



सां/No.: 5-1(17)/2008-PD

दिनांक/Dated: 26.08.2016

प्रेषक / From:

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

सेवा में / To :

The Directors / Heads of all  
National Labs./Instts. of CSIR  
Hqrs./Complex/Centres/Units

महोदय/Sir / महोदया/Madam,

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

I am directed to forward herewith following DO Letter for information, guidance and compliance.

क्रम सं. Sl. No	अर्धसरकारी पत्र सं. / DO Letter No.	विषय/ Subject
1	DO No. 48013/03/2014-O&M dated 21.07.2016 from Joint Secretary, Dept. of Administrative Reforms & Public Grievances, MoPPG&P.	Compliance of guidelines mentioned in Para 63 and 66 on the Central Secretariat Manual of Office Procedure (CSMOP) for handling letters received from members of Parliament - reg.

भवदीय/Yours faithfully,

(विनोद 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 DO Letter on the website & Policy Repository.
- 2) कार्यालय प्रति/Office copy

किरण पुरी  
KIRAN PURI

संयुक्त सचिव  
JOINT SECRETARY



भारत सरकार,  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,  
प्रशासनिक सुधार और लोक शिकायत विभाग,  
सरदार पटेल भवन, संसद मार्ग,  
नई दिल्ली-110001

GOVERNMENT OF INDIA  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS,  
DEPARTMENT OF ADMINISTRATIVE REFORMS  
& PUBLIC GRIEVANCES,  
SARDAR PATEL BHAVAN, SANSAD MARG,  
NEW DELHI-110001

D.O.No.48013/03/2014-O&M

Dated: 21<sup>st</sup> July, 2016

Dear Joint Secretary

The Department of Administrative Reforms & Public Grievances (DAR&PG) has on various occasions impressed upon all the central Ministries/Departments that guidelines mentioned in Para 63 and 66 on the Central Secretariat Manual of Office Procedure (CSMOP) for handling letters received from Members of Parliament should be scrupulously followed. It stipulates that each communication received from Members of Parliament will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.

2. In almost all the Parliament Sessions, this Department is questioned on the delay in sending replies to letters received from the Members of Parliament and non adherence to the instructions of the CSMOP. In the past also Secretary General of both Rajya Sabha and Lok Sabha have expressed concern in the matter.

3. As the Monsoon Session of the Parliament is ensuing, I shall be grateful if the officials working in your Ministry/Department are suitably sensitized on the issue and are advised to send prompt reply to letter written by Members of Parliament.

JUL 2016

*With regards*

Yours sincerely

*K.Puri*

(Kiran Puri)

To

All Joint Secretaries of all Central Ministries/Departments (List attached)



Please Visit our Website : <http://darpg.gov.in>, <http://goicharters.nic.in>

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