

No.20/20/2012-Admn
Government of India
Ministry of Water Resources

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 13th June, 2012

Subject: Official dealings between the Administration and Members of Parliament and State Legislatures – Observance of proper procedure

The undersigned is directed to enclose herewith a copy of Cabinet Secretary's D.O. letter number 502/1/1/2012-CA-V dated 6.6.2012 on the subject mentioned above for information and strict compliance.

Encl: As above



(L.P. SHARMA)

UNDER SECRETARY TO THE GOVT. OF INDIA

TEL. NO. 23738126

Email: usadmnmowr@nic.in

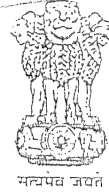
To,

1. All Wing Heads in the Ministry of Water Resources
2. All Officers/ Sections/ Units in the Ministry of Water Resources
3. All Organizations of the Ministry of Water Resources

Copy to :-

1. PS to Minister (WR)/ PS to MOS (WR)
2. Sr. PPS to Secretary (WR)/ PS to AS (WR)/ PS to JS (Admn & PP)
- ✓ 3. NIC Cell, Ministry of Water Resources – for uploading on the circular portal of the intranet.

AJIT SETH



मंत्रिमंडल सचिव
CABINET SECRETARY
NEW DELHI

D.O.No. 502/1/1/2012-CA-V

Dated 6th June, 2012

Dear Secretary,

It has been brought to the notice of the Prime Minister that there have been instances where letters addressed to the Officers by the Members of Parliament (MP) are not acknowledged / replied promptly. In this regard, I would draw your attention to DoPT OM No. 11013/4/2011-Est(A), dated 01.12.2011, which prescribes the observance of proper procedure in official dealings between the administration and MPs.

2. It is reiterated that appropriate steps may be taken to ensure that letters from Members of Parliament and Members of State Legislatures must be properly acknowledged and reply sent at an appropriate level expeditiously as per the relevant provisions of Central Secretariat Manual of Office Procedures, which have been excerpted at para 4 of the DoPT OM dated 01.12.2011.

3. Suitable instructions in this regard may also be issued to all the attached / subordinate offices and public sector undertakings attached to your Ministry / Department.

With regards,

Yours sincerely,

Ajit Seth
(Ajit Seth)

Shri Dhruv Vijai Singh
Secretary,
Ministry of Water Resources
New Delhi

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