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 Dated 6/7/10  
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**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**KRISHI BHAVAN: NEW DELHI-110 114.**

No.21-27/2010-CDN

Dated the 5<sup>th</sup> July, 2010

**ENDORSEMENT**

The Cabinet Secretariat, Rashtrapari Bhawan, New Delhi has issued D.O. letter No.1/48/9/2010-Cab dated 16.6.2010 regarding manual of office procedure for dealing with letters/communications received from the Members of Parliament. The above mentioned D.O. letter is being uploaded on the ICAR Web-Site [www.icar.org.in](http://www.icar.org.in) for information and further guidance.

( VIVEK PURWAR )  
 Under Secretary (GAC)

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8. Shri Hans Raj, ISO, (DIPA) KAB-I for putting in the ICAR Web – Site.
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अपर सचिव  
मंत्रिमण्डल सचिवालय  
राष्ट्रपति भवन, नई दिल्ली-110004  
ADDITIONAL SECRETARY  
CABINET SECRETARIAT  
RASHTRAPATI BHAWAN  
NEW DELHI - 110004

DR. MRUTYUNJAY SARANGI

Tel. 2301 2697

D.O. No 1/48/9/2010-Cab.

June 16, 2010

Dear Secretary,

As you are aware, detailed guidelines have been laid down in the Manual of Office Procedure for dealing with letters/communications received from the Members of Parliament. These guidelines have also been reiterated from time to time for ensuring strict compliance.

2. I wish to inform you that instances have been brought to the notice of the Prime Minister where the existing guidelines are not being followed scrupulously by the Chairman-cum-Managing Directors (CMDs) and General Managers (GMs) of the nationalized banks. Further, there has been unusual delay in acknowledging and replying such communications in some cases. Very often the replies are being sent at very junior levels, disregarding the guidelines and the protocol.

3. May I, in view of the above, request that all the heads of the attached and subordinate offices, organizations, autonomous bodies, agencies under the administrative control of your Ministry/Departments including the CMDs of nationalized banks, insurance companies etc. be advised to strictly comply with the laid down guidelines/instructions and ensure prompt handling of such references at appropriate levels

4. I shall be grateful if you could advise me of the action taken in the matter.

Yours sincerely,

16/6/10  
(Dr. Mrutyunjay Sarangi)

Shri S. Ayyappan,  
Secretary,  
Deptt. of Agricultural Research and Education  
New Delhi