

No.H.12020/1/89/CCD(1)  
GOVERNMENT OF PUDUCHERRY  
CONFIDENTIAL AND CABINET DEPARTMENT

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Puducherry, dated 03.03.2023.

**C I R C U L A R**

Sub: Legislative Assembly – Fourth Session of the 15<sup>th</sup> Puducherry Legislative Assembly, 2023 – Important points to be observed by the Heads of Departments.

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The Fourth Session of the 15<sup>th</sup> Puducherry Legislative Assembly is commencing from 9<sup>th</sup> March, 2023. Instructions have already been issued to all concerned about special duties and responsibilities cast upon them during the Assembly Session, which are reiterated below for compliance.

2. Discussion on the Budget Grant: - The schedule of dates for discussion of the various grants would be communicated by the Legislative Assembly Secretariat. Heads of Departments shall be present and follow the debate carefully, if it pertains to their departments. The Secretaries/Special Secretary to Government also shall be present, when the discussion in the Assembly pertains to the department under their charge is taken up. Adequate materials for replying to the points effectively should be furnished well in time to the Minister concerned. Efforts should also be made to anticipate issues, which are likely to come up for discussion and to keep the material ready in advance for the use of the Minister.

3. Questions:- Replies to all Assembly Questions should be prepared and furnished well in time and in any case replies should be furnished to the Assembly Secretariat at least 48 hours before the question hour on the date on which particular question is posted to be replied on the floor of the House. In case of necessity for postponement, the request for postponement should also be made at least 48 hours before the question hour. Replies must be framed and prepared after fully understanding the nature and scope of the question and anticipating the supplementaries. Answers should be precise and to the point. The notes for supplementaries should give all relevant background and connected details. Needless to say, the approval of the Administrative Secretary and the Minister concerned should be obtained before the replies are sent to the Legislative Assembly. Heads of Departments should ensure that materials for answering replies are sent well in time to Secretariat Departments. It will be the personal responsibility of the Secretary of the Department concerned to ensure that all Assembly Questions are replied to in time and that the replies are prepared properly and correctly. Incidentally, it may be noted that the request for postponement of Questions as far as possible should be avoided and only in cases of absolute necessity postponement of Questions may be resorted to.

4. It is further instructed that all Heads of Departments shall be present in the Legislative Assembly, when the questions relating to their departments are taken up. They should carefully follow the debate and help the Minister with adequate materials to answer.

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5. It is also expected that in respect of questions touching on matters which are likely to have wider repercussions, the file would be submitted to the Minister through the Chief Secretary to Government.

6. The Secretaries to Government and Heads of Departments are specifically instructed that they shall be present in the Officers' Gallery of the Legislative Assembly till the completion of zero hour so as to furnish necessary answers to the Ministers in the matters raised during the zero hour.

7. The representatives of the Departments should apprise the Secretaries of all important developments during the day. The Secretaries in-turn should also send a brief note on important issues to the Chief Secretary for information.

8. Further, all Secretaries / Heads of Departments and Offices including Officials of Public Sector Undertakings are strictly instructed to keep their cell phones in '**silent mode**' or '**switch off**' their cell phones while they are present in the Officers' Gallery of the House.

9. The receipt of this Circular may kindly be acknowledged.

RAJEEV VERMA  
CHIEF SECRETARY TO GOVERNMENT

To

1. The Commissioner-cum-Secretary/ All Secretaries / Special Secretary to Government, Puducherry.
2. The Private Secretary to Lieutenant Governor, Puducherry.
3. The Special Resident Commissioner – Pondicherry Govt. Guest House, New Delhi.
4. All Secretariat Departments / Heads of Departments / Offices.
5. The Collector, Puducherry / Karaikal.
6. The Regional Administrator, Mahe / Yanam.

Copy to:

1. The Secretary, Legislative Assembly Secretariat, Puducherry.
2. The Officer on Special Duty to Chief Minister/The Private Secretary to Speaker, Puducherry.
3. The Private Secretary /OSD to all Ministers, Puducherry.
4. The Senior P.A. to Deputy Speaker, Puducherry.
5. The Jr. P.A. to Parliamentary Secretary to Chief Minister / Government Whip, Puducherry.
6. The Private Secretary to Chief Secretary, Chief Secretariat, Puducherry.

/ BY ORDER /



(M.V.HIRAN)

UNDER SECRETARY TO GOVERNMENT