

Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
(Parliament Section)

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New Delhi, dated 20<sup>th</sup> October, 2021

OFFICE MEMORANDUM

Subject: Delay in submission of Replies to the Parliament Questions -reg.

The undersigned is directed to enclose herewith the Lok Sabha Secretariat's O.M. No. LAFEAS- QB030/678/2021-QB-C dated 22<sup>th</sup> September, 2021 regarding delay in submission of replies to the Parliament Questions during the 6<sup>th</sup> Session of 17<sup>th</sup> Lok Sabha.

2. Lok Sabha Secretariat have mentioned that the Ministries/Departments are required to furnish the requisite number of copies of answers to the Secretariat **latest by 1500 hours positively on the working day preceding the date on which the questions are due for answer.**

3. In this context, attention is also invited to this Section's OM No. H-11011/3/2021-Parl. dated 20<sup>th</sup> January, 2021 wherein all Wing Heads were requested to ensure that all files related to Parliament Questions should be reach to the Hon'ble Minister/Minister of State **two days before the question day.**

4. In view of the above, all Wings/Divisions/Sections of the Department are again requested to adhere to the time line in submission of the files related to Parliament Questions and ensure that all files related to Parliament Question should be reach to the Hon'ble Minister/Minister of State two days before the question day.

Encl: As above.

(B.L.Meena)  
Under Secretary to the Government of India  
Tele No. 23719033

To,

1. All Organisations under the Department of WR, RD & GR
2. All Wings/Divisions Head, Department of Water Resources, RD, GR.
3. All Sections/Desks, DoWR, RD, GR.

4. Hindi Section is requested to ensure to provide the translation of the replies to the Questions timely

Copy:

PS to Hon'ble Minister (Jal Shakti)/ PS to Hon'ble Minister of State (Jal Shakti &Trible Affairs )/PS to Hon'ble Minister of State (Jal Shakti &Food Processing Industries). PPS to Secretary (Jal Shakti) / PPS to AS (WR, RD & GR)/PPS to JS (Admn)/PPS to JS(PP)/PPS to JS(RD &PP)

Signed by Birju Lal Meena  
Date: 21-10-2021 10:55:14  
Reason: Approved



**LOK SABHA SECRETARIAT  
(QUESTION BRANCH)**



Parliament House Annexe,  
New Delhi - 110 001

No. LAFEAS-QB030/678/2021-QB-C

Dated: 22<sup>nd</sup> September, 2021

**OFFICE MEMORANDUM**

**Subject : Supply of copies of replies to Questions**

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The undersigned is directed to state that the Ministries/Departments are required to furnish the requisite number of copies of answers to this Secretariat latest by 1500 hours positively on the working day preceding the date on which the questions are due for answer.

2. It has been observed that the Ministry of Jal Shakti is not adhering to the said time line. During the 6<sup>th</sup> Session of 17<sup>th</sup> Lok Sabha, out of 3 days i.e. 22.07.2021, 29.07.2021 & 05.08.2021 of answering Questions pertaining to the Ministry of Jal Shakti, the replies for 29.07.2021 were received after 1800 hours and the replies for 05.08.2021 were received after 2200 hours on the day preceding the date of answer.

*ay pl note.*

*AS  
JS (Parl.)*

*Discard. for  
JS (Parl.)  
Pl. circulate  
to all wings  
for adhering the  
time line for  
replies to  
questions.*

3. The Ministry of Jal Shakti is, therefore, again requested to follow the prescribed time line for supply of the copies of the replies to the Questions.

4. The receipt of this communication may please be acknowledged.

(T.S. Rangarajan)  
Director

Phone: 23034129/5509 (O)

Sh. Pankaj Kumar,  
Secretary,  
Ministry of Jal Shakti  
Government of India,  
New Delhi

*s directed.  
20/9/21*

*SO (Parl.)  
Shri Vinay*





No. H-11011/3/2021-Parl  
 Government of India  
 Ministry of Jal Shakti  
 D/o Water Resources, RD & GR

New Delhi, dated 20<sup>th</sup> January, 2021

**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-


(i) 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.

(ii) 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.

(iii) 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.

(iv) 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. Further, as per guidelines of Lok Sabha and Rajya Sabha Secretariat, final reply of the question should be uploaded on their respective websites at 5:00PM one day before the question day. It may be ensured that all files related to Parliament questions should reach to the Hon'ble Minister/Minister of State **two days before the question day.**

  
 (Mukesh Kumar)

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

To  
 All Wing Heads in the Department  
 All Divisional Heads in the Department

Copy for information to:

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