

1058  
23/1

कार्यालय रक्षा लेखा महानियंत्रक, उलान बतार रोड, दिल्ली छावनी-10  
Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt - 10

No. AN/III/3012/Circular Vol-VII

Dated 23.02.2017

To,

All PCsDA/PCA (Fys)/PIFAs  
CsDA/CsFA (Fys)/ IFAs/RTCs  
(Through CGDA Website)

Subject: Adherence to the guidelines pertaining to the references received from the Members of Parliament (MPs).

\*\*\*\*\*

A copy of DO letter dated 26.12.2016 from Dr. Jitendra Singh, Minister of State for Prime Minister's Office to Shri Manohar Parrikar, Hon'ble Union Minister of Defence, on the above subject received through MoD(Fin) Budget-II ID No. 229(1)/2016/B-II dated 08.02.2017 is forwarded herewith for information and compliance please.

In this context, it is also stated that as per guidelines laid down in the Central Secretariat Manual of Office Procedure, communications received from the MPs should be attended promptly and acknowledged within 15 days followed by a reply within the next 15 days of the acknowledgement sent. In case where delay is anticipated, an interim reply should be given, indicating the possible date for a final reply.

This issues with the approval of CGDA.

  
(R N Saini)  
For CGDA

Copy to:

- 1.All Section in HQrs office For information and strict compliance please.
2. IT & S Wing (Local) With a request to upload on CGDA website.

Sd/-  
(R N Saini)  
Sr.AOA(N)


Ministry of Defence (Finance)  
Budget-II

\*\*\*

Subject: Adherence to the guidelines pertaining to the references received from the Members of Parliament (MPs).

D(O&M) vide MoD ID No. 36(7)/2014-D (O&M) dated 31.01.2017 has forwarded a letter of Dr. Jitendra Singh, Minister of State for Prime Minister's Office D.O No 48013/2/2016-O&M dated 26.12.2016 on the above subject for information/perusal. The same is forwarded for information and compliance.

Encl: As above.

  
(Arun Kansal)  
AFA (Budget-II)

All Addl. FAs & JS, CGDA

MoD (Fin) ID No. 229(1)/2016/B-II dated 08<sup>th</sup> February, 2017



86  
12

Ministry of Defence  
D(O&M)

Subject: Adherence to the guidelines pertaining to the references received from the Members of Parliament (MPs).

A copy of the D.O. No. 48013/2/2016-(O&M) dated 26.12.2016 from Dr. Jitendra Singh, Minister of State for Prime Minister's Office is enclosed for kind information and strict compliance.

Encl. As above.

*MB*  
*31/1/2017*

(Manisha Bhatnagar)  
Deputy Secretary (MIS)  
T: 23013416

All JSs/Addl.FAs/ Dir/DS in the Ministry of Defence  
MoD ID No. 36(7)/2014-D (O&M) dated 31<sup>st</sup> Jan 2017.

*06/02*

*in (Min/Def) // 16*  
*7.2.17*

*6/2*

*Dir (B-4)*  
*Mfandale*  
*7.2.2017*

*AFA (B II)*

*circulate to*  
*Addl. FAs & CCDA*

*ABP*  
*8/2/2017/mf*  
*157/217/mf*  
*8/2/17*  
*MS*  
*8/2/17*

डॉ० जितेन्द्र सिंह

राज्य मंत्री (स्वतंत्र प्रभार),  
उत्तर पूर्वी क्षेत्र विकास मंत्रालय ;  
राज्य मंत्री, प्रधान मंत्री कार्यालय,  
कार्मिक, लोक शिकायत एवं पेंशन मंत्रालय,  
परमाणु ऊर्जा विभाग तथा अंतरिक्ष विभाग,  
भारत सरकार



**Dr. JITENDRA SINGH**  
Minister of State (Independent Charge),  
Ministry of Development of North Eastern Region;  
Minister of State, Prime Minister's Office,  
Ministry of Personnel, Public Grievances and Pensions,  
Department of Atomic Energy and Department of Space,  
Government of India

Respected Shri Manohar Parrikar ji,

This is regarding adherence to the guidelines on the issue of responding to letters received from the Members of Parliament (MPs).

- Guidelines laid down in the Central Secretariat Manual of Office Procedure (CSMOP) for handling the communications received from the MPs specify that such communications should be attended promptly and acknowledged within 15 days, followed by a reply within the next 15 days of the acknowledgement sent. In cases where delay is anticipated, an interim reply should be given, indicating the possible date for a final reply. This is to ensure that prompt attention is given to the communications received from the MPs. Guidelines further specify that appropriate record should be maintained and monitored in respect of communications received from the MPs.
- The Prime Minister's Office has been receiving references from some of the MPs that they are not receiving timely acknowledgement and responses from the Ministries/ Departments in response to their letters. I would be grateful, if you could issue suitable instructions to ensure prompt reply to the letters of the MPs and also like to consider setting up of a mechanism to periodically monitor progress in disposal of references received from the MPs. In this regard, it is also suggested that all letters received from the MPs should be immediately scanned and uploaded in e-office. This system will facilitate electronic monitoring of disposal of letters received from the MPs.

With best regards,

Yours sincerely,

*J/S*  
26.11.16  
(Dr. Jitendra Singh)

Shri Manohar Parrikar  
Hon'ble Union Minister of Defence  
Government of India  
South Block  
New Delhi

Ps (RM)

Reply / Instruct