

MINISTRY OF DEFENCE

Subject:- Instructions regarding disposal of Parliament Questions/ Business during 7th Session of 16th Lok Sabha and 238th Session of Rajya Sabha.

The 7th Session of 16th Lok Sabha and 238th Session of Rajya Sabha will commence on **Tuesday, the 23rd February, 2016** and is scheduled to conclude on **Friday, the 13th May, 2016**.

2. As intimated in the Calendar of sittings of the Lok Sabha/Rajya Sabha, the question days for the Ministry of Defence in the Lok Sabha and Rajya Sabha will be on Fridays and Tuesdays respectively. The timing of Question Hour for Lok Sabha/Rajya Sabha would be as under :-

LOK SABHA	1100 to 1200 HOURS
RAJYA SABHA	1200 to 1300 HOURS

3. The channel for submission/approval of the replies to Parliament Questions/Matters shall be as under:-

3.1 Department of Defence

(a) **Starred Questions and any other Parliamentary matter:-**

- Acquisition Wing:- JS concerned - DG(Acq) - Def Secy - RM
- Finance Division:- Addl. FA concerned - FA(DS) - Def Secy - RM
- All other Wings/Divisions:- JS concerned - AS concerned- Def Secy - RM;

(b) **Unstarred Questions:-**

- JS/Addl. FA concerned – AS concerned/FA(DS)/DG(Acq) - RM.

“However, keeping in view the sensitivity of the matter, if it is considered necessary to route Unstarred Questions through **the Defence Secretary**, it may be so done.”

(c) **Extension of time for fulfilling Parliamentary Assurances -**

- JS/Addl.FA concerned – AS concerned/FA(DS)/DG(Acq) - RRM

(d) **Authentication and laying of the papers in both Houses of the Parliament after approval of RM:-**

- AS concerned - RRM

3.2 Deptt. of Defence Research & Development

(a) **Starred/Unstarred Parliament Questions and any other Parliamentary matter:-**

➤ CCR&D/Secretary (R&D) - RM

(b) **Extension of time for fulfilling Parliamentary Assurances:-**

➤ CCR&D/Secretary (R&D) - RRM

(c) **Authentication and laying of the papers in both Houses of the Parliament after approval of RM:-**

➤ CCR&D/Secretary (R&D) - RRM

3.3 Deptt. of Defence Production

(a) **Starred Questions and any other Parliamentary matter:-**

➤ JS concerned – Addl. Secretary (DP) - Secretary(DP) - RRM - RM

(b) **Unstarred Questions:-**

➤ JS concerned – Addl. Secy. (DP) - RRM

“However, keeping in view the sensitivity of the matter, if it is considered necessary to show Unstarred Questions to **Secretary (DP)/Raksha Mantri**, it may be so done.”

(c) **Extension of time for fulfilling Parliamentary Assurances:-**

➤ JS concerned – Secy. (DP) - RRM

(d) **Authentication and laying of the papers in both Houses of the Parliament after approval of RM:-**

➤ Addl. Secy. (DP) - RRM

3.4 Deptt. of Ex-Servicemen's Welfare

(a) **Starred Questions and any other Parliamentary matter:-**

➤ JS - Secretary(ESW) – RRM – RM

(b) **Unstarred Questions and extension of time for fulfilling Parliamentary Assurances:-**

➤ JS - RRM

“However, keeping in view the sensitivity of the matter, if it is considered necessary to show the Unstarred Questions to **RM**, it may be so done.”

(c) **Extension of time for fulfilling Parliamentary Assurances relating to Department of Ex-Servicemen’s Welfare:-**

➤ JS - Secretary(ESW) - RRM

(d) **Authentication and laying of the papers in both Houses of Parliament after approval of RM:-**

➤ Secretary (ESW) - RRM

4. As regards closure/deletion/fulfilment of Parliament Assurances, the Administrative Section concerned shall seek the approval of RM or RRM based on the fact as to with whose approval the Question was replied to in the Parliament earlier.

5. Issues relating to transfer of questions between various wings are to be settled personally at the level of **Joint Secretaries concerned, and in no case, the question should be returned to D(Parl) Section.**

6. All Joint Secretaries are requested to ensure strict adherence/compliance to the stipulated time schedule for submission of files on Parliament Questions including material for ‘**Note for Supplementaries**’ alongwith the file for Starred Questions.

7. The files pertaining to Rajya Sabha Starred Questions should be submitted so as to reach **RM positively before 1200 hours on Saturday** and files on Rajya Sabha **Unstarred Questions** pertaining to the **Deptt. of Defence Production and the Deptt. of Ex-Servicemen’s Welfare** should reach **RRM**, as the case may be, positively before 1400 hours on Saturday. The files on Rajya Sabha **Unstarred Questions** pertaining to **Department of Defence** and **Deptt. of Defence Research & Development** should reach **RM positively before 1400 hours on Saturday.**

8. The files on Lok Sabha **Starred Questions** should be submitted so as to reach **RM positively before 1200 hours on Wednesday** and the files on **Lok Sabha Unstarred Questions pertaining to Department of Defence Production and the Deptt. of Ex-Servicemen's Welfare should reach RRM, as the case may be, positively before 1400 hours on Wednesday.** The files on **Lok Sabha Unstarred Questions pertaining to Deptt. of Defence and Deptt. of Defence Research & Development should reach Raksha Mantri positively before 1400 hours on Wednesday.** Appendix-I indicates the time-frame for submission of Lok Sabha/Rajya Sabha Question files. In this connection, a copy of instructions dated **31st July, 2015 received from PS to RM (Appendix-II)** is enclosed herewith for necessary action and compliance.

9. It must also be ensured by the Joint Secretary concerned or the Director/Deputy Secretary deputed by him that they are available in office for clarification, if any, till the file is finally approved by **Raksha Mantri/Raksha Rajya Mantri, as the case may be.** Nodal Officers of the rank of DS/Dir and equivalent as nominated by the JS concerned are required to be available to vet/certify the correctness of the final reply to the Parliament Question (s) after the same is typed in D(Parl) Section.

10. A booklet containing the **updated consolidated instructions** for disposal of Parliament Business in the Ministry of Defence is circulated herewith. These instructions must be strictly complied by all concerned.

Sd/-xxx
(Ashok Dongre)
Joint Secretary(Estt.)

All Joint Secretaries in MoD, Addl. FAs & CCR&Ds]

MoD I.D. No. H-11011/3/2016/D(Parl) dated, the 18th February, 2016.

Copy to:-

Secretary(DP), Secretary (R&D), Secretary (ESW), FA(DS), DG(Acq.), Addl. Secretary (R), Addl. Secretary (J)/ Addl. Secretary (DP) /FA(Acquisition)

Copy also to:- All Directors/Deputy Secretaries/Under Secretaries/Sections in MoD.

Copy for information to:-

PS to RM/PS to RRM/SO to Defence Secretary

APPENDIX-I

TIME FRAME FOR HANDLING PARLIAMENTARY QUESTIONS IN THE
MINISTRY OF DEFENCE

(7th SESSION OF 16TH LOK SABHA & 238th SESSION OF RAJYA SABHA)
(23rd FEBRUARY, 2016 to 13th MAY, 2016)

HOUSE	<u>LOK SABHA</u>	<u>RAJYA SABHA</u>
QUESTION DAY	FRIDAY	TUESDAY
AIDE-MEMOIRE	FRIDAY	WEDNESDAY
PRINTED TEXT	MONDAY	THURSDAY
SUBMISSION OF STARRED QUESTION FILES TO SECRETARY CONCERNED	TUESDAY BEFORE 1200 HOURS	FRIDAY BEFORE 1200 HOURS
HANDING OVER OF DRAFT REPLY TO D(PARL)/O.L. DIVISION FOR HINDI TRANSLATION BY <u>CONCERNED UNDER SECRETARY.</u>	WEDNESDAY BEFORE 1700 HOURS	MONDAY BEFORE 1000 HOURS
SUBMISSION OF UNSTARRED QUESTION FILES TO SECRETARY/SECRETARY (ESW)/ FA(DS)/DG(Acq)/ADDL. SECRETARY CONCERNED.	TUESDAY BEFORE 1400 HOURS	FRIDAY BEFORE 1400 HOURS
SUBMISSION OF STARRED QUESTION FILES TO THE RAKSHA MANTRI.	WEDNESDAY BEFORE 1200 HRS.	SATURDAY BEFORE 1200 HRS.
SUBMISSION OF STARRED QUESTION FILES TO RAKSHA RAJYA MANTRI.	WEDNESDAY BEFORE 1000 HRS.	SATURDAY BEFORE 1000 HRS.
SUBMISSION OF UNSTARRED QUESTION FILES TO THE RAKSHA MANTRI/ RAKSHA RAJYA MANTRI.	WEDNESDAY BEFORE 1400 HRS.	SATURDAY BEFORE 1400 HRS.
SUBMISSION OF 15 COPIES OF NOTE FOR SUPPLEMENTARY FOR STARRED QUESTIONS TO D(Parl) SECTION.	WEDNESDAY BEFORE 1200 HOURS	SATURDAY BEFORE 1200 HOURS
DELIVERY OF REQUISITE NUMBER OF SETS OF COPIES OF PARLIAMENT QUESTION/REPLIES BY D(PARL) IN PARLIAMENT HOUSE/PIB.	THURSDAY BEFORE 1600 HOURS**	MONDAY BEFORE 1500 HOURS**

** (Depending upon the availability of the Parliament Question files approved by the RAKSHA RAJYA MANTRI / RAKSHA MANTRI).

Chapter- 1

PARLIAMENT QUESTIONS

1.1 The work relating to Parliament Questions & other Parliamentary Business needs to be done in a time-bound and efficient manner. The Parliament Work must be attended to on over-riding priority and all Parliament Questions processed /disposed of in the prescribed time frame.

1.2 The above time frame for processing Parliament Questions files need to be observed meticulously by all concerned in order to achieve '**Zero-defect-Zero-delay**' in Parliament work.

---o0o---

Chapter- 2

CHANNEL FOR DISPOSAL OF PARLIAMENT QUESTIONS/MATTERS

2.1 The channel for submission/approval of the replies to Parliament Questions shall be followed in the prescribed manner.

2.2 The concerned Joint Secretary will ensure the accuracy of the facts, formats and the prescribed time schedule and carry out a **careful scrutiny** of the printed texts while submitting the Parliament Question files with draft replies for approval.

----o0o----

Chapter- 3

PROCEDURE FOR HANDLING PARLIAMENT QUESTIONS

3.1 The responsibility of collecting the notices of Parliament Questions from Lok/Rajya Sabha Secretariats will be that of D(Parliament) Section. Similarly, the Parliament Dak will be collected daily in the morning by D(Telegram) from the Distribution (Branch) of Lok Sabha and Rajya Sabha Secretariat during the session-period, as per past practice.

3.2 As soon as advance **Notice of a Starred/Unstarred Question/Short Notice Question/Calling Attention Motion etc.** is received in the **D(Parliament) Section**, copies thereof shall be sent the same day to the **concerned Joint Secretary** with copies to the **Director/Deputy Secretary** and the Section concerned. Besides, copies of **Short Notice Question, Calling Attention Notice etc.** shall also be sent to the **Defence Secretary, concerned Secretary/DG(Acq)/FA(DS)/ Additional Secretary** as well as the **PS to Raksha Mantri and PS to Raksha Rajya Mantri.**

3.3 Ministry of Parliamentary Affairs has pointed out that on numerous occasions, the factual position is not sent to the Secretariat on receipt of advance photocopies of notices or even after the questions are provisionally admitted. In order to ensure that a lapse of this nature do not recur, each Joint Secretary may nominate an officer of the level of Director/Deputy Secretary from his Wing who would monitor the position of notices received and forward **Statement of facts** to the Secretariat of the concerned House.

Chapter- 4

ADMISSIBILITY, TRANSFER & DISALLOWANCE OF QUESTIONS

The Joint Secretaries will on receipt of the notices ensure the following action on immediate basis:-

4.1 Where it is clear that the subject of the Question does not concern the Ministry of Defence, action as indicated in the **Cabinet Secretary's D.O. letter** No. 1/25/3/2005-Cab dated 14-2-2005, No.1/25/25/98-Cab. Dated 15-4-1999, No. 73/2/39/91-Cab, dated 13.12.91 and No.73/2/15/85-Cab, dated 11.3.87 circulated vide MoD I.D. Note No. 1101/3/2005-D(Parl) dated 24-2-2005 (**Annex I-A to E** refers) shall be taken on the same day and its transfer to the concerned Ministry/Department shall be settled by the concerned Joint Secretary direct and the position reported to the Parliament Section. The JS concerned would need to ensure that the **Addl. Secretary, Special Secretary, Secretary concerned** is suitably apprised of such transfers to the other Ministries. **Such a Question should not be returned to the Parliament Section for transfer to other Ministries/Departments.**

4.2 In all other cases, where it is not clear as to which Ministry should handle the question, proposals for transfer of Parliament Questions to other Ministries or for taking over of Questions from other Ministries, especially where these involve sensitive subjects, should be got cleared from the **concerned Additional/Special Secretary/Secretary, moving the file by hand.**

4.3 It needs to be noted that as long as the transfer of the Parliament Question is not accepted by the Ministry to which it is proposed to be transferred, it continues to be the responsibility of the Ministry of Defence. **The acceptance of**

the transfer of the Parliament Question needs to be duly intimated to the Lok Sabha/Rajya Sabha Secretariat.

4.4 **In all transfer cases, the Joint Secretaries concerned should have a copy of the acceptance letter received from other Ministries and ensure that the same is delivered to the concerned Question Branch of the Lok Sabha/Rajya Sabha Secretariat through D(Parliament) notwithstanding the fact that copies of the letter accepting such transfers have been marked by the concerned Ministries to the respective Secretariats.** As per the existing instructions, the transfer of questions to other Ministries is not accepted by the Lok Sabha/Rajya Sabha Sectt. once the question is printed. A copy of Rajya Sabha Sectt. O.M. Nos. RS1(ii)/194/2001-Q dated 5-11-2001 and No. RS./2/sum-2(iv)/210/2007-Q dated 08-2-2007 is available at **Annexure II-A and II-B.**

4.5 **In case the subject of the notice of the Parliament Question marked to a section pertains to some other Section in the Ministry of Defence, immediate action should be taken by the JS concerned for its transfer in consultation with his/her counterpart and the matter communicated to the Parliament Section. In no case should the Question be returned to Parliament Section. Detailed instructions issued vide MoD I. D. No. H-11011/3/2006/D(Parl) dated 22-11-2006 and dated 1-12-2006 are at **Annex. III-A & Annex. III-B.****

4.6 In cases, where the question concerns more than one Wing/Section, the "Officer/Section concerned with part (a) of the Question shall deal with the Question" and co-ordinate the reply after obtaining relevant information from other concerned Sections.

4.7 Whenever, it is proposed to request the Lok Sabha /Rajya Sabha Secretariat for **disallowance of any Question or non-admission of a Question as "Starred",**

approval of the Rakha Mantri shall be obtained and this fact shall be specifically mentioned in the forwarding note to Lok Sabha/Rajya Sabha Secretariat by the concerned Joint Secretary. **Rule 47(2) of the Rules/Procedures to Conduct Business in Rajya Sabha (Annex-IV A)** and **Rule 41(2) of Rules of Procedure & Conduct of Business in Lok Sabha (Annex - IV B)** indicating details of the grounds on which disallowance of the question could be sought are given. A copy of MoD I. D. Note No. 11011/3/2004/D(Parl) dated 8-9-2004 regarding submission of factual statements and Disallowances of notices for Rajya Sabha Questions is at **Annex -V A**; copy of O.M. No RS/2/sum-2(iv)/212/2007-Q dated 6-11-2007 from Joint Secretary, Rajya Sabha Sectt. addressed to the **Defence Secretary** and MoD I.D. No.H-11011/3/2007/D(Parl) dated 17-8-2007 circulated vide MoD I. D. Note No.H-11011/3/2007/D(Parl) dated 14-11-2007 is at **Annex-V- B**.

4.8 If considered necessary or if required by the **Lok Sabha/Rajya Sabha Secretariat**, relevant facts should be communicated to the concerned Secretariat within the stipulated time for consideration of the **Speaker/Chairman** for deciding the admissibility of the Question. If, however, it is not possible to furnish facts within the stipulated time limit, an **interim reply** explaining the reasons for the delay should be immediately furnished to the Lok Sabha/Rajya Sabha Secretariat. Clarifications, where necessary, with regard to a Question should be sought from the **Lok Sabha/Rajya Sabha Secretariat** and not directly from the Member concerned. Factual notes shall be personally checked and cleared by the **concerned Joint Secretary**. However, depending upon the sensitivity of the matter, these may be shown to **AS -Secretary concerned** and **RRM/RM**.

4.9 Statements of facts for transmission to the **Lok Sabha/Rajya Sabha Secretariat** and draft replies to Questions will be prepared on the basis of relevant material to be made available by the **Heads of Departments/Services Hqrs.**

Material submitted to the Ministry of Defence **by Heads of Departments/Services Hqrs.** in connection with Parliament work will be forwarded only after specific approval of the **higher level officer like Vice Chiefs / Principal Staff Officer** in the **Service Hqrs.** concerned. The agency furnishing the material shall clearly certify that the material has been seen and approved by the **higher level officer** concerned as directed vide MoD I. D. Note No. H-11011/2/2006/D(Parl) dated 23rd Nov., 2006 (**Annex VI-A-C**). Proper format (**Annex VII**) is to be used for forwarding the statements of facts to the **Lok Sabha/Rajya Sabha Secretariat.**

----o0o----

Chapter- 5

DRAFT REPLIES AND NOTE FOR SUPPLEMENTARIES

(A) DRAFT REPLIES

While drafting replies to Questions, the following aspects inter-alia, shall be specially borne in mind:-

5.1 (a) Immediately on receiving the provisionally admitted version of the Question, material should be prepared without any loss of time and **Statement of Facts** forwarded to the concerned Secretariat.

(b) The preparation of a tentative draft reply and a draft note for Supplementaries, where necessary, should also be undertaken immediately on receipt of the advance Notice of the Question. The draft reply, so prepared, should be reviewed on receipt of the Printed Text of the admitted Questions and revised to ensure that it fully conforms to the admitted form of the Question. File covers printed with Lok Sabha/Rajya Sabha should only be used for submitting finally admitted **Parliament** Questions.

(c) A copy or relevant extracts of any news item or any report or book or an article should be obtained from DPR and placed in the file as directed vide MoD ID No.H-11011/3/2006/D(Parl), dated 5.12.2006 (**Annexure VIII**).

5.2 In order to ensure that the Parliament Question files are cleared expeditiously at all levels even at the stage of seeking approval of the **Statement of Facts** or dis-allowance of the Questions, suitable labels indicating 'PARLIAMENT QUESTION' etc. be attached on Top of the file cover. Wherever

considered expedient, the Parliament Question files should be got cleared by hand.

5.3 **In preparing a draft reply, each part of the Question should be correctly reproduced (strictly as given in the Printed Text, even if there are mistakes in the Printed Text)** unless a corrigenda is received from the concerned Secretariat and replies thereto set out in parallel columns, against each part, in the prescribed proforma ([Annex-IX](#)). In case of **Starred Questions**, the position of the Question in the printed list should invariably be indicated on the top right hand corner of the draft reply, in red ink, as also on the top right hand corner of the file cover. The admitted Question number, the subject of the Question and date of reply shall also be underlined in red. A copy of the O.M. No.RS./2/2/238/2016-Q dated 9-2-2016 from **Rajya Sabha Secretariat** is at [Annex-X](#) for strict compliance while preparing/finalising replies to Rajya Sabha Questions. Attention of all Joint Secretaries is also invited to (i) MOD I.D. Note No. 8358/AS(I)/2004, dated 16.12.2004 for handling files for Starred Question ([Annex XI-A](#)); (ii) MoD ID No. H-11011/3/2006/D(Parl), dated 27-7-2006 regarding nomination of nodal officers during each session to monitor Parliamentary Work ([Annex XI-B](#)), MoD ID No.H-11011/3/2010-D(Parl) dated 30th July, 2010 ([Annex XI-C](#)) and further reiterated vide MoD I.D. Note No.H-11011/3/2010-D(Parl) dated 13.12.2013 ([Annex XI-D](#)).

5.4 (a) Lengthy replies to Starred Questions, which cannot be read in the House within a minute or so, or replies running into more than 5 or 6 typed lines including those containing figures (statistical data) should invariably be in the form of a statement to be **laid on the Table of the House**.

(b) Replies to Unstarred Questions should normally be not in the form of a Statement, unless the reply contains large statistical data or it is considered expedient to do so for certain other reasons.

(c) The answers to question should be part-wise, neat and clean and legible as directed by Ministry of Parliamentary Affairs, Lok Sabha Sectt.'s instructions circulated vide MoD I.D. Note No. H-11011/3/2003/D(Parl) dated 6-5-2003 (**Annex-XII-A**). While preparing the draft reply to the Parliament Questions, it is necessary to use expanded form in the first instance and on repetitions abbreviations can be used. Nodal officers may therefore be advised to be more careful and ensure that there is no discrepancy in the draft reply approved and the final reply typed in the Parliament Question. A copy of I.D. Note No.H-11011/3/2014-D(Parl) dated 19.12.2004 (**Annex-XIIA-1**).

(d) Attention is invited to MoD I.D. No.H-11011/3/2007/D(Parl) dated 19-11-2007 about obtaining comments of the concerned Deptt. or Service HQrs. invariably where the draft replies of the Parliament Questions have reference to other Deptt. or the Services (Army, Navy and Air Force) and also if the questions seeks information on a sensitive nature (**Annex-XII-B**).

(e) All replies to Starred/Unstarred Questions, may be furnished to D(Parl) Section through a Compact Disc (CD) in a sealed cover. D(Parl) Section has obtained permission from Security Office to receive/give information/data through a Compact Disc (CD). A copy of I.D. Note No.H-11023/1/2011/D(Parl) dated 13th May, 2011 and I. D. Note No.11024/1/2012/D(Parl) dated 2.5.2014 are enclosed. (**Annex-XII-C & Annex-XII-D**).

(f) Chairman, Rajya Sabha gave a ruling on 20-12-2002 that the correcting statement should be given by the Minister concerned only on the Question Day of the Ministry (**Annex-XIII**). The statement will be titled as below:-

STATEMENT IN RESPECT OF PARTS (a) TO _____ OF RAJYA SABHA
STARRED/UNSTARRED QUESTION NO. _____ FOR _____
REGARDING _____.

STATEMENT REFERRED TO IN REPLY TO PARTS (a) TO _____ OF LOK SABHA STARRED/UNSTARRED QUESTION NO. _____ FOR ANSWER ON _____.

(g) In case of any change(s) made by **RM/RRM** in the proposed reply to a Question, the file shall be shown (moving the file by hand) to the concerned **Joint Secretary/ Addl. Secretary / Special Secretary /Secretary** before the reply is fair typed and issued by the Parliament Section.

(B) NOTE FOR SUPPLEMENTARIES

5.5 The Note for Supplementaries in respect of Starred Questions shall invariably begin by giving the name of each Member tabling the Question, his Constituency, State in which the Constituency lies and his political affiliation.

5.6 (a) In respect of a Starred Question, the concerned Joint Secretaries shall furnish, to the Parliament Section, 15 copies of the "**Note for Supplementaries/Briefs**" along with 15 copies of the "**Possible Supplementary Questions along with Answers**" in English (**duly paginated, indexed and stappled together**) which should not contain any material of classified nature. This material should, without fail, be sent to the Parliament Section immediately after the file is approved by the concerned **Secretary i.e. by 1200 hours on Wednesday in respect of Lok Sabha Questions and by 1200 hours on Saturday in respect of Rajya Sabha Questions** respectively to ensure timely submission of Parliament Question Pads to the **Raksha Mantri/Raksha Rajya Mantri**.

(b) **Notes for Supplementaries** should not be vague, sketchy, inadequate or illegible. All **JSs/Addl FAs/CCR&Ds** are requested to personally ensure that the instructions issued for handling Parliament Questions are followed scrupulously and all **Notes for Supplementaries are comprehensive, prepared according to the**

format, and proper attention is paid to the contents, language, quality of print, logic and sequential arrangement of the text etc.

(c) In case, information of any classified nature is required to be furnished, such material shall not be included in the material sent to Parliament Section. **Copies of the required classified material should be separately made out by the concerned Joint Secretary and duly numbered**, as per the Security Instructions. The number of copies required in each case will be decided by the concerned Joint Secretary on "need-to-know" basis and forwarded, **in separate sealed covers**, to those for whom these are intended. The cover shall be superscribed: "**To be opened by the addressee only**", indicating the **Question Number along-with the date for which the question is admitted for answer**. These covers should be addressed and sent directly by the concerned Wing to the **RM/RRM, Secretary concerned, Spl. Secretary, DG(Acq)/FA(DS) including PS to RM, OSD to RM, PS to RRM, and Addl. Secretary** as per the stipulated time schedule in **para 5.6 (a)** and as directed vide **MoD I.D. Note No. H-11011/3/2006/D(Parl) dated 28-11-2006 (Annex - XIV)**.

(d) As and when a Parliamentary Matter for Ministry of Defence is listed, the Parliament Section will intimate the concerned wing immediately. The concerned Wing should forward the requisite number of copies of the Brief of that Parliament Matter to SO(Parl) or Parl. Asstt. on the same day. In case copies of the Brief are not forwarded one day in advance, the same should be directly sent to all concerned as detailed in para 5.6 (c) above.

5.7 After the Parliamentary matter has been dealt with, **the PS to RM, the PS to RRM and PS** of the concerned **Secretary/Special Secretary/Addl. Secretary** shall return the classified material [sent to them under **para 5.6 (c)** above] to the concerned Joint Secretary. This shall be done in a sealed cover with the requisite

receipt on which the designation of the originator is indicated. Joint Secretaries shall keep a watch on the classified documents after the reply has been given.

5.8 All other documents/materials, other than those under **para 5.6(c)** will be returned to SO(Parl)/Parliament Assistant alongwith the Pads, when they are no longer required.

5.9 In the event of a Parliament Question being dealt with on a classified file, while submitting draft answers for approval, the concerned Joint Secretary shall clearly indicate that the **classified file**, after approval of the draft answer, shall not be sent to the **D(Parliament) Section. PS to RM/RRM** will arrange to send two copies of the approved reply to Parliament Section and return the classified file(s) directly to the **concerned Joint Secretary**.

5.10 The Secretary of the Department concerned with the subject matter will attend the briefing meetings alongwith the concerned **Joint Secretary, Addl. Secretary, DG(Acq), FA(DS)**.

5.11 Whenever officers from Service Headquarters are required to attend the Briefing of Parliament Question meetings taken by RM/RRM, only Vice Chiefs/PSOs are required to be invited. Presence of too many junior officers in the briefing meeting may be avoided. A copy of the directions issued in this connection vide I.D. Note No.H-11011/3/2014-D(Parl) dated 9.12.2014 is at Encl. **Annex-XV-A**.

---o0o---

Chapter - 6

IMPORTANT POINTS FOR HANDLING

PARLIAMENT QUESTIONS

The following aspects shall be noted and strictly adhered to by all Joint Secretaries and other Officers of the Ministry of Defence, while handling the Parliament Questions :-

- (i) There should be no mistakes or delays in answering Questions.
- (ii) The actual wording of the Questions, as given in the **Printed Text**, shall be reproduced as such, without any alterations.
- (iii) All replies should be clear and unambiguous, the language used should be such as would not be construed as an Assurance unless it is specifically so intended. The expressions compiled by the **Ministry of Parliamentary Affairs** which are construed as Assurance in the Lok Sabha and the Rajya Sabha are given in [Annex XVI-A and XVI-B](#), respectively. It may be noted that the lists are only illustrative and not exhaustive.
- (iv) Every Parliament Assurance will be processed on a separate File, and not on the Question File. The Question file should be linked to the Assurance file, if necessary.
- (v) Parliament Question files are not the place for substantive examination of any issue. The **standard Format** of the concluding note for submission of the proposed replies by **Joint Secretaries** shall be as under:-

" (a) Starred/Unstarred Question, Dy. No. _____ has been admitted for answer in the **Lok Sabha /Rajya Sabha** as **Starred/ Unstarred Question No._____** for reply on _____, at position No._____(in case of a Starred Question only).

(b) **Statement of Facts** with the approval of _____ has been furnished to the **Lok Sabha/Rajya Sabha** as per copy placed at Encl. _____ OR No statement of facts has been furnished in this case.

(c) Similar/Related Question(s) has (have) not been answered earlier OR Similar/Related Question(s) was (were) answered **in Lok Sabha Rajya Sabha** on _____ and copy (ies) of the reply (ies) given is (are) placed at Encl. _____. (under no circumstances shall the related Question file be added; only photocopy (ies) of the earlier reply (ies) shall be placed on the Question file, as enclosures).

(d) **Draft reply to the Question** is placed opposite (Encl. ____-A), for consideration and approval.

(e) Since this is **an Unstarred Question**, no Note for Supplementaries is required or Since this is a **Starred Question**, a **Note for answering Supplementaries** **alongwith "Possible Questions and Answers"** thereto is placed at Encl. _____."

(vi) The Joint Secretaries concerned will ensure that copies of the draft reply in respect of both the Starred and the Unstarred Questions are forwarded to Director (Official Language/D(Parl)) as soon as possible and **in**

any case not later than the respective Wednesday before 1700 hrs. and Monday before 1000 hrs. positively for Lok Sabha and Rajya Sabha respectively soon after the approval of the Secretary as the case may be.

(vii) While **Director (OL)** is responsible for correctly preparing the Hindi version, it will be the responsibility of the **concerned JS** to ensure that the Hindi version corresponds in all respects to the approved reply as formulated and approved in English. For this purpose, **JS concerned** may nominate an officer of the level of **Dir/DS** for vetting the Hindi/English version of the reply.

(viii) All concerned officers shall remain available for attending to Parliamentary Work. Any other work will not be accorded higher priority unless specific approval for doing so has been obtained from the **Defence Secretary** or the **Secretary** concerned.

(ix) No Officer shall undertake any tour during Parliament Session without the prior approval of the **Defence Secretary or the Secretary concerned.**

(x) Applications for casual/earned leave of **Joint Secretary** and above during Parliament Session shall be sanctioned only with the prior approval of **Defence Secretary or the Secretary concerned.** Similarly, Casual/Earned leave of DS/Dir and US/DO during the Parliament Session may be sanctioned by the concerned **Addl. Secretary and Joint Secretary** respectively.

(xi) During Parliament Session, the **concerned Joint Secretaries shall invariably be available for briefing at short notice.** Any deviation from this requirement would need the prior approval of **Defence Secretary** or the **Secretary concerned**.

(xii) While preparing replies to Parliament Questions, it shall be ensured by the **concerned Joint Secretary** that there is no contradiction/inconsistency between the answer now proposed and those, if any, given earlier, unless the facts have changed in the interregnum.

(xiii) The **Joint Secretary** concerned with the Starred Question shall be available in **the Official Gallery of the Lok Sabha/Rajya Sabha** fully prepared to provide such information as may be required by the **RRM/RM**, in the House. If considered necessary concerned **Additional Secretaries** will also be present.

(xiv) Unless the **Secretary concerned** is present in the Official Gallery, the concerned **Joint Secretary** attending Parliament in connection with reply to a Question or any other Parliamentary business shall, immediately on returning from the Parliament, furnish a report to the **Secretary concerned**.

(xv) **Joint Secretaries** will detail required staff for duty (including on holidays) to ensure that correct/duly verified replies to Questions are got delivered to the Parliament Section well in time. They would ensure that necessity of the concerned officers/staff being called from their residences should be avoided and the officers/staff advised in advance about their requirement in the office on holidays or after office hours. Names of

nominated Officers shall be reported to the Parliament Section as detailed in **para 5.3 [Annex-XII-B refers]**.

(xvi) A copy of the reply relating to the Armed Forces be made available to the concerned **Principal Staff Officer (PSO)** in the Service HQ by the Wing concerned immediately after the **Parliament Question** files are received back by the concerned Wing from **D(Parl)**. However, a copy of the master bundle for all the Questions will be sent directly to **VCOAS, VCNS and VCAS** by the Parliament Section on the same day when the questions are answered.

---o0o---