**LOK SABHA SECRETARIAT**
**(QUESTION BRANCH)**

**440, Parliament House Annexe,**
**New Delhi – 110 001**

**No.13(3)(ii)/III/XVIII/2024-Q** **Dated: 13th November, 2024**

# OFFICE MEMORANDUM

**Subject: Guidelines and Procedure to be followed by Ministries/Departments in connection with Parliament Questions.**

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The undersigned is directed to state that the **3rd Session** of the **18th Lok Sabha** will commence on **Monday,** the **25th November, 2024** and is likely to conclude on **Friday,** the **20th December, 2024.** The Ministries/Departments of the Government of India are requested to follow the guidelines and procedures meticulously as stipulated in **Annexure-I**.

2. The Officers dealing with Questions in Lok Sabha Secretariat along with their office addresses, telephone Nos., e-mails, etc. are given **at Annexure-II.** If need be, they may be contacted to avoid undue delay and inconvenience.

3. It is also requested that the contents of this O.M. may be hosted on the website of the Ministry/Department, subordinate/attached offices, field formations and other offices under their administrative control for wider dissemination of information.

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

(J.M. Baisakh)
Joint Secretary
Phone: 23034440
23035284

**Encl: As above**

**To**

Prime Minister's Office
Cabinet Secretariat
All Ministries/Departments of Government of India

No.13(3)(ii)/III/XVIII/2024-Q Dated: 13th November, 2024

**Copy forwarded for information to:-**

1. OSD to HS
2. Joint Director (PSS) to Secretary General
3. PS to JS(JM)
4. PS to Director (Q & CGA)
5. Director (Software Unit), Computer (HW&SW) Management Branch
6. All Officers and Groups of Question Branch

( OM PARKASH )
Under Secretary

**Copy also forwarded for information and necessary action to:-**

(a) Hindi Information Unit, Editorial Branch
(b) Software Unit, Computer (HW &SW) Management Branch

( OM PARKASH )
Under Secretary

1. **Factual Note through Fax/E-mail**

**Factual Note** with regard to referred questions should **be furnished** by the Ministries/Departments within stipulated date by **E-mail** to the concerned Deputy Secretary and a copy thereof to the Under Secretary/Executive Officer of the concerned Group. All correspondence sent for furnishing facts should be acknowledged by the Ministries/Departments concerned. Where the facts are not received by the stipulated date, the Lok Sabha Secretariat shall take appropriate decision in the matter, on merits.

2. **Question on which a plea of not in public interest advanced**

**A question is not usually disallowed on the sole plea of the Ministry/Department that it is not in the public interest to furnish information on the floor of the House. It is always open to a Minister to state in reply to a question that she/he is not prepared to disclose the information in public interest and it is for the House to accept it.** The Speaker may, only in rare cases, disallow a question in larger national interest, if it is brought to the Speaker's notice in time by the Minister concerned giving briefly the background of the matter that the disclosure of information will be prejudicial to the safety of the State.

3. **Advance copy of admitted questions**

Advance copies of the provisionally admitted questions are sent online to the Ministry/Department to facilitate them for collection of material for preparation of answers. The Ministries/Departments are, therefore, requested to **furnish e-mail id of the Parliament Section or any other designated Officers/Branch(es)** to whom advance copy of admitted notice(s) of questions is to be forwarded.

**Immediately on receipt of the advance copy, the Ministry/Department is expected to go through the contents of the notice and furnish its comments *suo-moto*. In the event where the Ministry/Department feels that the notice suffers from any infirmity *viz* the Government of India is not primarily responsible, matter being pending in a court of law, the question lacks factual basis, etc., the same may be brought to the notice of the Deputy Secretary/Under Secretary of the concerned Group of Question Branch with a copy to Under Secretary/Executive Officer as expeditiously as possible and in any case within 24 hours of the receipt of such advance notice. Where a communication is received beyond this period and/or after Question List has been printed, it will not be possible to reconsider the admissibility of a question in the light of facts furnished.**

4. **Transfer of Notices of questions**

Immediately on receipt of provisionally admitted notices of questions, online or otherwise, the concerned Ministry/Department should ascertain and ensure administrative jurisdiction. Where the subject matter of a question is the concern of a Ministry/Department other than the one to which it is originally addressed, it is incumbent upon the Ministry/Department to which the question has been originally addressed by the Member, to move transfer of the question to the Ministry concerned and obtain acceptance/consent from transferee Ministry/Department. **Under no circumstance, the transfer of notice of question will be effected unless and until intimation about the acceptance of the transfer of the question is received in the Secretariat from the accepting Ministry well in time i.e 10 days prior to the date of answer. Any request received thereafter shall not be entertained.** As informed by the Cabinet Secretariat, if the thrust of a question pertains to a particular Ministry, it is for that Ministry to answer the question in consultation with other Ministries concerned.

5. **Ministry/Department responsible for answering the questions**

The Secretariat receives a number of representations from various Ministries/Departments indicating that notices of questions have been marked erroneously and sometimes such notices are returned to the Question Branch. In this context, it may be stated that it is the prerogative and exclusive right of the Hon'ble Member to designate the Minister for answering a question. To guide the Members, a link "Demarcation of Responsibilities in Government of India", containing the subjects for which various Ministries/Departments are responsible for answering questions has been hosted on Homepage of Lok Sabha under Questions-Home link. Only in case of patent errors, Lok Sabha Secretariat intervenes and corrects the nomenclature of the Ministry in consultation with the concerned Ministry/Department.

**Under no circumstance, the notice of question should be returned to the Secretariat. The Ministry/Department should follow the prescribed procedure as outlined above, in Para 4, for the purpose.**

6. **Circulation of Soft copies of Lists of Admitted Questions**

The Lists of admitted questions for a particular day are issued/circulated five days before the date of answer of the questions by the respective Ministries/Departments. Circulation of hard copies of Unstarred List of Questions has been dispensed with. In view of the prevailing extraordinary situation due to COVID-19 pandemic, circulation of hard copies of Starred List of Questions has also been discontinued. However, soft copies of Lists of Questions, i.e. Starred and Unstarred, are **available on the website** of Lok Sabha i.e. **http://loksabha.nic.in** five days prior to the date of answer. **Corrigenda**, if any, pertaining to the listed questions are issued by the Secretariat from time to time and is **available** on the webpage of Lok Sabha. Ministries/Departments may generate the hard copies of Lists and Corrigenda as soon as they are available on the above mentioned website of Lok Sabha and take appropriate action thereon.

7. **Name of Department to be mentioned in Reply**

It has been observed that many a time, the name of the Department concerned is not mentioned in the reply by the Ministry. Ministries are requested to mention the name of the Department concerned to which the reply pertains, immediately under the name of the Ministry at the top.

8. **Replies to questions**

At times, it has been observed that Ministries / Departments do not furnish reply to each part of the question and instead club all the parts together and furnish a consolidated reply. In this process, specific reply to each part is sometimes lost. It is thus again emphasized that **answers to the questions should be part-wise, neat and clean, legible and whenever there is any reference to any statement, etc. in the text of a reply, the same should be enclosed for ready reference. Ministries/Departments may note that the replies should be prepared taking into consideration the text of questions as appearing in the Question List and not merely rely on the index appended to the list.**

9. **Reference of website in the replies by the Ministries/Departments**

It may be noted that the Ministries should not quote/refer to their website for information in reply/replies to question(s), especially in Starred Questions. In the absence of requisite information in the reply itself, Members are deprived of their right to ask pointed supplementaries to Starred Questions. The Ministries/Departments are, therefore, advised to avoid the reference to website to the extent possible and the requisite information may be provided in the reply itself.

10. **Assurances in reply to a Starred Question**

As per convention developed over the years, **assurances are generally not given in reply to a Starred Question**. The Ministries/Departments are, therefore, **advised to refrain from furnishing assurances in reply to a Starred Question. Where the Ministry feels that reply to a Starred Question shall result in Assurance only, this fact may be brought to the notice of Joint Secretary/Director-in-Charge immediately on receipt of advance notice of question.** This will facilitate the Secretariat to take up the matter with the competent authority for appropriate direction in the matter.

11. **Supply of Hard Copies of Replies to Questions**

**The hard copies of replies to questions should be sent only on A-4 size paper** with a margin of an inch and a half on the left hand side of the paper. **Replies to questions should be legible and neat and clean**. The **Hindi version of the reply should be printed on one side** with the corresponding **English version on the other side**. The print of **answer should be in font size 12 (in Arial Black) printed in double space** for convenient reading.

**The requisite number of copies of answers along with annexures should be sent by 1500 hours positively on the working day preceding the date on which the questions are due for answer** as per details given below:-

| | Type of Questions | No. of copies of answers to be supplied by the Ministries/ Departments |
|---|---|---|
| (A) | **Starred and Short Notice Questions (Bilingual – Hindi and English versions back to back)** | **180** |
| (B) | **Unstarred Questions (Bilingual – Hindi and English versions back to back)** | **75** |

It has been noticed that on some occasions the reply does not contain the name of Member/Ministry or date of answer etc. This should be avoided and the reply shall be complete in all respects.

It may kindly be noted that **no last minute request for change in the text/reply would be entertained, after due time. Accordingly, the Ministries/Departments are advised to furnish replies complete in all respects and without any mistake**.

12. **Uploading of Answers to Starred and Unstarred Questions on Homepage**

Ministries/Departments are permitted to upload the replies on the Lok Sabha Question Answer Publishing Portal **(http://pqals.nic.in).**They are requested to upload the replies by 1500 hours positively on the working day preceding the date on which the Questions are due for answer. However, the replies to Starred Questions would be accessible to Members only at the stipulated time so as to facilitate them to draft supplementaries.

Replies to **Unstarred Questions** are **uploaded on the Lok Sabha website immediately after Question Hour** on the day replies are laid on the Table of the House.

Where the Ministries/Departments face any procedural or other technical difficulties in uploading, they may contact the **Group concerned at the Telephone Numbers given at Annexure - II** during working Hours of the Lok Sabha Secretariat.

13. **Correcting Statement by Ministers**

When a Minister desires to correct any **inaccuracy in the information** furnished in respect of a Starred/Unstarred/Short Notice Question, **she/he is required to make a statement correcting the reply in the House.** In this connection, the attention of Ministries/Departments is invited to Direction 16 of the Directions by the Speaker, Lok Sabha. The Ministries/Departments must ensure that only the corrected reply finally appears on the website. Moreover, the same may be distinguished with an asterisk (*) indicating in a footnote that the reply is a corrected version.

14. **Supply of updated list of telephone numbers in each Session**

Ministries/Departments are requested to send through email the updated list of telephone numbers (Residence/Office), Mobile Nos., addresses and E-mails of the Cabinet Minister, Minister with Independent Charge, Minister of State, P.S to Minister/Secretary and other Sr. Officers dealing with Parliamentary work in the Ministry/Department to the Question Branch before commencement of each Session. **It has been observed that some of the Ministries/Departments are not furnishing the same, leading to a lot of inconvenience in coordinating and liaisoning with the officials. In this regard it is reiterated that the updated list of nodal officers for Parliamentary work with aforesaid details may be furnished positively and also made available on the webpage of the respective Ministries/Departments for immediate reference.**

ANNEXURE-II

## OFFICERS DEALING WITH QUESTIONS AND THEIR CONTACT DETAILS

| Name(s) with Designation(s) | Ministries/Departments dealt by them. |
|---|---|
| **Joint Secretary**<br><br>**Shri J.M. Baisakh**<br>Room No. 440<br>Parliament House Annexe<br><br>Phones: 23034440 (O)<br>23035284 (O)<br>23017709 (Fax)<br>9899575639 (M)<br>E-mail: jm.baisakh@sansad.nic.in | All Ministries/Departments |
| **Director**<br><br>**Dr. Sagarika Dash**<br>Room No.131<br>Parliament House Annexe<br><br>Phones : 23035211 (O)<br>23035373 (O)<br>9999154109 (M)<br>E-mail: sagarika.dash@sansad.nic.in | All Ministries/Departments |

| Group – 'A' | | |
|---|---|---|
| **Shri M.C. Gupta**<br>Deputy Secretary<br>Room No. 622 (Inner Cabin)<br>Parliament House Annexe<br><br>Phones: 23034039 (O)<br>9868277722 (M)<br>23035344 (Fax)<br>E-mail: maheshchand.gupta@sansad.nic.in | Corporate Affairs; Education, Finance<br>. | **Shri V. Balaji,**<br>Executive Officer<br>128-B Samvidhan Sadan<br>Phones: 23034721 (O)<br>23034873 (O)<br>9968070564 (M)<br><br>E-mail: qbra-lss@sansad.nic.in |
| **Shri Sanjeev Kumar Gulati**<br>Under Secretary,<br>Room No. 128-B,<br>Samvidhan Sadan<br>Phones: 23034721 (O)<br>9891917930 (M)<br>E-mail: sk.gulati18@sansad.nic.in | Culture; Environment, Forest & Climate Change; Labour & Employment; Skill Development and Entrepreneurship; Youth Affairs & Sports; Tourism. | |

| Group – 'B' | | |
|---|---|---|
| **Shri Ajay Kumar Prasad,**<br>Deputy Secretary,<br>Room No. 514, EPHA (Outer Cabin),<br>Phones: 23035724 (O)<br>9968881642 (M)<br>E-mail: ajaykumar.prasad@sansad.nic.in | Agriculture and Farmers Welfare; Cooperation; Heavy Industries; Home Affairs-I, Textile. | **Shri Deepak Kumar,**<br>Executive Officer<br>Room No. 132,<br>Samvidhan Sadan<br>Phones: 23035406 (O)<br>23034952 (O)<br>9868420732 (M)<br>E-mail: qbrb10-lss@sansad.nic.in |
| **Shri Rajeshwar Patiyal,**<br>Under Secretary<br>Room No. 129-A<br>Samvidhan Sadan<br>Phones: 23034365 (O)<br>9818601588 (M)<br><br>E-mail: rajeshwar.lss@sansad.nic.in | Fisheries, Animal Husbandry and Dairying; Commerce and Industry; Home Affairs-II; Panchayati Raj; Rural Development; Social Justice and Empowerment; Steel. | |

| Group – 'C' | | |
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| **Shri Girdhari Lal**<br>Deputy Secretary<br>Room No. 605, Blk 'B', EPHA<br>Phones: 23034686 (O)<br>23034807(O)<br>9654807725 (M)<br>E-mail: qbrc-lss@sansad.nic.in<br><br>**Shri Om Parkash**<br>Under Secretary<br>Room No. 129-A<br>Samvidhan Sadan,<br>Phones 23034807 (O)<br>9811083578 (M)<br>E-mail: qbrc-lss@sansad.nic.in | Atomic Energy; Communications ; Earth Sciences; Minority Affairs; Personnel, Public Grievances and Pensions; Planning; Prime Minister Office; Railways; Science and Technology; Statistics and Programme Implementation.<br><br>Coal; Consumer Affairs, Development of North Eastern Region; Electronics and Information Technology; Food and Public Distribution; Information and Broadcasting; Mines; New and Renewable Energy; Parliamentary Affairs; Space. | **Shri Jitender Kumar**<br>Executive Officer<br>Room No. 77-B,<br>Samvidhan Sadan<br>Phones: 23034858 (O)<br>23034860 (O)<br>7701865515 (M)<br>E-mail: qbrc-lss@sansad.nic.in |
| **CHAMBER SEAT** | | |
| **Shri Daljeet Kumar**<br>Executive Officer<br>Room No. 77-A,<br>Samvidhan Sadan<br>Phones: 23035584 (O)<br>9868111848(M)<br>E-mail: qbrc-lss@sansad.nic.in | **Shri Anil Kumar Bazard**<br>Assistant Executive Officer<br>Room No. 77-A,<br>Samvidhan Sadan<br>Phones: 23035584 (O)<br>9540545269 (M)<br>E-mail: qbrc-lss@sansad.nic.in | **Shri Arvind Kumar Yadav**<br>Clerk-cum-Typist<br>Room No. 77-A,<br>Samvidhan Sadan<br>Phones : 23035584 (O)<br>9013503080 (M)<br>E-mail: qbrc-lss@sansad.nic.in |

| Group – 'D' | | |
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| **Shri Surender Chaudhary**<br>Deputy Secretary<br>Room No. 131-A,<br>Samvidhan Sadan<br>Phones: 23034346 (O)<br>8700284877 (M)<br>E-mail: surender.chaudhary11@sansad.nic.in | Civil Aviation; Micro Small and Medium Enterprises; Road Transport and Highways; Tribal Affairs. | **Shri Ranvijay Singh Bhadoria,**<br>Executive Officer<br>133, Samvidhan Sadan<br>Phones: 23034709 (O)<br>9599329560 (M)<br>E-mail: qbrd-lss@sansad.nic.in |
| **Shri Rajesh Kumar Kashyap**<br>Under Secretary<br>Room No. 131-A, Samvidhan Sadan,<br>Ph. 23034365 (O)<br>9968116549 (M)<br>E-mail: rajesh.ksp66@sansad.nic.in | Housing and Urban Affairs; Food Processing Industries; Jal Shakti; Petroleum and Natural Gas; Power. | |

| Group – 'E' | | |
|---|---|---|
| **Shri L. Singsong**<br>Deputy Secretary<br>Room No. 510, EPHA<br>Phone: 23035684<br>Mob. No. 9968260432<br>E-mail: singsong@sansad.nic.in | AYUSH; Health and Family Welfare; Defence. | **Shri Mohd. Taimoor**<br>Executive Officer<br>Room No. 132<br>Samvidhan Sadan<br>Phones: 23034686 (O)<br>23035640 (O)<br>9899169601(M)<br>E-mail: qbre-lss@sansad.nic.in |
| **Shri Fauzi Badruddin**<br>Under Secretary<br>Room No. 131-A<br>Samvidhan Sadan<br>Phones: 23034365 (O)<br>9212265473 (M)<br>E-mail: fauzi.1972@sansad.nic.in | Chemicals & Fertilizers; External Affairs; Women and Child Development; Law and Justice; Ports, Shipping and Waterways. | |

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