

F.No.5/2/2015-Parl
Government of India
Ministry of Water Resources, RD & GR

Shram Shakti Bhawan, Rafi Marg

New Delhi, 25th February, 2015

OFFICE MEMORANDUM

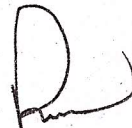
Sub: Transfer of Parliament Questions and adhering to the deadlines for other Parliamentary matters.

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 questions and to say that –

- (i) Notices of Parliament Questions marked by Parliament Unit would not be returned back in any case for re-marking to some other section or transfer to any other department/ministry.
- (ii) Transfer of question, after going into the merit/thrust of the Question, would also be intimated invariably to Parliament Unit only after taking consent of the other section/department/ministry and if there is no intimation of consent/acceptance, initially marked section would bear responsibility to reply the question.
- (iii) 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. It is also to say regarding adhering to the deadlines for other Parliamentary matters that as all the Parliamentary matters are of urgent nature and have their own deadlines to be attended to without fail, the material/information desired by the Rajya Sabha/Lok Sabha Secretariat/Ministry of Parliamentary Affairs and asked for by the concerned Wings/Divisions/Section must be provided well in time either directly to the desiring office or Parliament Unit for consolidation, taking approval of the Secretary (WR) and onward transmission, as the case may be, without waiting for reminders or telephonic follow-ups.

This issues with the approval of JS(A).


(Prabhat Tyagi)
Director
Tel.No.23710303

To

1. All Organisational Heads of Ministry of WR, RD & GR
2. All Wing Heads in the Ministry
3. All Divisional Heads in the Ministry
4. NIC to upload on the Website of the Ministry.

Chapter 3 Questions

Types of questions
LSR 36,50
RSR 42,56

3.1 Questions are of three kinds, viz., starred, unstarred, and short notice questions.

(a) Starred questions: These are answered orally on the floor of the House and with reference to the reply given; members are entitled to ask supplementary questions. These are to be intelligently anticipated in the note for supplementaries prepared for the use of the Minister.

LSR 36,39
RSR 42

(b) Unstarred questions: These call for written replies which are placed on the Table of the House and no supplementaries are asked in respect of such replies.

LSR 54
RSR 58

(c) Short notice questions: These may be put only in regard to matters of public importance of an urgent character at shorter notice than provided for in the Rules of the two Houses (vide para 3.2 below) and are answered orally as starred questions. The special features that characterise these questions are dealt with in paragraph 3.12.

Notice for question
PRO 1.3
LSR 35
RSR 41

3.2 The LS/RS Secretariat gives at least five days notice to the Minister concerned to answer a question. In practice, however, in order to give the concerned department as much time as possible for the preparation of an answer, an advance copy of a question in the provisionally admitted form is forwarded to that department by the LS/RS Secretariat.

Scrutiny of
Questions
PRO 1.4

3.3 On receipt of the provisionally admitted version of the question from the Parliament Unit, the concerned section will immediately examine it and take the following action:

PRO 1.18 to 1.21
Cabinet
Secretariat's D.O.
letter
No.73/2/15/85-
Cab. Dated
25.4.1985, 11.3.87,
No.73/2/39/91-Cab.
Dated 13.12.91
No.1/25/25/98-Cab.
Dated 15.4.99 &
No1/25/52/2000-Cab.
Dated 17.2.01

(a) (i) If it does not pertain to the department on the basis of the Allocation of Business Rules, the branch officer concerned will ring up the appropriate officer in the department to which the question belongs for transfer of the question. If the transfer is agreed to by him, the question will be transferred immediately and the fact of the transfer will be communicated on telephone to the LS/RS Secretariat followed by a written communication to the question branch of the said Secretariat. If, however, the officer in the other department does not agree to accept, the Secretary of the department will discuss the matter with the Secretary of the other department to resolve the issue.

(ii) If some of its components pertain to the sphere and responsibility of another department(s), the procedure as detailed in preceding sub-para

will be followed to decide upon the department which, given the thrust of the question will answer the question and the other department(s) will furnish the relevant facts relating thereto to the department concerned to enable it to prepare the answer to the question.

(iii) If despite following the procedure as set out in sub-para (i) and (ii) above, irreconcilable differences still exist among departments on handling the parliament question, a reference giving details of discussions, etc., held with the other department(s), will be made to the Cabinet Secretariat by the department with the approval of the Secretary. If in the mean time the question is printed in the List of Questions, the question may be answered under compulsion but thereafter the matter will be pursued with the concerned department(s) requesting them to accept future questions on the subject.

(b) If it pertains to some other section, it will not be returned to the Parliament Unit but its transfer to the appropriate section will be settled either at the level of section officer or branch officer. Should this fail, the assistance of the O&M officer or other higher officer will be sought to resolve the issue without any delay or noting.

(c) It will be examined whether the question is admissible for reply in terms of provisions quoted in the margin.

LSR 41,42 RSR
47,48 SD 10(A)
PRO 1.6, 1.7, 1.11
to 1.17

Communication of
facts to the LS/RS
Secretariat
PRO 1.4, 1.8

3.4.1 If considered necessary by the department or if required by the LS/RS Secretariat, relevant facts may be communicated to the Secretariat concerned as expeditiously as possible, but in any case not later than the specified date or within 48 hours of the receipt of such references as the case may be, for consideration of the Speaker/Chairman for deciding the admissibility of the question. If a reply cannot be sent in time, an interim reply explaining the reasons for delay will be given at once followed by the facts as soon as they are known. Clarifications, where necessary, will be sought from the LS/RS Secretariat and not from the member concerned.

3.4.2 When communicating facts, information of a confidential nature will be marked as such, and the LS/RS Secretariat be advised that the information should not be disclosed to the member(s) giving notice thereof.

Material for reply

3.5.1 Immediately after communicating facts in the manner prescribed in the preceding paragraph, action will be initiated to collect the material for framing a draft reply and also, where necessary, a note for supplementaries. While the highest priority will be given to the collection of the required