भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
(रेलवे बोर्ड RAILWAY BOARD)

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विषयः सत्रहवीं लोक सभा का दसवाँ सत्र और राज्य सभा का दो सौ अठावनवाँ सत्र - तारांकित प्रश्नों के उत्तर।

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सत्रहवीं लोक सभा का दसवाँ सत्र और राज्य सभा का दो सौ अठावनवाँ सत्र जो 07 दिसंबर,2022 से शुरू हो रहा है, के दौरान लोक सभा और राज्य सभा दोनों में, प्रश्नों के उत्तर देने हेतु बैठकों के कार्यक्रम और दिनों के आबंटन के संबंध में परिपत्र संसद शाखा के दिनांक 21.11.2022 के समसंख्यक पत्र द्वारा परिपत्रित किया गया था।

2. ब्रीफिंग कार्यक्रम का अनुसरण करने और संसदीय प्रश्नों के उत्तरों के संबंध में माननीय रेल मंत्री से अनुमोदन प्राप्त करने के लिए भी निम्न समय कार्यक्रम का कड़ाईपूर्वक पालन किया जाए:

उत्तर देने का दिन	स्वीकृत प्रश्न की अन्तरिम सूची की प्राप्ति तिथि	द्विभाषिक मसौदा उत्तर और पूरक प्रश्नों के लिए नोट, संक्षिप्त विवरण, बातचीत के बिंदू को संसद शाखा में प्रस्तुत किया जाना	तारांकित एवं अतारांकित प्रश्नों की फाइलों को रेल मंत्री कक्ष में भेजा जाना	तारांकित प्रश्नों के लिए माननीय रेल मंत्री की ब्रीफिंग
बुधवार (लोक सभा)	**पिछला बुधवार**	**शुक्रवार (1730 बजे)**	**शुक्रवार शाम**	**सोमवार 1000 बजे से माननीय रेल मंत्री की सुविधानुसार किसी भी समय**
शुक्रवार (राज्य सभा)	**पिछला शुक्रवार**	**सोमवार (1730 बजे)**	**सोमवार शाम**	**बुधवार 1000 बजे से माननीय रेल मंत्री की सुविधानुसार किसी भी समय**

3. यह नोट किया जाए कि जब तक ऊपर दर्शाए गए लक्ष्यों के अनुसार तारांकित प्रश्नों को 'संक्षिप्त विवरण' और 'बातचीत बिंदु' के साथ पूरक प्रश्नों के नोट सहित मसौदा उत्तर को द्विभाषिक में प्रस्तुत नहीं किया जाता है, निर्धारित कार्यक्रम के अनुसार माननीय रेल मंत्री के साथ 'ब्रीफिंग मीटिंग' आयोजित करना संभव नहीं होगा। अत: पर्याप्त प्रबंध किए जाएं कि ऊपर दर्शाए गए लक्ष्यों के अनुसार तारांकित 'प्रश्नों के पूरक प्रश्नों के लिए नोट', इत्यादि सहित पूर्ण मसौदा उत्तर, संसद शाखा में उपलब्ध कराया जाए।

4. तारांकित और अतारांकित प्रश्नों के प्रसंस्करण के लिए दिशानिर्देश (संक्षेप में) तत्काल संदर्भ के लिए संलग्न हैं और इस मंत्रालय की वेबसाइट: 10.1.2.21 लिंक – निदेशालय →सचिव शाखाएं (रेलनेट) → संसद पर उपलब्ध हैं।

5. यह दोहराया जाता है कि रेल मंत्री द्वारा यथोचित रूप से अनुमोदित तारांकित तथा अतारांकित प्रश्नों के उत्तरों की प्रतिलिपियों को प्रश्न दिवस के पूर्व वाले दिन लोक सभा और राज्य सभा को 1500 बजे तथा 1700 बजे तक क्रमश: भेजा जाना अपेक्षित है। **लोकसभा सचिवालय ने बताया है कि इस मंत्रालय द्वारा निर्धारित कार्यक्रम के अनुसार संसदीय प्रश्नों के उत्तर अपलोड नहीं किए जा रहे हैं इसलिए सभी संबंधित अधिकारियों को संसद प्रश्नों की फाइलों को प्रस्तुत किए जाने संबंधी कार्यक्रम का कड़ाई से पालन करने का निदेश दिया जाता है।** इसके अतिरिक्त, जैसा कि रेल मंत्री कार्यालय द्वारा बताया गया है, यदि फाइलों को देर से प्रस्तुत किया जाता है तो संसद शाखा से स्वीकार नहीं किया जाएगा, इसलिए संबंधित बोर्ड सदस्यों से अनुरोध किया जाता है कि देरी के मामले में संबंधित निदेशालय को माननीय रेल मंत्री से सीधे अनुमोदन प्राप्त करने के निदेश दिए जाए।

6. यह भी सुनिश्चित किया जाए कि तारांकित प्रश्नों के मसौदा उत्तर और 'पूरक प्रश्नों के लिए नोट' इत्यादि को केवल निर्धारित फार्मेट में ही तैयार किया जाए और ये त्रुटि रहित हों ताकि इसे माननीय रेल मंत्री जी को आकर्षक स्वरूप में प्रस्तुत किया जा सके। साथ ही, उत्तर का हिंदी संस्करण, माननीय रेल राज्य मंत्री (डी) को आगे प्रस्तुत करने के लिए संसद शाखा को फ़ाइल सौंपते समय, फ़ाइल पर उपलब्ध होना चाहिए।

7. यह भी विनिश्चय किया गया है कि जब कभी रेल मंत्रालय के अधीन सार्वजनिक क्षेत्र के उपक्रमों से संबंधित तारांकित प्रश्नों के रूप में संसदीय प्रश्नों को स्वीकृत किया जाता है, बोर्ड सदस्य जो संगठन के अंशकालिक अध्यक्ष भी होते हैं, सहित संबंधित प्रबंध निदेशक को माननीय रेल मंत्री द्वारा की जा रही ब्रीफिंग के दौरान उपस्थित होना चाहिए।

सचिव/रेलवे बोर्ड

संख्या-2022/पार्ल/13/सीओएसएच

नई दिल्ली, दिनांक- 29.11.2022

i. रेल मंत्रालय के रेल भवन नई दिल्ली, तिलक ब्रिज एवं आर.पी.एस.एफ. कार्यालय, दयाबस्ती, दिल्ली के सभी अधिकारी एवम् शाखाएँ।
ii. ब्रैथवेट निगम लिमिटेड, कॉनकोर, क्रिस, डीएफसीसीआईएल, एचएमआरडीसीएल, इरकॉन, आईआरसीटीसी, आईआरएफसी, आईआरएसडीसी लिमिटेड, इरवो, केएमआरसीएल, केआरसीएल, एमआरवीसी, आरसीआईएल, राइट्स आरएलडीए और आरवीएनएल के प्रबंध निदेशक।

प्रतिलिपिः-

1. सी.आर.बी. एवं सी.ई.ओ. , एम(एफ), एम(इन्फ्रा), एम(टी एवं आर.एस.), एम(ओ. एवं बी.डी.), सचिव और कार्यपालक निदेशक (समवेत समन्वय)।
2. वि.का.अधि./रेल मंत्री, वि.का.अधि.(समन्वय)/रेल मंत्री, सलाहकार /रेल मंत्री, का.नि.ज.शि./रेल मंत्री, निजी सचिव/ रेल राज्य मंत्री (डी), का.नि.ज.शि./रेल राज्य मंत्री (डी), का.नि.ज.शि./रेल राज्य मंत्री (जे) , नि.ज.शि./रेल राज्य मंत्री (जे) और अतिरिक्त निजी सचिव/ रेल राज्य मंत्री (जे)।
3. कार्यपालक निदेशक/ स्थापना आरक्षण और निदेशक (राजभाषा)।

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आज़ादी का अमृत महोत्सव

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
(रेलवे बोर्ड **RAILWAY BOARD)**
****

Azadi Ka Amrit Mahotsav

Sub: 10th Session of 17th Lok Sabha and 258th Session of Rajya Sabha - Replies to Starred Questions.

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The programme of sittings and allotment of days for answering Questions, both in Lok Sabha and Rajya Sabha during the 10th Session of 17th Lok Sabha and 258th Session of Rajya Sabha, which commences from 7th Dec, 2022 has been circulated vide Parliament Branch's letter of even number dated 21.11.2022.

2. In order to meet the requirement of briefing schedule and also obtaining approval of Hon'ble MR to the replies to the Parliament Questions, the following time schedule should be strictly adhered to:-

Day of Answering Questions	Day of receipt of Provisional list of admitted Questions	Bilingual draft reply, Note for Supplementaries, Executive Summary, Talking Points to be submitted to Parl. Br latest by	Files of Starred & Unstarred Questions to be submitted to MR Cell latest by	Hon'ble MR Briefings for Starred Questions
Wednesday (Lok Sabha)	**Previous Wednesday**	**Friday (1730 hrs)**	**Friday evening**	**Monday 1000 hrs onwards at a time convenient to Hon'ble MR.**
Friday (Rajya Sabha)	**Previous Friday**	**Monday (1730 hrs)**	**Monday evening**	**Wednesday 1000 hrs onwards at a time convenient to Hon'ble MR.**

3. It may be noted that unless the draft replies, including Note for Supplementaries along with 'Executive Summary' and 'Talking Points' in respect of the Starred Questions are submitted in bilingual as per targets indicated above, it will not be possible to hold the 'Briefing Meetings' with Hon'ble MR as per schedule. Necessary arrangements may be made to ensure that the complete draft replies along with Note for Supplementaries etc. in respect of the Starred Questions are made available to the Parliament Branch as per the targets indicated above.

4. The guidelines (in brief) for processing of Starred and Unstarred Questions are attached for ready reference and are also available on the website of this Ministry : 10.1.2.21 at the link – Directorates →Secretary Branches (Railnet) →Parliament.

5. It needs to be noted that copies of replies to Starred and Unstarred Questions, duly approved by MR are required to be sent to Lok Sabha and Rajya Sabha Secretariat by 1500 hrs. and 1700 hrs respectively on the day preceding the Question day. **Lok Sabha Secretariat has pointed out that replies to Parliament Questions are not being uploaded as per prescribed schedule, by this Ministry. All concerned officers may, therefore, be directed to strictly adhere to the schedule for submission of files of Parliament Questions.** Further, as MR office have indicated that files, if submitted late, will not be accepted from Parliament Branch, the concerned Board Members are requested to direct the concerned Directorates to get the approval of Hon'ble MR directly in case of delay.

--2/-

6. It may also be ensured that the draft replies to Starred Questions and Note for Supplementaries etc. are prepared in the prescribed format and are error-free so that the same can be submitted to Hon'ble MR in a presentable manner. Also, Hindi version of the reply should be available on the file at the time of handing over the file to Parliament Branch, for onward submission to Hon'ble MoSR(D).

7. It has also been decided that whenever Parliament Questions are admitted as Starred Questions concerning Public Sector Undertakings under the Ministry of Railways, the concerned Managing Director along with the Board Member, who is also the part time Chairman of the organisation, should be present during the briefing meetings conducted by Hon'ble MR.

Secretary/Railway Board

No.2022/Parl/13/COSH
New Delhi, dated: 29.11.2022

(i) All Officers & Branches in Ministry of Railways at Rail Bhawan, Tilak Bridge and RPSF office, Dayabasti, Delhi.

(ii) MDs of Braithwaite & Co. Ltd., CONCOR, CRIS, DFCCIL, HMRDCL, IRCON, IRCTC, IRFC, IRWO, KMRCL, KRCL, MRVC, NHRCL, RAIL-TEL, RCIL, RITES, RLDA & RVNL.

Copy to:

1. CRB & CEO, M(Fin), M(Infra), M(T&RS), M(O&BD) & ED(CC).
2. OSD/MR, OSD(Co-ord)/MR, EDPG/MR, Adv/MR, PS/MoSR(D), EDPG/MoSR(D), EDPG/MoSR(J), DPG/MoSR(J) & Addl. PS/MoSR(J).
3. PED(IR) & Director (OL).

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Guidelines (in brief) relating to processing of Starred Questions

1. Important tips for drafting reply:

- Reply should be part-wise (as far as possible).
- Reply should be precise, unambiguous and complete.
- Reply should be in the form of 'A Statement is laid on the Table of the House'.
- Where there is any reference to a Statement etc. in the text of the reply, copy of the same should invariably be appended
- Avoid abbreviations. If use of abbreviations is unavoidable, the expanded form followed by abbreviation in bracket should be indicated, when used for the first time.
- Map, as required, be placed on file.
- Typing of papers should be on one side of the paper only.
- Avoid giving Assurances, as generally Assurances are not given in reply to Starred Questions.
- Avoid reference to any website, to the extent possible, and the requisite information be provided in the reply itself.
- The reply should be consistent with facts, replies given in earlier Parliament Questions and RTIs on similar/same subject and copies of the same be kept on file and proper reference thereto made in the note sheet.
- The draft reply should be reviewed on receipt of the printed list and, if necessary, revised so that it conforms to the admitted form of the Question.
- Subsequent to the uploading of the printed version of the Questions, sometimes a corrigendum is also uploaded on the same link. The Directorates putting up Question files should keep a tab on the same and resubmit files, if necessary, after carrying out necessary corrections/ amendments.
- In case of any discrepancy in the names of Station/Place etc. or between English and Hindi versions of the Printed Questions, the same be brought to the notice of Parliament Branch immediately when the printed list is uploaded to enable the same being informed to the Lok/Rajya Sabha Secretariat for timely issue of corrigenda.

2. Printed Version: Printed version of the Questions be retrieved from Parliament of India's website:

- In the case of Lok Sabha Questions: http://loksabha.nic.in by navigating further links i.e. Questions ⇨ Question List.
- In the case of Rajya Sabha Questions: http://rajyasabha.nic.in by navigating further links i.e. Questions ⇨ Question List ⇨ Starred-Answers given/tabled.

3. Sequence of papers: (i) Parliament Question (iii) Executive (ii) Draft Reply Summary (iv) Note for Supplementaries (v) Talking Points.

4. Note for Supplementaries: As per format given below with Page Nos. in ink on Right hand top corner.

- Not more than 15 pages (including all Annexures).
- Additional information, if any, sought by MR Cell, be incorporated in the Note for Supplementaries (and not on separate sheet).

5. Executive Summary:

I) An Executive Summary, not exceeding 02 pages, highlighting core/ main issues pertaining to the Question, in the following format:-

a) In bullet points only.

b) Typing in single space and on one side of the page.

.....2/-

c) Bold formatting (i) Heading
(ii) Sub-heading
(iii) Important word(s)
(iv) Important figure(s)

d) Wherever reference in Executive Summary is drawn to the pages in the Note for Supplementaries, indicate Page No. in bracket.

II) Executive Summary should contain:

i) Summary of important points.

ii) Important tasks/achievements related to the question.

iii) Improvements in last few years related to the subject.

III) Executive Summary should also be modified/corrected to be in conformity with the modifications/corrections carried out by MR Cell.

6. Talking Points: Talking Points relating the achievements etc. on the subject matter of the Starred Question be furnished in bullet formatting in a single sheet.

7. Hindi Version: Hindi version of the draft reply to all Starred Questions alongwith their Note for Supplementaries, Executive Summary & Talking Points is to be submitted to MoSR(D) Cell invariably at the draft stage, duly ensured by the concerned Directorate that the Hindi versions are a correct translation of the English versions submitted to Hon'ble MoSR(D).

8. AMs/Advs/PEDs/EDs/JSs to ensure that:

a) a thorough reading of the Question and Draft Reply is done before submission of the same for consideration and approval of Hon'ble MR.

b) the laid down approved time schedule for submission of Starred Question files is strictly adhered to.

c) Staff concerned with Parl. Questions is directed to attend office on Saturdays, Sundays or holidays.

9. Modifications/corrections done by MR Cell: Modifications or/and corrections carried out by MR Cell, after having been incorporated at the concerned Branch level, should invariably be checked and ensured at higher level in the Directorate before fair copies are made out.

10. Authentication of Final Reply: A copy of the reply, duly authenticated by an Officer not below the rank of Section Officer, indicating the relevant file number on top left corner should be furnished **before** having copies made out by Roneo Branch and thereafter, 15 copies of the final reply furnished to Parliament Branch.

11. e-mailing of final reply: The final reply, in word format, should be e-mailed at psdp@rb.railnet.gov.in.

12. Delivery of copies of final replies: Before leaving office, SOs/DDs/USs must ensure that requisite number of final copies of replies have been received by Issue 'D', Hindi(P) and Parliament Branches. The requisite number of copies of the final replies, in the prescribed format, should be furnished by 1000 hrs. on the day preceding the Question day.

...3/-

FORMAT FOR NOTE FOR SUPPLEMENTARIES

PRIORITY NO._____

NOTE FOR SUPPPLEMENTARIES
FOR
LOK/RAJYA SABHA STARRED QUESTION NO.
TO BE ANSWERED ON
REGARDING
[subject/heading of the Question]
BY
SHRI/SMT_____

INDEX

S. No.	Subject	Page No.
1.	Thrust of the Question	
2.	General Information	
3.	Repercussions of the reply	
4.	Problems and their remedial measures	
5.	Budget allocation and pattern of financing	
6.	Physical progress of the work, target time for completion and reasons for delay, if any.	
7.	Recommendation of any Committee on the subject in the recent past.	
8.	Commitment, if any, made in the Parliament in the recent past.	
9. (a)	Gist of Parliament Questions and their answers on the same/ similar/ related matter in the last 02 years.	
(b)	Gist of RTI Queries and their reply on the same/ similar/ related matter in the last 02 years.	
(c)	Details of similar issue raised (other than Parliament Questions) by the Hon'ble MP in the last 02 years and its present status.	
10 (a)	Anticipated Supplementary Questions.	
(b)	Possible Supplementary Questions and answers thereto, directly or indirectly pertaining to the Hon'ble MP's Constituency/ State, arising out of the Question.	
11.	Statistical performance	
12.	Annexures/Statements/Maps	

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Guidelines (in brief) relating to processing of Unstarred Questions

1. Important tips for drafting reply:

- Reply should be part-wise (as far as possible).
- Reply should be precise, unambiguous and complete.
- Where there is any reference to a Statement etc. in the text of the reply, copy of the same should invariably be appended
- Avoid abbreviations. If use of abbreviations is unavoidable, the expanded form followed by abbreviation in bracket should be indicated, when used for the first time.
- In the draft replies, the Question and Answer portion should be typed in juxtaposition.
- The Question should be typed on left hand side in single space and the Answer portion should be typed in double space against respective parts of the Question.
- Final reply to the Questions will be typed as usual.
- Map, as required, be placed on file.
- Typing of papers should be on one side of the paper only.
- Avoid giving Assurances unless it is clearly intended to give one.
- Avoid reference to any website, to the extent possible, and the requisite information be provided in the reply itself.
- The reply should be consistent with facts, replies given in earlier Parliament Questions and RTIs on similar/ same subject and copies of the same be kept on file and proper reference thereto made in the note sheet.
- The draft reply should be reviewed on receipt of the printed list and, if necessary, revised so that it conforms to the admitted form of the Question.
- Subsequent to the uploading of the printed version of the Questions, sometimes a corrigendum is also uploaded on the same link. The Directorates putting up Question files should keep a tab on the same and resubmit files, if necessary, after carrying out necessary corrections/amendments.
- In case of any discrepancy in the names of Station/Place etc. or between English and Hindi versions of the Printed Questions, the same be brought to the notice of Parliament Branch immediately when the printed list is uploaded to enable the same being informed to the Lok/Rajya Sabha Secretariat for timely issue of corrigenda.

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- In the case of Lok Sabha Questions: http://loksabha.nic.in by navigating further links i.e. Questions⇨Question List.
- In the case of Rajya Sabha Questions: http://rajyasabha.nic.in by navigating further links i.e. Questions ⇨ Question List ⇨ Starred-Answers given/tabled.

3. Hindi Version: Hindi version of reply to all Unstarred Questions is to be submitted to Hon'ble MoSR(D) alongwith the English version at draft stage, duly ensured by the concerned Directorate that the Hindi version is a correct translation of the English version.

4. AMs/Advs/PEDs/EDs/JSs to ensure that:

- a thorough reading of the Question and Draft Reply is done before submission of the same for consideration and approval of Hon'ble MR.
- the laid down approved time schedule for submission of Unstarred Question files is strictly adhered to.
- Staff concerned with Parl. Questions is directed to attend office on Saturdays, Sundays or holidays.

5. Modifications/corrections done by MR Cell: Modifications or/and corrections carried out by MR Cell, after having been incorporated at the concerned Branch level, should invariably be checked and ensured at higher level in the Directorate before fair copies are made out.

6. Authentication of Final Reply: A copy of the reply, duly authenticated by an Officer not below the rank of Section Officer, indicating the relevant file number on top left corner should be furnished before having copies made out by Roneo Branch and thereafter, 15 copies of the final reply furnished to Parliament Branch.

7. e-mailing of final reply: The final reply, in word format, should be e-mailed at psdp@rb.railnet.gov.in.

8. Delivery of copies of final replies: Before leaving office, SOs/DDs/USs must ensure that requisite number of final copies of replies have been received by Issue 'D', Hindi(P) and Parliament Branch. The requisite number of copies of the final replies, in the prescribed format, should be furnished by 1000 hrs. on the day preceding the Question day.

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