



सां/No.: 5-1(17)/2008-PD

दिनांक/Dated: 17.11.2017

प्रेषक / From:

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To :

सी.एस.आई.आर के सभी राष्ट्रीय प्रयोगशालों/संस्थाओं/इकाईयों के निदेशक/प्रमुख
The Directors/Heads of all National Labs./Instts./Units of CSIR

महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार के निम्नलिखित अर्ध शासकीय पत्र को जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है।

I am directed to forward herewith a copy of the following D.O. letter for information, guidance and compliance.

क्र.स. Sl.No.	अर्ध शासकीय पत्र / D.O. letter	विषय / Subject
01	सचिव, भारत सरकार, कार्मिक और प्रशिक्षण विभाग, कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय, का अर्ध शासकीय पत्र सं. I-28011/37/2017-Coord (Vol.VI) दिनांक 11.09.2017 Secretary, Government of India, DoPT, MoPPG&P DO No. I-28011/37/2017-Coord (Vol.VI) dated 11.09.2017	संसद सदस्यों से प्राप्त संचारों के संचालन संबंधी निर्देश Instructions on handling of communications received from Members of Parliament - reg

भवदीय/Yours faithfully,

-विनीत कुमार

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

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- 1) Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- 2) कार्यालय प्रति/Office copy

No. A-60011/03/2015-Estt.(Vol.II)
Government of India
Ministry of Science and Technology
Department of Scientific and Industrial Research

Technology Bhawan,
New Mehrauli Road,
New Delhi-110016.

Dated the 20th September, 2017

1. Director General
Council for Scientific and Industrial Research,
2, Anusandhan Bhawan, Rafi Marg, New Delhi.
2. Chairman-cum-Managing Director
National Research Development Corporation
20-22, Zamrudpur Community Centre
Kailash Colony Extension, New Delhi-110048
3. Chairman-cum-Managing Director
Central Electronics Ltd.
4, Sahibabad Industrial Area, Sahibabad-201010 (UP)
4. Director General
Consultancy Development Centre
Core IV B, II Floor
India Habitat Centre, Lodhi Road, New Delhi-110003

Subject: Instructions on handling of communications received from Members of Parliament.

Sir,

I am directed to forward herewith a D.O. letter No. I-28011/37/2017-Coord (Vol. VI) dated 11th September, 2017 from Shri Ajay Mittal, Secretary, DoPT on the above mentioned subject for information and strict compliance.

Encls. As above.

Yours faithfully

Kuldeep Kumar
(Kuldip Kumar)

Under Secretary to the Govt. of India
Tele: 26528472

Copy to:
All Officers/Officials, DSIR



अजय मिश्र, भा.प्र.से.

AJAY MITTAL, IAS
SECRETARY



सत्यमेव जयते

भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लॉक, नई दिल्ली-110001
GOVERNMENT OF INDIA

DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
AND PENSIONS

NORTH BLOCK NEW DELHI-110001

11th September, 2017

D.O.No I-28011/37/2017-Coord (Vol.VI)

Dear Secretary,

I am writing to apprise you that in the recent interaction of Hon'ble Prime Minister with the Members of Parliament (MPs), the following has been observed:

“कुछ मंत्रियों को छोड़कर पत्र की कार्यवाही की जानकारी नहीं दी जाती।

इस पर ध्यान देने की आवश्यकता है।”

2. As you are aware that the Central Secretariat Manual of Office Procedure (CSMOP) lays down the procedures for handling letters received from the Members of Parliament. The CSMOP provides that each communication received from the Members of Parliament will be acknowledged within 15 days, followed by reply within the next 15 days of acknowledgement sent.

3. Therefore, I would be grateful, if the officials working under your Ministry/ Department could suitably be sensitized on the issue and advised to send prompt reply to the letters received from the Members of Parliament. A mechanism may be set up for effective use of e-Office for tracking the references received from Members of Parliament.

With regards

Yours sincerely,

(Ajay Mittal)

Pl circulate
to all including
organisations under
DOR

To

Secretaries to all Ministries / Departments,
Government of India.



सूचना
का अधिकार

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टेली/Tel.: 23094848 टेलीफैक्स/Tel/fax : 23094848