



IMPORTANT

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI**

F.No.Admn./10/4/2011-W.S.

Dated the 15 September, 2014

C I R C U L A R

The Department of Administrative Reforms, Public Grievances & Pension, Govt. of India has been receiving Parliament Questions and letters from Hon'ble Members of Parliament expressing concern on the issue of responding to letters by Members of Parliament. The Ministry has desired that the communications received from Hon'ble Members of Parliament may be attended to promptly as per instructions contained in para 63 and 66 of Central Secretariat Manual of Office Procedure(CSMOP) wherein it is stipulated that each communication received from Members of Parliament shall be acknowledged within 15 days, followed by a reply within next 15 days. The Council has circulated these instructions in the past vide Council's circular of even number dated 6th June, 2011 and again on 4th September, 2013. However the instructions contained in Para 63 and 66 of CSMOP which lays down the procedure for handling the letters received from the Members of Parliament, are reiterated in the enclosed Annexure for strict compliance.


(K.K. Kulshreshtha) 15.9.14.
Deputy Secretary(WS & Cash)

Distribution:-

1. All Directors/ Project Directors of ICAR Institutes/ NRCs/ PDs/ Bureaux/ ZPDs.
2. All SMDs/ Sections of ICAR Hqrs. at KB/ KAB-I/II/ NASC
3. ISO, DKMA, KAB-I for uploading on the ICAR website.
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Para-63 : Correspondence with Members of Parliament:-

- (1) Communications received from Members of Parliament should be attended to promptly.
- (2) Where a communication is addressed to a Minister, it should, as far as practicable, be replied to by the Minister himself. In other cases, a reply should normally be issued over the signature of an officer of the rank of Secretary only.
- (3) Where, however, a communication is addressed to the head of an attached or subordinate office, Public Sector Undertakings, Financial Institutions (including nationalized banks) Divisions/Branch In charge in a Ministry/ Department/ Organisation, it should be replied to by the addressee himself. In routine matters, he may send an appropriate reply on his own. In policy matters, however, the officer should have prior approval of higher authorities before sending a reply. It should, however, be ensured that the minimum level at which such replies are sent to Members of Parliament is that of Under Secretary and that also in a polite letter form only.
- (4) Normally information sought by a Member should be supplied unless it is of such a nature that it would have been denied to him even if asked for on the floor of the Houses of Parliament.
- (5) As far as possible, in corresponding with Members of Parliament, pre-printed or cyclostyled replies should be 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 the 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,. However, the lowest level at which reply could be sent, should be that of an Under Secretary and that too in a polite letter form only.

Para-66 : Prompt response to letters received:-

- (1) Each communication received from a Member of Parliament, member of the public, recognized association or a public body will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.

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- (2) Where (i) delay is anticipated in sending a final reply, or (ii) information has to be obtained from another Ministry or another office, an interim reply will be sent within a month (from the date of receipt) indicating the possible date by which a final reply can be given.
- (3) If any such communication is wrongly addressed to a department, it will be transferred promptly (within a week) to the appropriate department under intimation to the party concerned.
- (4) Where the request of a member of the public cannot be acceded to for any reason, reasons for not acceding to such a request should be given courteously.
- (5) As far as possible, requests from members of public, should be looked at from the user's point of view and not solely from the point of view of what may be administratively convenient.

Watch on disposal of communications received from Members of Parliament:-

In order to keep a watch on disposal of communications received from Members of Parliament the instructions contained in para-127 of CSMOP may be followed strictly.