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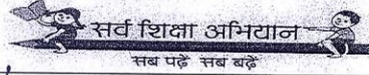
ICAR-National Bureau of Plant Genetic Resources

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F. No. 21(10)/2011/CDN

920/20

Date : 31st May, 2016

1/6

ENDORSEMENT

Copy forwarded for information and necessary action to :

1. All Head of Divisions/Sections/Units/Cells, NBPGR, New Delhi.
2. All OIC(s), NBPGR, Regional Stations.
3. The Sr. F &AO, NBPGR, New Delhi.
4. The DDO, NBPGR, New Delhi.
5. ☒ In-charge AKMU, NBPGR, New Delhi for requested to upload the website.

Din
31/5/16
(Din Dayal)

Asstt. Admn. Officer

List of Paper forwarded:-

Letter No. Admn./10/1/2016-W.S. dated 19th May, 2016 received from Sh. P. Sakhtivel, Dy. Secretary (WS & TS), Indian Council of Agricultural Research, Krishi Bhawan, New Delhi regarding Handling the communications received from VIPs/ Members of Parliament.

Ms. Vijay Mandal

may pl. upload on the website.

Shalla
3/6/16

देश संदेश संख्या 2817 / का.क.उ.प. मुख्या.
दिनांक 23.05.2016
पृष्ठ संख्या 02

Important

**Indian Council of Agricultural Research
Krishi Bhavan : New Delhi**

Dated the 19th May, 2016

F.No.Admn./10/1/2016-W.S.

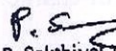
CIRCULAR

Sub: Handling the communications received from VIPs/ Members of Parliament – reg.

The Council has circulated instructions for handling of communications received from VIPs/ Members of Parliament as prescribed by Central Secretariat Manual of Office Procedure (CSMOP-2010) vide Council's circular No.Admn./10/4/2011-W.S. dated 6th June, 2011, 4th September, 2013 and 15th September 2014. These instructions are reiterated vide para-37 of Central Secretariat Manual of Office Procedure (2015). Para-37(vi) of CSMOP(2015) provides that each communication received from a Member of Parliament/ VIP, shall be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.

Hon'ble Union Minister of Agriculture & Farmers Welfare has expressed his concern on the issue of delay in responding to the communications received from VIPs/ Members of Parliament. He has desired that the communications received from VIPs/ Members of Parliament may be attended to promptly and the replies to VIPs/ Members of Parliament may be sent on or before the stipulated time period.

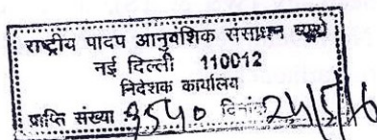
Accordingly the instructions contained in para-37 of CSMOP (2015) which lays down the procedure with regard to correspondence with Members of Parliament /VIPs are reiterated, as in the enclosed Annexure, for strict compliance.


(P. Sakthivel)

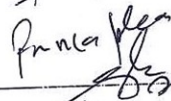
Deputy Secretary (WS & TS)

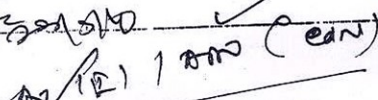
Distribution:-

1. PS to Hon'ble Minister of Agriculture & Farmers Welfare.
2. Sr. PPS to DG, ICAR/ PPS to Secretary, ICAR/ PPS to AS&FA (DARE/ICAR).
3. All Deputy Director Generals, ICAR
4. All Officers/ Sections of ICAR Hqrs. at Krishi Bhavan/ Krishi Anusandhan Bhavan-
✓ I/I/NASC.
5. All Directors/ Project Directors of ICAR Institutes/ Directorates/ Project Directorates/
NRCs/ Bureaux.
6. Project Director, DKMA for uploading this circular on ICAR website.
7. Guard file.










P.T.O.







ANNEXURE
F.No.Admn./10/1/2016-W.S.

Para - 37 of Central Secretariat Manual of Office Procedure (2015)

Para-37: Correspondence with Members of Parliament and VIPs:-

- (i) Communications received from Members of Parliament and VIPs should be attended to promptly.
- (ii) Where a communication is addressed to a Minister, it shall, as far as possible, be replied to by the Minister himself. In other cases, a reply should normally be signed by an officer of the rank of Secretary only.
- (iii) Where, however, a communication is addressed to the head of an Attached or Subordinate office, Public Sector Undertakings, Financial Institutions (including Nationalized Banks) Division/Branch In-charge in a Ministry/ Department/ Organisation, shall be replied to by the addressee himself. In routine matters, he may send an appropriate reply on his own. In policy matters, however, the officer should have prior consultation with higher authorities before sending a reply. It should, however, be ensured that the minimum level at which such replies are sent to Members of Parliament and VIPs is that of Under Secretary and that also in letter form only.
- (iv) Normally information sought by a Member of Parliament/ VIP should be supplied unless it is of such a nature that it would have been denied to him even if asked for on the floor of the Houses of Parliament.
- (v) 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.
- (vi) Each communication received from a Member of Parliament/ VIP, shall be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.
- (vii) Appropriate record shall be maintained in respect of communications received from Members of Parliament and VIPs and monitored by all concerned. A similar procedure may also be followed for judicial/quasi-judicial matters.
