

No. Z.28013/2/2010 HR
Government of India
Ministry of Health & Family Welfare
Department of Health Research

Nirman Bhawan, New Delhi.
Dated the 17 July, 2010.

To
The Director General,
Indian Council of Medical Research,
Ansari Nagar,
New Delhi.

Subject: Guidelines for dealing the letters/communications
received from the Members of Parliament- regarding.

Sir,

I am directed to forward herewith this Ministry's
Coordination Section's O.M. No. Z.17016/2/2010-Cdn-1 dated
28th June, 2010 alongwith enclosures on the subject mentioned
above for information/ compliance.

J.S. (se) Chandras(A), ICMR 6/12/10
for A.S. (se) II
T.M.M. Yours faithfully,
(MOHD. SALEEM)
UNDER SECRETARY TO THE GOVT. OF INDIA
TELE.NO.23061986

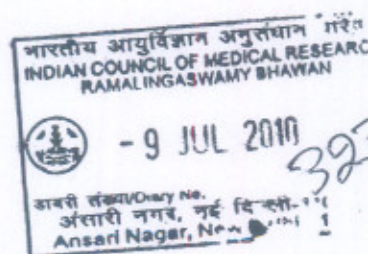
Encls: As above

P.C. to D.G.

DG, ICMR Office
Dy. No. 723
Dt. 12/7/10

S.A.O. (Adm-II)
J.P.S.
13/7/10

Dr. Mehmeha 14/7



1480
19/7/10

No.Z-17016/2/2010-Cdn-I
Government of India
Ministry of Health & Family Welfare
(Coordination - 1 Section)

Nirman Bhavan, New Delhi- 110 108
Dated: June 28, 2010

OFFICE MEMORANDUM

Sub: Guidelines for dealing the letters/communications received from the Members of Parliament - regarding.

The undersigned is directed to circulate a copy of the D.O. letter No. 1/48/9/2010-Cab. dated 16.6.2010 received from Cabinet Secretariat on the above mentioned subject for information and appropriate action accordingly.

2. It is further requested that this circular may be given wide publicity and circulated to all subordinate offices, organizations, autonomous bodies, agencies etc. under the control of your Division.

(Raj Singh)

Under Secretary to the Government of India

Encls: As above

To

DG, DGHS

JS(PH)/ JS(HR)/JS(R)/ JS(P)/ JS(Proct)/
JS(A)/JS(NCD)/JS(RCH)/JS(BN)/ED(JSK)/CCA/EA

All Autonomous Bodies

Dy. Director (Prem Prakash) with the request to circulate it to all concerned.

Technical Director, NIC, Nirman Bhawan, New Delhi.

JS(SP)-DHP
24/7/10

6
8/7

ADG(A) II

Sr. DCA/PA

PS/DG

2. FA/240/10
8-7-2010

Dy. No. 1434 Adm II
12/7/10

ICMR Office
Date: 7.9
8/7/10
S.A./Adm-II
JPL
08/10/2010

in memorandum
27/7/10

भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH
RAMALINGASWAMY BHAWAN
- 7 JUL 2010
जबरी संख्या/Diary No.
अंसारी नगर, नई दिल्ली-110029
Ansari Nagar, New Delhi-110029

29/7
S.O. Adm

1281

OFFICE OF JS (SG)
Dy. No. 4020
Date: 22/6



अपर सचिव
मंत्रिमण्डल सचिवालय
राष्ट्रपति भवन, नई दिल्ली-11000
ADDITIONAL SECRETARY
CABINET SECRETARIA
RASHTRAPATI BHAWAN
NEW DELHI - 110004

DR MRUTYUNJAY SARANGI

Tel: 2301 2697

D.O. No. 1/48/9/2010-Cab.

Dear Secretary,

O/o A.S. (RD)
Dy. No. 2-1136/10
Date 21/6

June 16, 2010

Director (AF)
3857
24/6/10

As you are aware, detailed guidelines have been laid down in the Manual of Office Procedure for dealing with letters/communications received from the Members of Parliament. These guidelines have also been reiterated from time to time for ensuring strict compliance.

2. I wish to inform you that instances have been brought to the notice of the Prime Minister where the existing guidelines are not being followed scrupulously by the Chairman-cum-Managing Directors (CMDs) and General Managers (GMs) of the nationalized banks. Further, there has been unusual delay in acknowledging and replying such communications in some cases. Very often the replies are being sent at very junior levels, disregarding the guidelines and the protocol.

3. May I, in view of the above, request that all the heads of the attached and subordinate offices, organizations, autonomous bodies, agencies under the administrative control of your Ministry/Departments including the CMDs of nationalized banks, insurance companies etc. be advised to strictly comply with the laid down guidelines/instructions and ensure prompt handling of such references at appropriate levels.

4. I shall be grateful if you could advise me of the action taken in the matter.

Yours sincerely,

(Dr. Mrutyunjay Sarangi)

AS (SG) 21/6
JS (SG) 21/6
Dir (SG) 21/6
21/6
21/6