

No.5/1/93-1Pol
HARYANA GOVERNMENT
POLITICAL AND PARLIAMENTARY AFFAIRS DEPARTMENT

Dated Chandigarh, the 11th March, 2011.

To

1. All the Heads of Departments,
2. The Commissioners, Ambala, Hisar, Rohtak & Gurgaon Division.
3. All the Deputy Commissioners and All Sub Divisional Officers (Civil) in Haryana.

Subject:- Official Dealing between the Administration and Members of Parliament and State Legislature – observance of proper procedure – reiteration of instructions regarding.

Sir/Madam,

I am directed to invite your attention to the Haryana Government letter No. 5/1/93-Pol(1P) dated 25th July, 2006, 31st August, 2006, 11th July, 2007, 24th March, 2008 and 7th April, 2010 on the subject noted above whereby the guidelines issued by the Department of Personnel & Training, Government of India vide their O.M. No. 11013/2/2000-Estt.(A), dated 23rd May, 2000 laying down the procedure for interaction with the Members of Parliament and Legislative Assemblies had been circulated.

2. The Members of Parliament and State Legislatures occupy a very important place in our democratic set up. As representatives of the people, they have important functions to perform under the Constitution and therefore, they may occasionally find it necessary to seek information from the State Government or make suggestions or ask for interviews with the officers. The officer/officials should pay special attention to telephonic message, if left for them in their absence and try to contact the MP/MLA at the earliest. The communications received from the MP/MLA should be examined on priority basis after properly acknowledging them and efforts should be made to send a reply within 15 days. In cases where delay is anticipated, an interim reply indicating the likely date for a final reply should be sent. The status of such references should be closely monitored. You are, therefore, requested to regularly review the matter at your level and take effective steps in this regard.

Contd.....2

3. You are again requested to ensure that the above guidelines regarding observance of courtesy by officers in their dealings with MPs and MLAs are duly followed. Any violation of the laid down guidelines will be viewed seriously. These instructions may please be brought to the notice of all concerned officers for strict compliance. All previous instructions are available at website: csharyana.gov.in under Political and Parliamentary Affairs section for ready reference.

Yours faithfully,


(Sushil Kumar Jain)

Under Secretary Political
for Chief Secretary to Government, Haryana ✓

Endst. No.5/1/93-1Pol

Dated Chandigarh, the 11th March, 2011.

A copy is forwarded for information and necessary action to:-

1. All the Financial Commissioner & Principal Secretaries to Government, Haryana.
2. All the Administrative Secretaries to Government, Haryana.


(Sushil Kumar Jain)

Under Secretary Political
for Chief Secretary to Government, Haryana ✓