

No. 5/1/93-1Pol
HARYANA GOVERNMENT
POLITICAL AND PARLIAMENTARY AFFAIRS DEPARTMENT
CHIEF SECRETARY'S OFFICE

Dated Chandigarh, the 7th April, 2010.

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,

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 and 24th March, 2008 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 were circulated to you.

2. The Members of Parliament and State Legislatures occupy in our democratic set up a very important place as accredited representatives of the people. They have important functions to perform under the Constitution and for this purpose they may occasionally find it necessary to seek information from the Ministers/Departments of Government of India or the State Government or make suggestion for their consideration or ask for interviews with the officers in connection with their parliamentary and allied public duties. The officer/officials should not ignore telephonic message left for him by the MPs/MLAs in his absence and should try to contact the MP/MLA concerned at the earliest. The communications received from the MP/MLA should be attended to promptly and acknowledged within 15 days and 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 for a final reply and also the status of such references should be closely monitored. Therefore, you are requested to regularly review the matter at your level and take effective steps to ensure that delays do not occur in the disposal of references received from MPs/MLAs and that replies to such references are given promptly as per the procedure and time frame prescribed and may be monitored regularly.

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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,

Sd/-

(Sushil Kumar Jain)
Under Secretary Political

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

Dated Chandigarh, the 7th April, 2010.

A copy alongwith a copy of its enclosures, is forwarded to information and necessary action to:-

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

Sd/-

(Sushil Kumar Jain)
Under Secretary Political

