

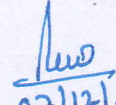
No: H-11027/5/2022-O/o DS(HoD)
Government of India
Ministry of Skill Development and Entrepreneurship
(Parliament Section)

2nd Floor, PTI Building, Sansad Marg,
New Delhi, Dated: 07.12.2022

OFFICE MEMORANDUM

Sub: Lok Sabha and Rajya Sabha Guidelines on handling of Parliament Questions-reg.

The undersigned is directed to refer to the subject cited above and enclose herewith a copy of Lok Sabha Secretariat's O.M. No. 13(3)(ii)/X/XVII/2022-Q dated 24.11.2022 and Rajya Sabha Secretariat's O.M. No. RS/1/2/2/258/2022-Q dated 22.11.2022 regarding Guidelines on handling of Parliament Questions for information and compliance please.


07/12/2022

(Arun Kumar)
Under Secretary to the Govt. of India
Telephone: 011-23465918

Encl: As above.

To

1. All wings/Divisions of MSDE
2. All Organisations/Bodies under MSDE
3. NIC Cell, MSDE- with the request to upload Guidelines on the website of the Ministry and also on the E-Office Notice Board.

Copy for information to:

1. Sr. PPS to Secretary, MSDE, New Delhi
2. PPS to JS(SSP), MSDE, New Delhi
3. DS(JKS), MSDE, New Delhi

LOK SABHA SECRETARIAT
(QUESTION BRANCH)

131, Parliament House Annexe,
New Delhi – 110 001

No.13(3)(ii)/X/XVII/2022-Q

Dated: 24.11. 2022

OFFICE MEMORANDUM

Subject : Guidelines and Procedure to be followed by Ministries/Departments in connection with Parliament Questions.

.....

The undersigned is directed to state that the 10th Session of the 17th Lok Sabha will commence on **Wednesday, the 07th December, 2022** and is likely to conclude on **Thursday, the 29th December, 2022**. The Ministries/Departments of the Government of India are requested to follow the guidelines and procedures meticulously as stipulated in **Annexure-I**.

2. The Officers dealing with Questions in Lok Sabha Secretariat along with their office addresses, telephone nos., e-mails, etc. are given at **Annexure-II**. If need be, they may be contacted to avoid undue delay and inconvenience.
3. It is also requested that the contents of this O.M. may be hosted on the website of the Ministry/Department, subordinate/attached offices, field formations and other offices under their administrative control for wider dissemination of information.
4. The receipt of this communication may please be acknowledged.



(J.M. Baisakh)
Joint Secretary

Phone: 23034440 (O)
23035284 (O)

Encl: As above

To,

Prime Minister's Office
Cabinet Secretariat
All Ministries/Departments of Government of India

No.13(3)(ii)/X/XVII/2022-Q

Dated: 24.11. 2022

Copy forwarded for information to:-

1. OSD to HS
2. Joint Director (PSS) to Secretary General
3. PS to JS (JM)
4. Sr. PS to Director (Q&CGA)
5. Director (Software Unit), Computer (HW&SW) Management Branch
6. All Officers and Groups of Question Branch


(Shailendra Priyadarshi)
Deputy Secretary

Copy also forwarded for information and necessary action to:-

- (a) Hindi Information Unit, Editorial Branch
- (b) Software Unit, Computer (HW &SW)
Management Branch


(Shailendra Priyadarshi)
Deputy Secretary

1. **Factual Note through Fax/E-mail**

Factual Note with regard to referred questions should **be furnished** by the Ministries/Departments within stipulated date by **E-mail/Fax (Fax No. 23035344)** to the concerned Deputy Secretary and a copy thereof to the Under Secretary/Executive Officer of the concerned Group. All correspondence sent for furnishing facts should be acknowledged by the Ministries/Departments concerned. Where the facts are not received by the stipulated date, the Lok Sabha Secretariat shall take appropriate decision in the matter, on merits.

2. **Question on which a plea of not in public interest advanced**

A question is not usually disallowed on the sole plea of the Ministry/Department that it is not in the public interest to furnish information on the floor of the House. It is always open to a Minister to state in reply to a question that she/he is not prepared to disclose the information in public interest and it is for the House to accept it. The Speaker may, only in rare cases, disallow a question in larger national interest, if it is brought to the Speaker's notice **in time** by the Minister concerned giving briefly the background of the matter that the disclosure of information will be prejudicial to the safety of the State.

3. **Advance copy of admitted questions**

Advance copies of the provisionally admitted questions are sent online to the Ministry/Department to facilitate them for collection of material for preparation of answers. The Ministries/Departments are, therefore, requested to **furnish e-mail id of the Parliament Section or any other designated Officers/Branch(es)** to whom advance copy of admitted notice(s) of questions is to be forwarded.

Immediately on receipt of the advance copy, the Ministry/Department is expected to go through the contents of the notice and furnish its comments suo-moto. In the event where the Ministry/Department feels that the notice suffers from any infirmity viz the Government of India is not primarily responsible, matter is pending in a court of law, the question lacks factual basis, etc., the same may be brought to the notice of the Deputy Secretary/Under Secretary of the concerned Group of Question Branch with a copy to Under Secretary/Executive Officer as expeditiously as possible and in any case within 24 hours of the receipt of such advance notice. Where a communication is received beyond this period and/or after Question List has been printed, it will not be possible to reconsider the admissibility of a question in the light of facts furnished.

4. **Transfer of Notices of questions**

Immediately on receipt of provisionally admitted notices of questions, online or otherwise, the concerned Ministry/Department should ascertain and ensure administrative jurisdiction. Where the subject matter of a question is the concern of a Ministry/Department other than the one to which it is originally addressed, it is incumbent upon the Ministry/Department to which the question has been originally addressed by the Member, to move transfer of the question to the Ministry concerned and obtain acceptance/consent from transferee Ministry/Department. **Under no circumstance, the transfer of notice of question will be effected unless and until intimation about the acceptance of the transfer of the question is received in the Secretariat from the accepting Ministry well in time i.e 10 days prior to the date of answer. Any request received thereafter shall not be entertained.** As informed by the Cabinet Secretariat, if the thrust of a question pertains to a particular Ministry, it is for that Ministry to answer the question in consultation with other Ministries concerned.

5. **Ministry/Department responsible for answering the questions**

The Secretariat receives a number of representations from various Ministries/Departments indicating that notices of questions have been marked erroneously and sometimes such notices are returned to the Question Branch. In this context, it may be stated that it is the prerogative and exclusive right of the Hon'ble Member to designate the Minister for answering a question. To guide the Members, a link 'Demarcation of Responsibilities in Government of India', containing the subjects for which various Ministries/Departments are responsible for answering questions has been hosted on Homepage of Lok Sabha under Questions-Home link. Only in case of patent errors, Lok Sabha Secretariat intervenes and corrects the nomenclature of the Ministry in consultation with the concerned Ministry/Department.

Under no circumstance, the notice of question should be returned to the Secretariat. The Ministry/Department should follow the prescribed procedure as outlined above, in Para 4, for the purpose.

6. **Circulation of Soft copies of Lists of Admitted Questions**

The Lists of admitted questions for a particular day are issued/circulated five days before the date of answer of the questions by the respective Ministries/Departments. Circulation of hard copies of Unstarred List of Questions has been dispensed with. In view of the extraordinary situation that developed during the COVID-19 pandemic, circulation of hard copies of Starred List of Questions has also been discontinued. However, soft copies of Lists of Questions, i.e. Starred and Unstarred, are **available on the website** of Lok Sabha i.e. **http://loksabha.nic.in** five days prior to the date of answer. **Corrigenda**, if any, pertaining to the listed questions are issued by the Secretariat from time to time and is **available** on the webpage of Lok Sabha. **Ministries/Departments may generate the hard copies of Lists and Corrigenda as soon as they are available on the above mentioned website of Lok Sabha and take appropriate action thereon.**

7. **Name of Department to be mentioned in Reply**

It has been observed that many a time, the name of the Department concerned is not mentioned in the reply by the Ministry. Ministries are requested to mention the name of the Department concerned to which the reply pertains, immediately under the name of the Ministry at the top.

8. **Replies to questions**

At times, it has been observed that Ministries / Departments do not furnish reply to each part of the question and instead club all the parts together and furnish a consolidated reply. In this process, specific reply to each part is sometimes lost. It is thus again emphasized that **answers to the questions should be part-wise, neat and clean, legible and whenever there is any reference to any statement, etc. in the text of a reply, the same should be enclosed for ready reference.**

Ministries/Departments may note that the replies should be prepared taking into consideration the text of questions as appearing in the Question List and not merely rely on the index appended to the list.

9. **Reference of website in the replies by the Ministries/Departments**

It may be noted that the Ministries should not quote/refer to their website for information in reply/replies to question(s), especially in Starred Questions. In the absence of requisite information in the reply itself, Members are deprived of their right to ask pointed supplementaries to Starred Questions. The Ministries/Departments are, therefore, advised to avoid the reference to website to the extent possible and the requisite information may be provided in the reply itself.

10. **Assurances in reply to a Starred Question**

As per convention developed over the years, **assurances are generally not given in reply to a Starred Question**. The Ministries/Departments are, therefore, **advised to refrain from furnishing assurances in reply to a Starred Question. Where the Ministry feels that reply to a Starred Question shall result in Assurance only, this fact may be brought to the notice of Joint Secretary/Director-in-Charge immediately on receipt of advance notice of question**. This will facilitate the Secretariat to take up the matter with the competent authority for appropriate direction in the matter.

11. **Supply of Hard Copies of Replies to Questions**

The hard copies of replies to questions should be sent only on A-4 size paper with a margin of an inch and a half on the left hand side of the paper. **Replies to questions should be legible and neat and clean**. The **Hindi version of the reply should be printed on one side** with the corresponding **English version on the other side**. The print of **answer should be in font size 12 (in Arial Black) printed in double space** for convenient reading.

The requisite number of copies of answers along with annexures should be sent by 1500 hours positively on the working day preceding the date on which the questions are due for answer as per details given below:-

	Type of Questions	No. of copies of answers to be supplied by the Ministries/Departments
(A)	Starred and Short Notice Questions (Bilingual – Hindi and English versions back to back)	170 (Including (5) Five copies in a separate bunch in chronological order with Hindi version on the front followed by English Version)
(B)	Unstarred Questions (Bilingual – Hindi and English versions back to back)	65

It has been noticed that on some occasions the reply does not contain the name of Member/Ministry or date of answer etc. This should be avoided and the reply shall be complete in all respects.

It may kindly be noted that **no last minute request for change in the text/reply would be entertained, after due time. Accordingly, the Ministries/Departments are advised to furnish replies complete in all respects and without any mistake.**

12. Uploading of Answers to Starred and Unstarred Questions on Homepage

Ministries/Departments are permitted to upload the replies on the Lok Sabha Question Answer Publishing Portal (<http://pqals.nic.in>). They are requested to upload the replies by 1500 hours positively on the working day preceding the date on which the Questions are due for answer. However, the replies to Starred Questions would be accessible to Members only at the stipulated time so as to facilitate them to draft supplementaries.

Replies to **Unstarred Questions** are **uploaded on the Lok Sabha website immediately after Question Hour** on the day replies are laid on the Table of the House.

Where the Ministries/Departments face any procedural or other technical difficulties in uploading, they may contact the **Group concerned at the Telephone Numbers given at Annexure - II** during working Hours of the Lok Sabha Secretariat.

13. Correcting Statement by Ministers

When a Minister desires to correct any **inaccuracy in the information** furnished in respect of a Starred/Unstarred/Short Notice Question, **she/he is required to make a statement correcting the reply in the House**. In this connection, the attention of Ministries/Departments is invited to Direction 16 of the Directions by the Speaker, Lok Sabha. The Ministries/Departments must ensure that only the corrected reply finally appears on the website. Moreover, the same may be distinguished with an asterisk (*) indicating in a footnote that the reply is a corrected version.

14. Supply of updated list of telephone numbers in each Session

Ministries/Departments are requested to send through email the updated list of telephone numbers (Residence/Office), Mobile Nos., addresses and E-mails of the Cabinet Minister, Minister with Independent Charge, Minister of State, P.S to Minister/Secretary and other Sr. Officers dealing with Parliamentary work in the Ministry/Department to the Question Branch before commencement of each Session. **It has been observed that some of the Ministries/Departments are not furnishing the same, leading to a lot of inconvenience in coordinating and liaisoning with the officials. In this regard it is reiterated that the updated list of nodal officers for Parliamentary work with aforesaid details may be furnished positively and also made available on the webpage of the respective Ministries/Departments for immediate reference.**

ANNEXURE-II

OFFICERS DEALING WITH QUESTIONS AND THEIR CONTACT DETAILS

Name(s) with Designation(s)	Ministries/Departments being dealt with
<p><u>Joint Secretary</u></p> <p>Shri J.M. Baisakh Room No. 440 Parliament House Annexe</p> <p>Phones: 23034440 (O) 23035284 (O) 23017709 (Fax) 9899575639 (M)</p> <p>E-mail: jm.baisakh@sansad.nic.in</p>	<p>All Ministries/Departments</p>
<p><u>Director</u></p> <p>Dr. Sagarika Dash Room No.131 Parliament House Annexe,</p> <p>Phones : 23035373 (O) 23035211 (O) 9999154109 (M)</p> <p>E-mail: sagarika.dash@sansad.nic.in</p>	<p>All Ministries/Departments</p>

Group – ‘A’		
<p>Shri Vinay Pradeep Barwa Deputy Secretary Room No. 003 (IC) Parliament House Annexe (Ext), Phones 23035703 (O) 7982781040(M) E-mail: vinay.barwa@sansad.nic.in</p> <p>Shri Sanjay Goel, Under Secretary Room No. 324 Parliament House Annexe Phones: 23034324 (O) 8448026743 (M) 23035344 (Fax) E-mail: sanjay.goel06@sansad.nic.in</p>	<p>Corporate Affairs; Finance; Culture; Education; Development of North Eastern Region; Tourism;</p> <p>Environment, Forest and Climate Change; Labour and Employment; Skill Development & Entrepreneurship; Tribal Affairs</p>	<p>Smt. Preeti Bhatnagar, Executive Officer 324, Parliament House Annexe Phones: 23035266 (O) 9582786980 (M) E-mail: qbra-lss@sansad.nic.in</p>

Group – ‘B’		
<p>Shri Ajay Kumar Prasad, Deputy Secretary, Room No. 321 (IC), Parliament House Annexe, Phones: 23035628 (O) 9968881642 (M) E-mail: ajaykumar.prasad@sansad.nic.in</p> <p>Shri Rajeshwar Patiyal, Under Secretary Room No. 321 (IC), Parliament House Annexe Phones: 23034346 (O) 9818601588 (M) E-mail: rajeshwar.lss@sansad.nic.in</p>	<p>Agriculture and Farmers Welfare; Cooperation; Food Processing Industries; Heavy Industries; Home Affairs-I.</p> <p>Fisheries, Animal Husbandry and Dairying; Home Affairs- II; Information and Broadcasting; Panchayati Raj; Rural Development; Social Justice and Empowerment; Youth Affairs and Sports.</p>	<p>Shri Om Parkash, Executive Officer Room No. 321, Parliament House Annexe Phones: 23034321 (O) 23035263 (O) 9811083578 (M) E-mail: gbrb10-lss@sansad.nic.in</p>

Group – ‘C’		
<p>Shri Shailendra Priyadarshi Deputy Secretary Room No. 318 (Outer Cabin), Parliament House Annexe Phones: 23035520 (O) 9868497095 (M) 23035344 (Fax) E-mail: sh.priyadarshi@sansad.nic.in</p> <p>Ms. Mili Dinesh Under Secretary, Room No. 322, Parliament House Annexe Phones: 23034322 (O) 9811815508 (M) 23035344 (Fax) E-mail: mili.dinesh2010@sansad.nic.in</p>	<p>Atomic Energy; Coal; Communications; Electronics and Information Technology; Parliamentary Affairs; Personnel, Public Grievances and Pensions; Planning; Prime Minister; Science and Technology; Steel; Textiles.</p> <p>Commerce and Industry; Consumer Affairs, Food and Public Distribution; Earth Sciences; Mines; Railways; Space; Statistics and Programme Implementation.</p>	<p>Shri V. Balaji Executive Officer 322, Parliament House Annexe Phones: 23035264 (O) 9968070564 (M) E-mail: gbrc-lss@sansad.nic.in</p>
CHAMBER SEAT		
<p>Shri Krishna C. Pandey Deputy Secretary Room No. 516 (IC), Extension Building, Parliament House Annexe Phones: 23035741 (O) 9013363922 (M)</p>		
<p>Shri Daljeet Kumar Executive Officer Room No. 148, Parliament House Annexe Phones: 23035625 (O) 9868111848(M)</p>	<p>Shri Sanjay Kumar Assistant Executive Officer Room No. 148, Parliament House Annexe Phones: 23035625 (O) 9868796354(M)</p>	<p>Shri Nahar Singh Senior Secretariat Assistant Room No. 148, Parliament House Annexe Phones : 23035625 (O) 9871607669</p>

Group – 'D'		
<p>Ms. Rachna Saxena, Deputy Secretary, Room No. 318 (Inner Cabin), Parliament House Annexe</p> <p>Phones : 23035336 (O) 9810956939(M) 23035344 (Fax) E-mail: rachna.lss@sansad.nic.in</p> <p>Shri Shyam Vir Singh Under Secretary Room No. 321 (Inner Chamber), Parliament House Annexe</p> <p>Phones: 23034346 (O) 9818451219 (M) 23035344 (Fax) E-mail: shyamvir.singh08@sansad.nic.in</p>	<p>Power; New and Renewable Energy; Civil Aviation; Jal Shakti; Minority Affairs.</p> <p>Road Transport and Highways; Micro, Small and Medium Enterprises; Petroleum and Natural Gas; Housing and Urban Affairs</p>	<p>Shri Ranvijay Singh Bhadoria, Executive Officer 320, Parliament House Annexe Phones: 23034320 (O) 23035262 (O) 9599329560 (M) E-mail: qbrd-lss@sansad.nic.in</p>

Group – 'E'		
<p>Shri Tenzin Gyaltzen Deputy Secretary Room No. 015 Extension Building, Parliament House Annexe</p> <p>Phones: 23035780 (O) 9971767926 (M)</p> <p>E-mail: tenzin.g@sansad.nic.in</p> <p>Shri Surender Chaudhary Under Secretary Room No. 318 (Cabin), Parliament House Annexe Phones: 23035635 (O) 8700284877 (M) 23035344 (Fax)</p> <p>E-mail: surender.chaudhary11@sansad.nic.in</p> <p>Shri Fauzi Badruddin Under Secretary Room No. 321 (Cabin), Parliament House Annexe Phones: 23034346 (O) 9212265473 (M) 23035344 (Fax)</p> <p>E-mail: fauzi.1972@sansad.nic.in</p>	<p>Health and Family Welfare</p> <p>Ayush; Chemicals and Fertilizers and Defence</p> <p>Women and Child Development; External Affairs; Law and Justice and Ports, Shipping and Waterways</p>	<p>Sh. D.S. Rawat Under Secretary Room No. 323, Parliament House Annexe</p> <p>Phones: 23034323 (O) 23035265 (O) 9013368324(M)</p> <p>E-mail: gbre-lss@sansad.nic.in</p>

भारतीय संसद
PARLIAMENT OF INDIA
राज्य सभा सचिवालय
RAJYA SABHA SECRETARIAT

संसद भवन/संसदीय सौध,
नई दिल्ली-110001
वेबसाईट : <http://rajyasabha.hindi.nic.in>

Parliament House/Annexe,
New Delhi-110001.
Website : <http://rajyasabha.nic.in>

No.RS/1/2/1/258/2022-Q

Dated the 22nd November, 2022

OFFICE MEMORANDUM

Subject: Procedure for handling questions during the 258th Session of Rajya Sabha.

The undersigned is directed to state that the 258th Session of Rajya Sabha is scheduled to commence from 7th December, 2022. In this context, attention of the Ministries/Departments of Government of India is invited to the following aspects of handling of questions at their end during the Session, such as:-

- (i) Response to Notices of Starred / Unstarred Questions sent for seeking factual information should be furnished positively by the Ministry within two days of receipt of such notices.
- (ii) Response to Provisionally Admitted Questions (PAQs) should be furnished promptly so as to enable this Secretariat to take into consideration all the relevant inputs while finalizing the lists of Questions.
- (iii) Circulation of PAQs and Printed Lists of Questions- PAQs are sent in electronic form only. **The circulation of printed lists of questions has been discontinued, however, final lists will be available on the Rajya Sabha website.**
- (iv) Supply of Answers to Questions- the Ministries/Departments are required to supply 235 legible copies in English and Hindi of Answers to Starred and Short Notice Questions (in separate sets of 60 for Distribution Branch and 175 for Question Branch) and 110 legible copies in English and Hindi of Answers to Unstarred Questions (in separate sets of 60 for Distribution Branch and 50 for Question Branch).
- (v) **The Ministries/Departments must ensure that the font size used for the answers must be same – Times New Roman in size 12 (English Version) and Unicode font (Hindi Version).**

Contd....2/-

2. The details regarding the above points have been placed in **Annexure** along with model format of answers to be supplied by the Ministries/Department and format for correcting statement by Minister.

Transfer of Questions:-

3. As per Rules, the Member addresses the Questions to a specific Ministry, however, in case the subject matter of the Question does not pertain to the Ministry/ Department addressed by the Member, the Ministry may urgently take up the matter with the concerned Ministry/Department to which the matter pertains for transfer thereof and its acceptance by that Ministry/Department, under intimation to this Secretariat.

4. **It may be noted that unless the transfer of the Question is accepted by the Ministry/ Department to which it is proposed to be transferred, the Question will remain in the name of the Ministry/ Department to which it is originally addressed by the Member and no transfer will be effected after a Question is admitted and published on website.**



(SWARABJI B.)
DIRECTOR

Tel.: 23034121

Fax. No. 23794327 / 23012376

E-mail: swarabji.b@sansad.nic.in

rsqns@sansad.nic.in

To

All the Secretaries, Ministries / Departments of Government of India, New Delhi.

Handling of Questions and Answers by Ministries/Departments

1. Response to Notices of Starred / Unstarred Questions Sent for Seeking Factual Information

- A copy of notice of Question, as given by the Member, is sent to the Ministry/Department **electronically** for furnishing the **factual information** so as to decide the admissibility of the Question.
- The Ministry /Department must furnish the factual information in respect of such a notice of Question positively **within two days** with particular reference to the points like whether the Question relates to their Ministry /Department, it seeks secret information, etc.

2. Response to Provisionally Admitted Questions (PAQs)

- Provisionally Admitted Questions (PAQs) are sent to the Ministries/ Departments through E-mail to enable them to furnish to this Secretariat, the inputs in cases where they feel that the Question does not merit admission in their name and to initiate action for preparing the reply.
- The Ministries/Departments are requested to respond to PAQs promptly so as to enable the Secretariat to take into consideration all the relevant inputs while finalizing the lists of Questions.

3. Circulation of PAQs and Printed Lists of Questions

- Circulation/sending of PAQs in hard copy format has been discontinued. Now, PAQs are sent in electronic form only by e-mails. All the Ministries/ Departments are, accordingly, requested to make necessary arrangements at their end to receive PAQs in electronic form only and take further necessary action thereon immediately.
- **The circulation of printed lists of Questions has now been discontinued.** However, the final lists of question will be available on Rajya Sabha website for perusal.

4. Supply of Answers to Questions

- The Ministries/Departments of Government of India are required to supply **235 legible copies in English and Hindi of Answers to Starred and Short Notice Questions** (in separate sets of 60 for Distribution Branch and 175 for Question Branch) and **110 legible copies in English and Hindi of Answers to Unstarred Questions** (in separate sets of 60 for Distribution Branch and 50 for Question Branch) for being laid on the Table of the House during the Session. The English and Hindi versions of the Answers may be furnished on the obverse and reverse side of the paper or be stitched together.
- **The Ministries/Departments are also required to ensure that all the Answers are received in this Secretariat by 5.00 p.m. on the previous working day of the day of**

Answer.

- It has been observed that sometimes copies of Answers supplied by some of the Ministries/Departments are neither clear nor legible. In view of this, it is requested that-
 - Text of Question should be copied from the PQA-RS portal.
 - Answers may be prepared using electronic typewriters, inkjet or laser printers only.
 - Copies may be prepared preferably by photocopying rather than cyclostyling or resography.
 - Underlining should be strictly avoided and italics or bold fonts may be used instead of underlining, if necessary.
 - In so far as the English version of the Answer is concerned, Times New Roman font of size 12 may be used.
 - In the case of the Hindi version of the Answer, Unicode Font(Hindi version) to be used.
 - In the English version of the Answer, the portfolio or the name of the Minister should not be shown in Hindi.
 - When the Answer contains tables, grid lines may be shown to clearly identify the rows and columns.
 - Tables should be prepared separately in Hindi and English. The practice of producing the English as well as Hindi text on the same table by multiple photocopying has often been seen to produce faint and even unreadable copies. Therefore, it should be avoided.
 - The words – ‘RAJYA SABHA’ ‘STARRED (or UNSTARRED) QUESTION’ ‘ANSWER’, ‘STATEMENT’ and the HEADING should be in capitals and bold. Name(s) of the questioners and name and designation of the Minister, etc. may be in capital, but not in bold.
 - The end of the answer/statement should be clearly indicated by a line of stars, i.e. ‘*****’
 - Model formats of Answers (Starred and Unstarred Questions) are attached.
- Each part of the Question shall be answered separately and clearly. It has been observed that the Ministries/Departments often do not answer each part of the Question separately and clearly. In this connection, attention is invited to the following direction of the Hon'ble Chairman, Rajya Sabha issued during the course of examination of a case of breach of privilege arising out of the answer to a Parliament Question:-

“Answers to all questions given in the Rajya Sabha shall be specific and complete and each part of the question or each item of information asked for therein shall be answered separately.

If, on his attention being drawn to an answer, the Chairman is satisfied that it does not fulfil this condition, he may direct the Minister to give a specific and complete answer to each part of the question.”
- In case, the copies of Answers supplied are desired to be replaced or some corrections are to be carried out in those copies, necessary intimation in writing to that effect and revised copies of Answers should be sent so as to reach the Question Branch, Rajya Sabha Secretariat (Room Nos.229 and 235), Parliament House Annexe,

(Telephone Nos.23034229, 23034266, 23034235, 23034233 and 23034236) not later than **8.00 p.m.** on the previous day on which the Questions are due for answer.

- Whenever the reply to a Starred Question is lengthy (exceeds 5 or 6 lines) or contains statistical information, it should invariably be laid on the Table of the House in the form of a statement to the answer to that question.
- **The assurances are generally not given in reply to a Starred Question. The Ministries/Departments are, therefore, advised to refrain from furnishing assurances in reply to a Starred Question.** Where the Ministry feels that reply to a Starred Question shall result in assurance only, this may be brought to the notice of Joint Secretary/Director-in-Charge of this Secretariat immediately on receipt of the PAQ.

5. Correcting Statement by Ministers:

- When a Minister desires to correct any inaccuracy in the information furnished in respect of Starred/Unstarred/Short Notice/Supplementary Question, he/she is required to make/lay a statement correcting the answer in the House. All the Ministries/Departments are requested to adhere to the standard format given below while sending the request for correcting answers to such Questions.

FORMAT

**STATEMENT TO BE MADE/LAID* BY THE MINISTER OF
..... CORRECTING THE ANSWER TO PART/(S)
..... OF THE STARRED/UNSTARRED QUESTION
..... GIVEN IN THE RAJYA SABHA ON THE
REGARDING.....**

I rise to correct the part/(s) of the answer to Starred/Unstarred Question given in the Rajya Sabha on the regarding "....." as follows:

Part/(s) of the Question answered	For	Read
	(Previous reply)	(Corrected Reply)

The inconvenience caused is regretted.

*MADE: For Starred Question
LAID: For Unstarred Question

MODEL FORMAT (STARRED QUESTION)

GOVERNMENT OF INDIA
MINISTRY OF COAL

RAJYA SABHA
STARRED QUESTION NO. 160
ANSWERED ON 01.08.2022

Coal production and maintenance of post excavated areas in Meghalaya

***160. Shri Rakesh Sinha:**

Will the Minister of Coal be pleased to state:

- (a) the total estimated stock of coal in Meghalaya;
- (b) the actual annual production;
- (c) the amount of production by the private sector and the public sector, sector-wise;
- (d) whether post excavated areas is making dysfunctional impact on ecology as it is not properly taken care of despite it being mandatory requirement;
- (e) if so, whether Government will take steps to ensure maintenance of postexcavated areas;
- (f) whether due to illegal coal mining, the excavated area remains without care; and
- (g) whether Government has done social auditing of such areas?

ANSWER

MINISTER OF PARLIAMENTARY AFFAIRS, COAL AND MINES
(SHRI PRALHAD JOSHI)

(a) to (g): A statement is laid on the Table of the House.

Statement referred to in reply to parts (a) to (g) in respect of Rajya Sabha Starred Question No. 160 for reply on 01.08.2022 regarding coal production and maintenance of post excavated areas in Meghalaya asked by Shri Rakesh Sinha.

(a): The estimated coal resources in Meghalaya, as per Coal Inventory of India published by Geology Survey of India (GSI) as on 01.04.2021 is 576.48 MT.

(b) & (c): As per information received from Coal Controller Organization (CCO), no coal production has been reported during last 4 years from the State of Meghalaya.

(d): The Hon'ble National Green Tribunal, in its order dated 09.06.2014, has noticed that there has been serious air, water and environmental pollution being caused by the illegal, unregulated and indiscriminate rat-hole mining being carried on in various parts of the State of Meghalaya.

(e): In order to preserve the ecology of Meghalaya, Hon'ble Supreme Court in its judgment dated 3.7.2019, has made the following decisions:

1. The provisions of The Mines Act, 1952 are mandatorily to be followed before working a mine. The regulations namely Coal Mines Regulations, 2017 also contains several regulatory provisions which need to be followed while working a mine by a mining lease holder.
2. The enforcement of Mines Act, 1952 and the Regulations, 2017 have to be ensured by the State in the public interest.
3. As per statutory regime brought in force by notification dated 15.01.2016 issued under Environment (Protection) Act, 1986, environmental clearance is required for a project of coal for mining of any extent of area. While implementing statutory regime for carrying mining operations in the Hills Districts of the State of Meghalaya, the State of Meghalaya has to ensure compliance of not only MMDR Act, 1957 but Mines Act, 1952 as well as Environment (Protection) Act, 1986.
4. In Hill Districts of State of Meghalaya for carrying coal mining operations in privately owned/community owned land, it is not the State Government which shall grant the mining lease under Chapter V of Rules, 1960, but it is the private owner/community owner of the land, who is also the owner of the mineral, who shall grant lease for mining of coal as per provisions of Chapter V of Rules, 1960 after obtaining previous approval of the Central Government through the State Government.

(f): The State Government has been implementing an action plan prepared by the Committee constituted by the Hon'ble National Green Tribunal and approved by the Hon'ble NGT, to close down the openings of mines which were created before the ban imposed by Hon'ble NGT in 2014 and is putting in place the safety measures around mine openings where there is still mineable coal reserves which can be utilized in future in accordance with law.

(g): Central Government has not done any social auditing in the state of Meghalaya.¹

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- (i) The words - "RAJYA SABHA" 'STARRED' (or) 'UNSTARRED QUESTION' 'ANSWER' 'STATEMENT' and the HEADING are in capitals, bold and without gaps in- between successive letters. Name(s) of the questioners and name and designation of the Minister etc. may be in capitals, but not in bold.
 - (ii) When the answer contains tables, grid lines are shown to clearly identify the rows and columns.
 - (iii) The end of the answer/statement is clearly indicated by a line of stars i.e. *****

MODEL FORMAT (UNSTARRED QUESTION)

GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY
RAJYA SABHA
UNSTARRED QUESTION NO-40
ANSWERED ON- DD/MM/YEAR

TATKAL MONEY ORDER YOJANA

40. SHRIMATI KUM KUM RAI

Will the Minister of COMMUNICATION AND INFORMATION TECHNOLOGY be pleased to state :-

- (a) whether Government have started/considering to start Tatkal Money Order Yojana through the Department of Post;
- (b) if so, the details thereof; and
- (c) if not, the reasons therefor?

ANSWER

THE MINISTER OF COMMUNICATIONS AND INFORMATION TECHNOLOGY
(SHRI DAYANIDHI MARAN)

- (a) Yes.
- (b) The Department of Posts has introduced in January, 2006, the Instant Money Order (iMO) as a pilot in 24 post office locations. The iMO is a web based domestic money transfer service between iMO post offices.
- (c) In view of (a) above, the question does not arise.

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- (i) The words - "RAJYA SABHA" 'STARRED' (or) 'UNSTARRED QUESTION' 'ANSWER' 'STATEMENT' and the HEADING are in capitals, bold and without gaps in- between successive letters. Name(s) of the questioners and name and designation of the Minister etc. may be in capitals, but not in bold.
 - (ii) When the answer contains tables, grid lines are shown to clearly identify the rows and columns.
 - (iii) The end of the answer/statement is clearly indicated by a line of stars i.e.*****