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# भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)  
वी. रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110 029

DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)  
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI - 110 029

CIRCULAR NO. 30 of 2010

No.18/37/2010-Admn-II

Dated: 18/06/2010

To,

The Directors/Director-in-Charge  
of all permanent Institutes/Centers  
of the Council.

**Subject:** Central Secretariat Manual of Office Procedure (CSMOP)

Sir/Madam,

I am directed to send herewith a copy of DO No. 21013/1/2010-O&M dated 31.05.2010 on the subject mentioned above received from Ministry of Personnel, Public Grievances & Pensions, New Delhi for your information and necessary action.

Yours faithfully,

( B.P. SINGH )

Sr. Administrative Officer  
for Director General



मानक लोक शिकायत आ प्रश्न विचार  
 प्राथमिक 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

धुंद विजय सिंह, आई.ए.एस.  
 DHRL /JAI SINGH, IAS  
 विशेष सचिव  
 SPECIAL SECRETARY

145  
 11-6-2010

D.O.No. 21013/1/2010-O&M

Dated the 31 May, 2010

Dear Dr. Katoch,

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.

2. It has come to our notice that the provisions contained in CSMOP in this regard are not being properly adhered to and a number of complaints have been received in this regard.

3. I would be very grateful, if the officials working under your Ministry/Department could be suitably sensitized on the issue and advised to send prompt reply to the letters received from the Members of the Parliament.

With regards,

JSCSP  
 Dr. D. Anandhagan  
 DHE/Conducts  
 ICNR  
 Dr. Lalit Kaul  
 S.G.  
 8/6/10

Yours sincerely  
  
 (D.V. Singh)

Dr. V.M. Katoch  
 Secretary  
 Department of Health Research  
 ICMR, Ansari Nagar  
 Ring Road,  
 New Delhi-49

Reply & cos to all letters from  
 ICNR since  
 8/6/10