

GOVERNMENT OF PUDUCHERRY  
CONFIDENTIAL AND CABINET DEPARTMENT

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No.H.11014/2/87/DPAR/CCD -1

Puducherry dated 06.03.2020

**I.D. NOTE**

Sub: Public Services-Official dealings with the Administration and Members of Parliament and State Legislatures- Observance of proper procedures- Reg.

Ref: Office Memorandum No.F.11013/4/2018-Estt.A-III dated 10.02.2020 of the Department of Personnel & Training, Establishment Division, Ministry of Personnel, Public Grievances and Pensions, New Delhi.

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Copy of the Office Memorandum under reference cited on the subject mentioned above along with its enclosures is transmitted herewith for information and strict compliance.

/ BY ORDER /

  
(M. KANNAN) 060320

UNDER SECRETARY TO GOVERNMENT

Encl: As stated.

To

1. The Development Commissioner/Commissioners-cum Secretaries/ Secretaries to Government/Special Secretary to Government, Puducherry.
2. The Secretary to Chief Minister, Puducherry.
3. The District Collector, Puducherry/ Karaikal.
4. The Private Secretary to Lt. Governor, Puducherry.
5. The Secretary, Legislative Assembly Secretariat, Puducherry.
6. The Regional Administrator, Mahe/Yanam.
7. All Secretariat Departments/All Heads of Departments/Offices.
8. The Private Secretary to Chief Secretary, Puducherry.
9. All Local Bodies/Public Sector Undertakings/Autonomous Bodies, Puducherry/Karaikal/Mahe/Yanam.
10. Stock file.

F. No. 11013/4/2018-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
Establishment Division

North Block, New Delhi  
Dated 10<sup>th</sup> February, 2020

**OFFICE MEMORANDUM**

Subject: Official dealings between the Administration and Members of Parliament and State legislatures - Observance of proper procedure.

The Members of Parliament and State Legislatures, as the accredited representatives of the people, occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/ Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interviews with the officers.

2. The guidelines concerning official dealings between Administration and Members of Parliament and State Legislatures have been issued by the Ministry of Personnel, Public Grievances and Pensions and being reiterated from time to time. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated from time to time. However, keeping in view the instances of occasional non-observance of the above guidelines, a need was also felt by the Committee of Privileges of the Lok Sabha for consolidating and reiterating the existing instructions. Accordingly, revised comprehensive guidelines were issued by this Department vide Office Memorandum No. 11013/4/2011-Estt.(A) dated 1<sup>st</sup> December 2011 (copy enclosed). A copy of former Secretary (P)'s D.O. No. 11013/4/2011-Estt.(A) dated 9<sup>th</sup> October, 2012, O.M. No. 11013/2/2012-Estt.A dated 19.11.2014, O.M. of even No. dated 7.02.2018 and 11.10.2018 reiterating the said instructions are also enclosed for ready reference.

3. Instances have come to the notice of this Department on violation of Protocol Norms laid in the guidelines. Therefore, all the Ministries/ Departments are once again requested to ensure that instructions issued through aforementioned communications are followed by all officials concerned, both in letter and spirit. Violation of these guidelines will be viewed seriously.

Contd..

3. Chief Secretaries of all States/ UTs are also requested to circulate these instructions to all State Government officials at the State/ Division and District levels and sensitize them with regard to their duties and obligations in so far as the movement of Members of Parliament in general and more particularly during Parliament sessions. It is also requested to periodically review implementation of these instructions.

4. Hindi version will follow

  
(Umesh Kumar Bhatia)  
Deputy Secretary to the Government of India  
Tel: 011-23094471

Encl: As above.

To

1. The Secretaries of All Ministries/Departments (as per the standard list)
2. Chief Secretaries of all States/UTs (as per the standard list)

Copy to:

1. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
2. PSO to Secretary (P)/Sr. PPS to Establishment Officer/Sr. PPS to AS (SRK), PPS to AS (LR)/PPS to AS (SC)
3. All Divisional Heads of DOPT
4. All Under Secretaries/Section Officers of DOPT
5. NIC, Department of Personnel & Training, North Block, New Delhi [ for uploading the same on the website of this Ministry under the Head Notifications >> OMs & Orders >> Establishment >> CCS (Conduct) Rules & What's New]
6. Hindi Section, DoP&T

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(S. MURUGESAN)  
SUPERINTENDENT (CCD)