

No. RW/AII-11 (28)/81

Dated the 15th December, 1981

MEMORANDUM

Subject : Procedure for dealing with Parliament Questions

Several instructions have been issued from time to time by the Coordination Section, Transport Wing, on the above subject. So far as the Roads Wing is concerned, the procedure to be followed is reiterated for the convenience of officers and staff concerned :

- (i) The notice of Question received from Coordination Section will be sent by Admin. II Section to the concerned Section immediately on receipt after entering in the register maintained for the purpose. If any branch does not want to accept notice of a Question, the Section Officer through the Branch Officer and the Desk Officers through the Chief Engineer concerned would mention the fact, sign it and return to the Admin. II Section. In the absence of the Branch Officer and CE concerned being on tour, the next senior officer may be consulted and Admin. II informed accordingly and Admin. II Section will further investigate as to whom the question should be sent. In case of any serious doubt the orders of ADGs/DG (RD) and Addl. Secretary will be obtained.
- (ii) The Branch concerned will make copies of the notice of the question and send to the concerned CEs and other officers for information and collection of material simultaneously through telephone calls to the State Chief Engineers and other authorities concerned. A copy of the notice should be endorsed to DG (RD)/ADG (B)/ADG (R) and another copy sent to US (A) for coordination. No such copies need however be endorsed to ADG (B)/DG (RD) in respect of question where facts have been asked.
- (iii) The branch concerned will process action on the notice of question and take immediate action for collecting relevant material etc. from within the office or from outside sources, as the case may be. Such action will be taken irrespective of the fact whether the question is later on admitted or not.
- (iv) When the admitted list is received from the Coordination Section, the same will be entered in the register maintained by Admin. II Section against the relevant item of notice and sent to the concerned sections.
- (v) The branch concerned will check the text of the question as finally admitted and make any changes in the reply to be given.
- (vi) The Parliament Question files will be submitted to higher officers with a time schedule to ensure that the file reaches Minister atleast two days in advance of the date of answer.
- (vii) The Coordination of and collection of information concerning more than one State will be made by NH-III Section (DO-II). If the question relates to one Section but information has to be collected from other Sections the section dealing with that particular State would do the coordination.

If there is a doubt as to who should deal with such a question, the orders of ADGs/DG (RD) will be obtained.

- (viii) When the question files have been received after approval of the draft answer, sufficient copies will be made out and sent to the Parliament Assistant as follows :

	No. of Copies	
	(Both for Lok Sabha and Rajya Sabha)	
	English Version	Hindi Version
		Lok Sabha Rajya Sabha
Starred Question	400	230 if the Question is in Hindi and 230 copies
Unstarred Question	400	130 if the Question is in English and whether the Question is in English or in Hindi
Note for Supplementaries (on single side with sufficient margin)	15	

The cyclostyled copies of the answer should be sent to the Parliament Assistant in time. A copy of the final answer should be given to PS to DG (RD)/ADG (B)/ADG (R) for putting up to their officers. Five copies of the final answer may also be sent to US (A) for record in Admin. II Section.

- (ix) In order to facilitate quick Hindi translation of answers, a duplicate copy of the draft answer will be placed on the file. When DG (RD) and Additional Secretary has approved the draft answer, the duplicate copy would be suitably altered, if necessary, by PS to DG (RD) and then that copy would be sent to Hindi Section direct to enable them to start translation. The Parliament Assistant would also keep a watch at the final stage that the Hindi and English versions tally.
- (x) In case where question is transferred to some other Ministry, the Section concerned with it by virtue of their dealing with a particular State, will take all necessary action for its transfer and intimation to the Lok Sabha/Rajya Sabha Secretariat. Intimation regarding the transfer should be given to DG (RD)/ADG (B)/ADG (R) and US (A) for record in the Admin. II Section.
- (xi) If a question transferred by some other Ministry and accepted by the Roads Wing is received direct in the Section (not through the Admin. II), intimation regarding its acceptance should be given to Admin. II Section for coordination, with a copy to DG (RD)/ADG (B)/ADG (R) indicating thereon that the transfer of question has been accepted and the Lok Sabha/Rajya Sabha Secretariat duly requested to put this question for answer on a day allotted to this Ministry. Parliament Assistant in the Ministry should also be informed.

- (xii) The branches concerned should intimate Admin. II Section regarding the officers concerned with any particular Starred Question in connection with which they have to be present in the official gallery at the time the question is answered. The Section concerned will communicate to the Admin. II Section after obtaining the orders of DG (RD) so that Admin. II Section could make arrangements for official gallery cards.

2. The above instructions may be scrupulously followed. It is requested that all concerned should take timely action and with a definite time schedule in order to avoid unnecessary delays and tension, so that there is smooth flow of the Parliament files from one level to the other with the ultimate aim of the question files reaching the Ministers well in time as specified in the above instructions.

3. Immediate action should be taken by all concerned at every stage and primarily through personal contact within the Ministry in addition to any notings on the file. Any anticipated likely delay should immediately be brought to the notice of higher officers. Technical and Secretariat officers concerned with any Parliament question should not leave the office at the end of the day without permission from ADGs/CEs/US and DS concerned during three working days prior to the date of answering of the question.

Copy to :

1. All Officers/Sections in the Roads Wing
2. Parliament Assistant for information only.