

NIC

No.H-11013/1/2016-Parl  
Government of India  
Ministry of Water Resources, RD & GR

Shram Shakti Bhawan, Rafi Marg  
New Delhi, 16th November, 2016

OFFICE MEMORANDUM

Sub: Instructions regarding handling of Parliament Questions, reg.

In continuation of O.M. of even number dated 19<sup>th</sup> October 2016, the undersigned is directed to issue following instructions in respect of submitting draft replies to Parliament Questions:

- (i) The Font Face of the draft reply to the Parliamentary Question should be 'Arial'.
- (ii) The Font Size of the draft reply to the Parliamentary Question should be 12.
- (iii) Draft reply to the Parliamentary Question should be put up for approval to the Competent Authority in 'double space'.



(Chandan Mukherjee)

Deputy Secretary to the Government of India  
Tel. No.23711459

To

1. All Wing Heads in the Ministry
2. All Divisional Heads in the Ministry
3. All Officers/Sections/Desks/Units in the Ministry
4. NIC to upload on the Website of the Ministry