



प्रेषक / From :

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To :

सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार द्वारा जारी किये गए निम्नलिखित कार्यालय ज्ञापनों को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है।

I am directed to forward herewith the following Office Memoranda issued by the Government of India for your information, guidance and compliance.

क्रम सं. Sl. No.	कार्यालय ज्ञापन सं. / Office Memorandum No.	विषय / Subject
1	Govt. of India, MoF, Dept. of Expenditure, OM No. 1/70/2012-13/MC/03 dated 09.01.2018	Revised time frame for preparation/submission of Action Taken Replies (ATRs) on recommendations contained in the PAC reports.
2	Govt. of India, MoPPG&P, Dept. of Administrative Reforms & Public Grievances, OM No. 48013/02/2016-O&M dated 29.12.2017	Timely replies to letters received from Members of Parliament – reg.

The Competent Authority has emphasized the need to strictly adhere to the time frame as mentioned in the above Office Memoranda.

भवदीय/Yours faithfully

(विनोद कुमार/ Vinod Kumar)
अवर सचिव (नीति प्रभाग)/ US(PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- 1) आई.टी. प्रभाग प्रमुख वेबसाइट और पॉलिसी रिपॉजिटरी पर इस परिपत्र को उपलब्ध कराने के अनुरोध के साथ / Head, IT Division with the request to make this Circular available on the website & Policy Repository.
- 2) कार्यालय प्रति/Office copy.

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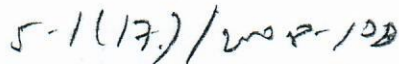
A. Existing Time Frame for preparation/submission of ATRs on PAC Reports.

S. No.	Nature of Process	Time Limit (In Weeks)
01.	Issuance of Report to Ministry/Department after it is presented in Parliament by PAC Branch.	2
02.	Draft ATR to be sent to audit for vetting.	9
03.	ATR returned by Audit after vetting.	4
04.	Revised ATR to be submitted to audit by Ministry/Department in case where audit has raised some observation.	4
05.	ATR returned to the Ministry/Department by audit after vetting (S.No.4 above).	2
06.	Final ATR to be submitted by Ministry/Department to PAC Branch.	2
	Total time to complete the whole process of preparation and submission of ATR.	23 Weeks.

B. Revised Time Frame for preparation/submission of ATRs on PAC Reports

S.No.	Nature of Process	Time Limit (In Days)	Cumulative Time frame from start of ATR process cycle (No. Of Days)
01	Uploading of PAC paras on APMS portal by PAC Branch after tabling in Parliament.	10	10
02	Preparation of draft ATR and its submission to audit by the Ministries/Departments.	120	130
03	Vetting of ATR by Audit.	30	160
04	Preparation of final ATR and its submission to PAC Branch by Ministries/Departments.	20	180

Note: Revised time frame have been prepared for maximum duration of 180 days, generally prescribed by PAC for submission of ATRs. However, time frame as separately prescribed by PAC in their reports would be applicable for that report.



Government of India

Ministry of Personnel, Public Grievances and Pensions
Department of Administrative Reforms & Public Grievances

5th Floor, Sardar Patel Bhawan, Sansad Marg,
New Delhi, dated 29th December, 2017.

OFFICE MEMOORANDUM

Subject:- Timely replies to letters received from Members of Parliament—reg.

This Department on various occasions has impressed upon adherence to guidelines on the issue of responding to the letters received from the Members of Parliament.

2. Guidelines laid down in the Central Secretariat Manual of Office Procedure (CSMOP) for handling the communications received from Members of Parliament specify that such communications should be attended to promptly and acknowledged within 15 days, followed by a reply within the next 15 days. In cases where delay is anticipated an interim reply should be given indicating the possible date of reply. This is to ensure that prompt attention is given to the communications received from Hon'ble Members of Parliament.

3. In almost all the Parliament Sessions, this Department is questioned on the delay in sending the replies to the letters received from the Members of Parliament and non adherence to the instructions of the CSMOP.

4. Given the sensitivity of the issue, it is requested that suitable instructions may be issued to the officials of the Ministry/Department to ensure prompt action on this. It is also requested that a e-monitoring mechanism be set up for effective disposal of VIP references.


(SMITA KUMAR)

Joint Secretary to the Government of India
Ph. 23360208

To,

The Secretary,
D/o Scientific Industrial Research,
Technology Bhavan,
New Mehrauli Road, New Delhi.

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S. P. (PD)
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