

No. 1103/9/96-Estt. (A)
Government of India
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND
PENSIONS
(Department of Personnel & Training)

New Delhi, dated the 29th October, 1996

*OFFICE MEMORANDUM**

SUBJECT: Official dealings between the Administration and Members of Parliament and State Legislatures Observance of Proper Procedure—Reiteration of instructions re.

The undersigned is directed to refer to this Department O.M. No. 11013/92-Estt.(A) dated 21.12.92 on the subject mentioned above wherein broad guidelines to govern official dealings between the Administration and Members of Parliament and State Legislatures have been reiterated.

The instructions emphasise that it should be the endeavour of every officer to help Members of Parliament and State Legislatures to the extent possible in the discharge of their functions under the Constitution. It has also been laid down that the two basic principle to be borne in mind by the Government servants while interacting with the Members of Parliament and State Legislatures are that: (i) the Government servants should show courtesy and consideration to Members of Parliament and State Legislatures; and (ii) that while they should consider carefully or listen patiently to what the Members of Parliament and of the State Legislatures may have to say, they should always act according to their own best judgement.

2. The Lok Sabha Secretariat has brought to the notice of this Department that of late complaints have been received from Hon'ble Members about non-observance by some of the authorities of instructions/guidelines regarding courtesy to be extended to people's representatives in relation to public functions. The Hon'ble Speaker has directed that it has to be ensured that Members of Parliament are invariably apprised of the function being held/organised in their respective parliamentary constituencies.

3. In this connection, attention of Ministries/Departments is invited to para 5 of the instructions contained in the O.M. dated 21.12.92 wherein it has been prescribed that Ministries/Departments should issue instructions to ensure that in a public function organised by any of its offices in any part of the country, the Members of Parliament/State Legislatures of the area are invariably invited and entry passes wherever necessary, are sent to them in advance to avoid any inconvenience to them in this regard. It has also been prescribed in these instructions that proper and comfortable seating arrangements at public functions should be made for Members of Parliament who appear above the officers of the rank of Secretary to Government of India in Warrant of Precedence.

4. Ministries/Departments are requested to ensure that these instructions are followed by all concerned in letter and spirit. It may also be impressed on all concerned that violation of these instructions will be viewed seriously.

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(Y.G.
Parand
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Direct
or

To

All Ministries/Departments of Govt. of India
(Secretaries by name).

Copy to:—

- (i) C&AG of India.
- (ii) UPSC/SSC/LBSNAA/ISTM/CVC/CBDT.
- (iii) Chief Secretaries of all States and UTs. It is requested that these instructions may please be brought to the notice of all concerned.
- (iv) Lok Sabha Secretariat/Rajya Sabha Secretariat.
- (v) All attached and subordinate offices of the Ministry of Personnel, Public Grievances and Pensions and MHA,
- (vi) All officers and Sections of Ministry of Personnel, Public Grievances and Pensions and MHA.

Sd/-
(Y.G. Parande)
Director

*Issued at the instance of Speaker, Lok Sabha.