

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI



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Dated the 6th June, 2011

Sub: " Handing of communications received from Members of Parliament – instructions reg."

Central Secretariat Manual of Office Procedure(CSMOP) has detailed instructions regarding handling of communications received from Hon'ble Members of Parliament. However it has been observed that sometimes the communications received from Members of Parliament are not being handled as per the instructions laid down in CSMOP. The competent authority in the ICAR has viewed it seriously. All concerned are requested that the following instructions/guidelines may be adhered to while handling the communications received from Members of Parliament:-

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 office 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) Division/Branch Incharge 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 consultation with higher authorities before sending a reply. It should, however, be ensured that minimum level at which such replies are sent to Members of Parliament is that of Under Secretary and that also in letter form only.
4. As far as possible, in corresponding with Members of Parliament, preprinted or cyclostyled replies should be avoided.
5. 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 minimum level at which reply could be sent should be that of an Under Secretary and that too in letter form only.

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replies may ordinarily be specified. On the expiry of the specified date, orders of the appropriate authority may be obtained on whether the offices whose replies have not been received, may be allowed an extension of time or whether the matter may be processed, without waiting for their replies.

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.

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46/11
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Director(Admn.)

Distribution:-

1. PS to Hon'ble MOS (A&FPI)
2. SPPS to DG, ICAR/ PPS to Secretary, ICAR
3. PS to AS&FA (DARE/ ICAR)
4. All DDGs of ICAR.
5. All Officers/ Sections of ICAR Hqrs. at KB/ KAB-I/II/ NASC.
6. All Directors/ Project Directors of ICAR Institutes/ Dte./ PDs/ NRCs/ Bureaux
7. Sh. Hans Raj, Information System Officer, DKMA, KAB-I, Pusa, New Delhi for posting this circular on ICAR website.
8. Guard file.