Subject: SOP regarding Replies to Assembly Questions.

Will all of the Administrative Secretaries to Government Haryana kindly refer to the subject cited above.

In the just concluded budget session of Haryana Vidhan Sabha it has been noticed that there is no uniformity in replying the assembly questions and the same requires some course correction. It has, therefore, been decided that the following points may be meticulously followed while drafting the replies to the assembly questions.

(i) The reply to a question should ordinarily not be more than about 50 words in text. If the reply has to be longer than 50 words, it should be submitted in the form of a statement to be laid on the table of the House.

(ii) No reply should have Tabulated Figures or Columns and Rows or Graphs/Bar Diagrams unless the reply is enclosed in the Statement laid on the Table of the House. This is logical because the content of a Table cannot be read by the Minister concerned while replying to the Question in the Haryana Vidhan Sabha.

(iii) The Note for Pad should be in four parts; the first part should be the text of the Reply in Hindi, the second text in English, the third with the background notes and the fourth part should contain likely supplementary questions and their draft replies.

(iv) The reply should be drafted ordinarily in Hindi and translated into English rather than the reverse. This would enable the officers drafting it to get the feel of the reply since the minister would ordinarily be replying in Hindi.

(v) When a question has to be replied to by stating that the possibility of the issue raised is being considered or examined, there should not be any hesitation on the part of the Administrative Secretary, in replying to that extent, since consideration or examination, does not tantamount to an assurance by the Minister that the action concerned will be implemented/carried out.

(vi) The reply should be precise and brevity in the drafting of the reply must be emphasized.

(vii) Many of the questions are in two parts where the Member asks the first part (Part A) on a particular work/project whether it has been decided by the Government, followed up by the Part -B, "if so, the details". The reply to such a question, if in the negative, can be drafted by clubbing 'A & B' together and simply stating "No Sir". Many a times, the replies are drafted in Part-A as "No, Sir" and then Part-B as "Question does not arise". This second reply seems rude and resultantly, is not liked by the Member. It can easily be avoided by drafting the reply by clubbing Part 'A' and Part 'B' together and stating "No, Sir".

Ashok

Dy. Superintendent Political
for the Chief Secretary to Govt. Haryana

To

All of the Administrative Secretaries to Govt. Haryana

U.O. No.1/3/2024-1Pol Dated the Chandigarh 28th February, 2024
Endst. No. 1/3/2024-1Pol Dated the Chandigarh 28th February, 2024

A copy is forwarded to all Heads of Departments for strict compliance.

Ashok

Dy. Superintendent Political
for the Chief Secretary to Govt. Haryana