



भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH
स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)
DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)

वी. रामलिंगस्वामी भवन, अन्सारी नगर, पोस्ट बॉक्स 4911, नई दिल्ली-110 029
V.RAMALINGASWAMI BHAWAN, ANSARI NAGAR, POST BOX-4911, NEW DELHI-110029

संख्या 18/1/2018-प्रशासन-2

दिनांक 3.5.2018.

सेवा में,

निदेशक/प्रभारी निदेशक
परिषद के सभी स्थाई केन्द्र/संस्थान

Subject : Timely replies to letters received from ex-Members of Parliament-reg.

मुझे उपरोक्त विषय पर कार्यालय ज्ञापन संख्या 13011/01/2018 ओ एण्ड एम दिनांक 16.4.2018 जो कि उपरोक्त विषय पर कार्मिक, लोक शिकायत एवं पेंशन मंत्रालय, प्रशासनिक सुधारों और सार्वजनिक शिकायतों के विभाग, नई दिल्ली द्वारा जारी किया गया है को सूचनार्थ एवं आवश्यक कार्रवाई हेतु भेजने का निदेश हुआ है।

भवदीय,

भारत भूषण
4/5/18
(भारत भूषण)

वरिष्ठ प्रशासन अधिकारी
कृते महानिदेशक

अनुलग्नक: उपरोक्त

प्रतिलिपि:-

1. निजी सचिव, महानिदेशक/ अपर महानिदेशक/वरिष्ठ उपमहानिदेशक/वरिष्ठ वित्त सलाहकार
2. तकनीकी प्रभागों के प्रमुख
3. निजी सचिव, उपमहानिदेशक
4. सहा. महानिदेशक (प्रशासन) (अ.ख.) / (आर.आर.)
5. प्रमुख (आई आर एस एम)- उपरोक्त कार्यालय ज्ञापन को आई.सी.एम.आर वेबसाइट पर डालने के लिए।

No 13011/01/2018-O&M
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Administrative Reforms & Public Grievances

5th Floor, Sardar Patel Bhawan, Sansad Marg,
New Delhi, dated 16th April, 2018.

OFFICE MEMORANDUM

Subject: - Timely replies to letters received from ex- Members of Parliament -reg.

Attention is invited to the Guidelines laid down in the Central Secretariat Manual of Office Procedure (CSMOP) for handling the communications received from Members of Parliament which specify that such communications should be attended to promptly and acknowledged within 15 days, followed by a reply within the next 15 days. In cases where delay is anticipated an interim reply should be given indicating the possible date of reply. This is to ensure that prompt attention is given to the communications received from Hon'ble Members of Parliament.

2. Further, para 37(v) of CSMOP deals with the replies to ex-MPs which states as under:

"In case, a reference from an ex-Member of Parliament is addressed to a Minister or Secretary, reply to such reference may be sent by a Joint Secretary level officer after obtaining approval of the Secretary of the Ministry/Department. In case the reference is addressed to a lower level officer, reply to such reference could be sent by the officer on his own in non-policy cases and after obtaining approval of the higher authorities in policy cases. However, the minimum level at which reply could be sent should be that of an Under Secretary and that too in a polite letter form only."

3. Given the sensitivity of the issue, it is requested that suitable instructions may be issued to the officials of the Ministry/Department to ensure prompt/ timely action in responding to communications received from MPs/VIPs/ex-MPs. It is also requested that a e-monitoring mechanism be set up for effective disposal of such references.

Sr. DDG (A) Office

By. No. :
Dated 26/4/18

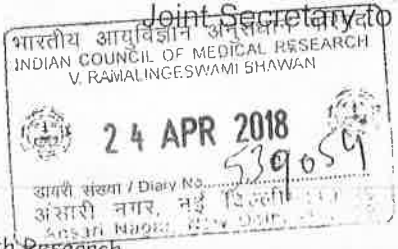
Sr. DDG (A)
Ao (Ad-II)

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2714
pl. circular

[Signature]
(SMITA KUMAR)
Joint Secretary to the Government of India
Ph. 23360208

To
21/02
Received
02/5/18

Secretary,
Department of Health Research,
Indian Council of Medical Research
Ansari Nagar, New Delhi-110029



DY-1821
03/05/2018

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