

No. H-11016/13/2016-Parl  
Government of India  
Ministry of Jal Shakti  
D/o Water Resources, RD & GR

New Delhi, dated 7<sup>th</sup> September, 2020

**OFFICE MEMORANDUM**

**Subject: Instructions regarding handling of Parliament questions.**

The undersigned is directed to refer to para No.3.3 of Chapter 3 of the extant guidelines issued by Ministry of Parliamentary Affairs in the Manual of Parliamentary Procedure(copy enclosed) regarding transfer of Parliament question and to say that-

- (v) Notices of Parliament Questions marked by Parliament Unit would not be returned in any case for re-marking to some other Section or transfer to any other Department/Ministry.
- (vi) The Wing dealing with part(a) of the Parliament Question will prepare the reply for the entire question by collecting information from other Wings. In case part (a) of the question is of general nature and does not pertain to any particular Wing then the Wing dealing with other parts will reply to the question.
- (vii) On receipt of provisionally admitted notices, if Wings desire to transfer the question, they will take action immediately to transfer the question directly, to whom they desire to transfer and copy will be endorsed to the Parliament Section.
- (viii) Transferring the question at last moment or after admission to some other Section/Department/Ministry may also be avoided and reply of the question in this case may be prepared by collecting information/draft reply.
2. Due to Covid-19 pandemic all files related to Parliament Questions may be put up through e-office.



(Mukesh Kumar)

Deputy Secretary to the Government of India  
Tel. No. 23382448

To  
All Wing Heads in the Ministry  
All Divisional Heads in the Ministry

Copy for information to: PS to Hon'ble Minister (Jal Shakti) / O/o Hon'ble Minister of State (Jal Shakti) /PPS to Secretary(WR, RD & GR)/PPS to Addl. Secretary(WR, RD & GR)/PPS to JS(A & Parl.)