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भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No.18/1/2022-Admn.

Dated: 16.3.2022.

To,

The Directors/Directors-in-Charge of
permanent Institutes/Centres of ICMR.

Subject: Procedure/Instructions for handling Parliamentary Work-reg.

Sir/Madam,

I am directed to refer a copy of note dated 07.3.2022 received from MoS (HFV), Ministry of Health & Family Welfare, forwarded therewith a copy of OM No. H.110216/2021-Parlt. dated 18th November, 2021 issued by the Ministry of Health and Family Welfare, Parliament Section, New Delhi on the subject cited above for information and compliance.

Yours faithfully,

(Jagdish Rajesh)
Assistant Director General (Admn.)

Encl: As above

Copy to:-

1. PS to DG/PS to Addl. DG/PS to Sr. DDG (A)/PS to Sr. FA
2. All Divisional Heads
3. DDG(A)
4. ADG(A) /ADG(F)
5. Dr. L.K.Sharma, Scientist 'E' – soft copy of the same has been mailed at your email ID(sharma.lk@icmr.gov.in) for website upload



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Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

संख्या-18 / 1 / 2022-प्रशासन-11

दिनांक -16.3.2022.

सेवा में,

आईसीएमआर के सभी स्थाई केन्द्रों/संस्थानों के
निदेशक/प्रभारी निदेशक

विषय:- संसदीय कार्य के संचालन के लिए प्रक्रिया/अनुदेश-के संबंध में ।

महोदय/महोदया,

मुझे उपरोक्त विषय पर स्वास्थ्य एवं परिवार कल्याण मंत्रालय के एम ओ एस
(एच एफ डब्ल्यू) से प्राप्त नोट दिनांक 7.3.2022 जिसके साथ कार्यालय ज्ञापन संख्या एच.
110216/2021-संसद, दिनांक- 18.11.2021, जो कि स्वास्थ्य एवं परिवार कल्याण मंत्रालय के
संसद अनुभाग, नई दिल्ली द्वारा उपरोक्त विषय पर सूचना एवं अनुपालन करने हेतु भेजने का
निदेश हुआ है ।

भवदीय

(Handwritten signature)

(जगदीश राजेश)

सहायक महानिदेशक (प्रशा.)

अनुलग्नक - उपरोक्त

प्रतिलिपि:-

- 1 महानिदेशक/अपरमहानिदेशक/वरि.उपमहानिदेशक/वरि.वित्त सलाहकार के निजी सचिव
- 2 सभी प्रभाग प्रमुख
- 3 उपमहानिदेशक (प्रशा.)
- 4 सहा.महानिदेशक (प्रशा.)/ सहा.महानिदेशक (वित्त)
- 5 डॉ. एल के शर्मा, वैज्ञानिक-ई-इसकी सॉफ्ट कापी वेबसाइट अपलोड के लिए आपकी
ईमेल आई डी)sharma.lk@icmr.gov.in) पर भेज दी गई है ।

Office of the Minister of State
Receipt No./Diary No./FTS. No. 2557938
Date 07/03/22
Nirman Bhawan, New Delhi

Sc (A chm B)

9/3

PARLIAMENT MATTER
MOST URGENT

Ministry of Health and Family Welfare

It has been observed that files related to Parliament Question are not received well in time in my office despite the instructions issued vide OM dated 18th November, 2021. Due to this delay, my office faces difficulties to get the files approved, after proper discussion wherever required, before returning the same to the concerned Divisions/Sections for submission to the Parliament Section.

Keeping in view of the above, it is instructed to issue appropriate instructions to concerned officer and also keep monitoring on the movement of the files related to Parliament Question

BPw

(Bharati Pravin Pawar)
MoS (HFW)

07.03.2022

Secretary (HFW)

Secretary (DHR)

urgent

JS(GN)/JS(AN)/LFA/ADG

BB

5756
10/3/22

U.1102.16/2021-Parlt.
Government of India
Ministry of Health and Family Welfare
Parliament Section

Nirman Bhawan, New Delhi
Dated the 18 November, 2021

OFFICE MEMORANDUM

**SUBJECT: PROCEDURE/INSTRUCTIONS FOR HANDLING PARLIAMENTARY
WORK-REG**

The undersigned is directed to refer to the above mentioned subject and to say that during Parliament Sessions, the Parliament Section receives large number of notices of Parliament Questions from Lok Sabha and Rajya Sabha Secretariat and difficulties, at times, are being experienced in distributing these notices to various sections. Parliament Section also receives references from Sections about proper marking of Parliament Questions on various subjects. While marking notices of Parliament questions on the basis of allocation of work allotted to various sections, utmost care is taken by Parliament Section.

It is observed that sections are reluctant to accept advance notices/questions in cases where more than one Section is involved. This results in difficulties in distribution of the notices. It has now been decided by the competent authority to strictly follow the instructions as under:

1. No Section shall refuse to accept notice/question marked to them by Parliament Section. On a disputed notice/question, particular section must give proper reason in writing for not accepting. On a disputed notice/question, the decision of Additional Secretary (Parliament) shall be treated as final and no division will send back the notice/question to Parliament Section.
2. If a particular Section comes to a conclusion that a particular notice/question marked by Parliament Section pertains to another Section, the said notice/question shall be transferred to the concerned Section with the approval of the Divisional Head along with the reason/justification for transferring the question under intimation to Parliament Section. In case the transferred notice/question is accepted by the Divisional head of other Section, then it will be the sole responsibility of that Division/Section concerned to handle the said question. In case, receiving authority feels that it was transferred without quoting any reference/justification, the Divisional

1

Heads may seek intervention of Secretary (Health) in deciding the division to handle the question. Any such direction by Secretary (Health) will be used as precedence for future notices of Parliament Questions.

3. Marking of notices/questions pertaining to various sections will be as under:

- (i) The Section concerned with part (a) of the Question will primarily handle the Question and co-ordinate with other sections, if necessary.
- (ii) In case the Coordination section feel that a particular notice/question on matter of miscellaneous nature is to be dealt by a particular section, this will be transferred to them with the approval of their Divisional Head, under intimation to Parliament Section.

4. If the subject matter of the question does not pertain to the Ministry, the Division which is in receipt of the notice/question would immediately transfer the question to concerned Ministry/Department at Joint Secretary level under intimation to Parliament Section and obtain acceptance of the notice from the concerned Ministry. Intervention at Secretary Level may also be sought, if required. The question should not be sent back to Parliament Section.

5. In case the Division feels that a question should not be admitted for some reasons, a communication to this effect may be sent to Lok Sabha / Rajya Sabha Secretariat citing grounds and the exact rule under which disallowance of admission of the question is requested, under intimation to Parliament Section.

6. As per the guidelines of the Lok Sabha and Rajya Sabha Secretariat, final replies of the Questions should be uploaded on their respective websites by 3:00 PM one day prior to the Question day. It may be ensured that all the files related to admitted Parliament Questions should reach Hon'ble Minister/ Minister of State **two days before the question day.**

7. Admissibility/ submission of Facts to Lok/ Rajya Sabha:


It has been noticed that Lok Sabha/ Rajya Sabha Sectts. call for facts for certain Questions for deciding the admissibility or otherwise of the Question. But the facts are not furnished on time as a result of which Questions, which ought not to be admitted even as Un-starred Questions, are admitted and some time admitted as a Starred Question. All the Divisional Heads may please ensure that factual information relating to the question addressed to them by the Rajya Sabha/

Lok Sabha Secretariat is furnished at the earliest. Whether or not Lok Sabha or Rajya Sabha Secretariat asks for facts, the admissibility should be examined with reference to the rules and the matter should be taken up with Lok Sabha or Rajya Sabha Secretariat immediately.

8. The Section in-charge of the Section dealing with the questions should submit the soft copy of the reply and Annexure, if any, to the Parliament Section Immediately after draft reply is approved by MOS:HFM.

9. The branch concerned shall also provide to the Hindi division the draft reply as soon as the file is approved by JS/AS concerned to give Hindi division adequate time for the translation purpose. **Branch concerned shall also ensure, once the reply is approved by HFM/MOS, that the requisite changes have been carried out in the final Hindi version of the reply.**

This issues with the approval of Secretary (H & FW)


(KIRANJIT S NAGI)
ADVISED (PARLT.)
23062311

To

All the Officers of the Ministry of Health & Family Welfare

Copy for information to:

1. PS to the Hon'ble Minister of Health and Family Welfare
2. PS to the Hon'ble Minister of State in the Ministry of Health and Family Welfare
3. Sr. PPS to Secretary (Health)/Secretary(DHR)

