session of the 17<sup>th</sup> Lok Sabha will commence on **Monday, the 14<sup>th</sup> September, 2020** and is likely to conclude on **Thursday, the 01<sup>st</sup> October, 2020**. 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 office addresses, telephone nos., 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.

  
(Lovekesh Kumar Sharama)  
Director  
Phone: 23034175, 23034980

Encl: As above

To,

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

**Copy forwarded for information to:-**

1. OSD to HS
2. Joint Director (PSS) to Secretary General
3. PS to JS(PK)
4. PS to Director (FCA, Q & CGA)
5. Director (Software Unit), Computer (HW&SW) Management Branch
6. Additional Director (P&Q)
7. Additional Director (IT&Q)
8. Additional Director (EC&Q)
9. Additional Director (PAC&Q)
10. Additional Director (S, Q & EW)
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

**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) to the concerned Additional Director and a copy thereof to Deputy Secretary/Under Secretary of the concerned Group. 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 Additional Director of the concerned Group of Question Branch with a copy to Deputy Secretary/Under Secretary 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 link to 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 under Question-Home link. 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 Soft copy of List of Unstarred Questions**

The circulation of hard copies of Unstarred List of Questions has already been dispensed with. However, it is available on the website of Lok Sabha i.e. <http://loksabha.nic.in> 3 clear days prior to the date of answer till the sitting of 22.09.2020 and 4 clear days thereafter till the end of the Session. 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 may be noted that the Ministries should not quote/refer to their website for information 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. **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. Replies to questions should be furnished back-to-back with special emphasis on print. The Hindi version of the reply should be printed on one side with the corresponding English 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.

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
Unstarred Questions (Bilingual – Hindi and English versions back to back)	50

It has been noticed that on some occasions the reply does not contain the name of Member/Ministry or date of answer etc. This should be avoided and the reply shall be complete in all respects.

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 Unstarred Questions on Homepage**

Ministries/Departments are permitted to upload the replies on the Lok Sabha Question Answer Publishing Portal (pqals.nic.in). They are requested to upload the replies by 1500 hours positively on the working day preceding the date on which the Questions are due for answer. However the replies would be accessible to Members and others after the same are laid on the Table of the House.

Where the Ministries/Departments face any procedural or other technical difficulties in uploading, they may contact Software Unit at Telephone Nos. 23034561/23034576 during working Hours of the Lok Sabha Secretariat.

12. **Correcting Statement by Ministers**

When a Minister desires to correct any **inaccuracy in the information** furnished in respect of a Starred/Unstarred/Short Notice Question, **she/he 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. The Ministries/Departments must ensure that only the corrected reply finally appears on the website. Moreover, the same may be distinguished with an asterisk (\*) indicating in a foot note that the reply is a corrected version.

13. **Supply of updated list of telephone numbers in each Session**

Ministries/Departments are requested to send through email 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. It has been observed that some of the Ministries/Departments are not furnishing the same, leading to a lot of inconvenience in coordinating and liaisoning with the officials. In this regard it is reiterated that the updated list of nodal officers for Parliamentary work with aforesaid details may be furnished positively and also made available on the webpage of the respective Ministries/Departments for immediate reference.



**OFFICERS DEALING WITH QUESTIONS AND THEIR CONTACT DETAILS**

<b>Name(s) with Designation(s)</b>	<b>Departments/Ministries under charge</b>
<p><b><u>Joint Secretary</u></b></p> <p><b>Shri Pawan Kumar</b> Room No. 414 Parliament House Annexe, <b>Phones:</b> 23034414 (O) 23034416 23792726 (Fax) 27931643 (R) 9968300158 (M)</p>	<p>All Ministries/Departments.</p>
<p><b><u>Director</u></b></p> <p><b>Shri Lovekesh Kumar Sharma</b> Room No. 132 Parliament House Annexe, <b>Phones:</b> 23034175 (O) 23034980 (O) 9810687939 (M)</p> <p><b>E-mail:</b> lovekesh.sharma@sansad.nic.in</p>	<p>All Ministries/Departments</p>

## Group – 'A'

### Additional Director

**Shri. G.C. Dobhal**

Additional Director

Room No. 508 (IC), Block-B,

Extension Building, PHA,

**Phones:** 23035728 (O)

8130901343 (M)

E-mail: [gc.dobhal@sansad.nic.in](mailto:gc.dobhal@sansad.nic.in)

Ministries/Departments Pertaining to **Group-A**

**Shri Vinay Pradeep Barwa,**

Deputy Secretary,

Room No. 505,

Extension Building, PHA

**Phones:** 23035680(O)

9968283283 (M)

23035344 (Fax)

E-mail:

[vinay.barwa@sansad.nic.in](mailto:vinay.barwa@sansad.nic.in)

**Shri Nilendu Kumar,**

Under Secretary

Room No. 324

Parliament House Annexe

**Phones:** 23034324 (O)

23035266 (O)

9868513084 (M)

23035344 (Fax)

E-mail:

[nilendu.kumar76@sansad.nic.in](mailto:nilendu.kumar76@sansad.nic.in)

Corporate Affairs; Culture;  
Human Resource  
Development; Skill  
Development and  
Entrepreneurship; Tourism;  
Tribal Affairs.

Finance; Labour and  
Employment; Petroleum and  
Natural Gas; Steel.

**Shri Sanjay Goel,**  
Executive Officer

**Phones:** 23034324 (O)

23035266 (O)

8448026743 (M)

E-mail: [gbra-lss@sansad.nic.in](mailto:gbra-lss@sansad.nic.in)

Group – ‘B’		
<p><b><u>Additional Director</u></b></p> <p><b>Dr.(Smt.) Sagarika Dash</b></p> <p>Room No 148, Parliament House Annexe Phone : 23035625 (O) 9999154109 (M) 23035344 (Fax)</p> <p>E-mail: <a href="mailto:sagarika.dash@sansad.nic.in">sagarika.dash@sansad.nic.in</a></p>	Ministries/Departments pertaining to <b><u>Group-B</u></b>	
<p><b>Km. K.M. Tunglut,</b> Deputy Secretary Room No. 321 (Cabin) Parliament House Annexe,</p> <p><b>Phones:</b> 23035453 (O) 9868815861 (M) 23035344 (Fax)</p> <p>E-mail: <a href="mailto:kmtunglut@sansad.nic.in">kmtunglut@sansad.nic.in</a></p> <p><b>Shri Ajay Kumar Prasad,</b> Under Secretary Room No. 321 (Cabin) Parliament House Annexe,</p> <p><b>Phones:</b> 23034346 (O) 9968881642 (M) 23035344 (Fax)</p> <p>E-mail: <a href="mailto:ajaykumar.prasad@sansad.nic.in">ajaykumar.prasad@sansad.nic.in</a></p>	<p>Chemicals and Fertilizers; Heavy Industries and Public Enterprises; Home Affairs; Panchayati Raj; Rural Development; Social Justice and Empowerment.</p> <p>Agriculture and Farmers Welfare; Consumer Affairs, Food and Public Distribution; Fisheries, Animal Husbandry and Dairying; Food Processing Industries.</p>	<p><b>Shri Rajeshwar Patiyal,</b> Executive Officer</p> <p><b>Phones:</b> 23034321 (O) 23035263 (O) 9818601588 (M)</p> <p>E-mail: <a href="mailto:gbrb-lss@sansad.nic.in">gbrb-lss@sansad.nic.in</a></p>

<b>Group – ‘C’</b>		
<b><u>Additional Director</u></b>  <b>Smt. Jyothirmayi,</b> Room No. 138, Parliament House Annexe  <b>Phones :</b> 23035676 (O) 9971199254 (M) 23035344 (Fax)  E-mail: a.jyothi@sansad.nic.in	Ministries/Departments pertaining to <b><u>Group ‘C’</u></b>	
<b>Ms. Rachna Saxena,</b> Deputy Secretary, Room No. 318 (Inner Cabin), Parliament House Annexe  <b>Phones :</b> 23035336 (O) 9810956939(M) 23035344 (Fax) E-mail: rachna.lss@sansad.nic.in  <b>Ms. Mili Dinesh</b> Under Secretary, Room No. 322, Parliament House Annexe  <b>Phones:</b> 23034322 (O) 9811815508 (M) 23035344 (Fax) E-mail: mili.dinesh2010@nic.in	Atomic Energy; Coal; Communications; Defence; Electronics and Information Technology; Law and Justice; Mines; Parliamentary Affairs; Personnel, Public Grievances and Pensions; Planning.  Prime Minister; Commerce and Industry; Development of North Eastern Region; External Affairs; Railways; Space; Statistics and Programme Implementation.	<b>Shri Shyam Vir Singh</b> Executive Officer  <b>Phones:</b> 23035264 (O) 9818451219 (M)  E-mail: gbrclss@sansad.nic.in

Group – 'D'		
<b><u>Additional Director</u></b>  <b>Shri Uttam Chand Bharadwaj</b> Room No. 151, First Floor, PHA,  <b>Phone:</b> 23035480 (O) 9810673571 (M) 23035344(Fax) <b>E-mail:</b> <a href="mailto:uttam.uc@sansad.nic.in">uttam.uc@sansad.nic.in</a>	Ministries/Departments pertaining to <b><u>Group 'D'</u></b>	
<b>Smt. Madhu Bhutani</b> Deputy Secretary Room No. 606, Extension Building, PHA  <b>Phones:</b> 23035757 (O) 9999646394(M) 23035344 (Fax)  <b>E-mail:</b> <a href="mailto:madhu.bhutani@sansad.nic.in">madhu.bhutani@sansad.nic.in</a>  <b>Shri Shailendra Priyadarshi</b> Under Secretary Room No. 318 (Outer cabin), Parliament House Annexe  <b>Phones:</b> 23035635 (O) 9868497095 (M) 23035344 (Fax)  <b>E-mail:</b> <a href="mailto:sh.priyadarshi@sansad.nic.in">sh.priyadarshi@sansad.nic.in</a>	Housing and Urban Affairs; Micro, Small and Medium Enterprises; Road Transport and Highways; Shipping; Youth Affairs and Sports..          Civil Aviation; Jal Shakti; Minority Affairs; New and Renewable Energy; Power.	<b>Shri Om Parkash,</b> Executive Officer  <b>Phones:</b> 23034320 (O) 23035262 (O) 9811083578 (M)  <b>E-mail:</b> <a href="mailto:gbrd-lss@sansad.ic.in">gbrd-lss@sansad.ic.in</a>

<b>Group – ‘E’</b>		
<p><b><u>Additional Director</u></b></p> <p><b>Smt. Reena Gopalakrishnan</b> Room No. 160 First Floor, PHA</p> <p><b>Phone:</b> 23034363 (O) 9868024824 (M) 26164824 (R) 23035344 (Fax)</p> <p><b>E-mail:</b> gopal.reena@sansad.nic.in</p>	<p>Ministries/Departments pertaining to <b><u>Group ‘E’</u></b></p>	
<p><b>Shri Surendra Choudhary</b> Under Secretary Room No. 321 (Cabin), Parliament House Annexe</p> <p><b>Phones:</b> 23034346 (O) 8700284877 (M) 23035344 (Fax)</p> <p><b>Shri Sidhartha Gautam Kamidi</b> Under Secretary Room No. 318 (Middle cabin), Parliament House Annexe</p> <p><b>Phones:</b> 23035520 (O) 9582271594 (M) 23035344 (Fax)</p> <p><b>E-mail:</b> kg.sidhartha@sansad.nic.in</p>	<p>Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy (AYUSH); Earth Sciences; Health and Family Welfare; Science and Technology.</p> <p>Environment, Forest and Climate Change; Information and Broadcasting; Textiles; Women and Child Development.</p>	<p><b>Sh. Fauzi Badruddin</b> Executive Officer</p> <p><b>Phones:</b> 23034323 (O) 23035265 (O) 9212265473 (M)</p> <p><b>E-mail:</b> qbre-lss@sansad.nic.in</p>



**CHAMBER SEAT**

Shri D.S. Rawat,  
Executive Officer  
Room No. 322  
Parliament House Annexe  
Phones: 23034322 (O)  
23035264 (O)  
9013368324(M)

Shri Daljeet Kumar,  
Assistant Executive Officer  
Room No. 322  
Parliament House Annexe  
Phones: 23034322 (O)  
9868111848(M)

Shri Sanjay Kumar,  
Assistant Executive Officer  
Room No. 322  
Parliament House Annexe  
Phones: 23034322 (O)  
9868796354(M)