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Government of India

MINISTRY OF PERSONNEL, PUBLICGRIEVANCES AND PENSIONS  
(DEPARTMENT OF ADMINISTRATIVE REFORMS AND PUBLIC GRIEVANCES)

5, Sardar Patel Bhawan

Sansad Marg,

New Delhi

Dated, the 12 August, 1996

*OFFICE MEMORANDUM*

*SUBJECT: Procedure for disposal of letters received from ex-Members of Parliament.*

Para 57 of the Central Secretariat Manual of Office Procedure (10th edition) provides guidelines for correspondence with members of Parliament only. Of late, Central Ministries/Departments have been making queries on the procedure to be followed for sending replies to references received from ex-MPs or MPs who have not been re-elected. The matter has been examined by this department and the following procedure has been laid down to deal with such references.

2. In case a reference from an ex-Member of Parliament (or MP who has not been re-elected) is addressed to a Minister for Secretary, reply to such reference may be sent by the concerned Divisional Head after obtaining approval of the Secretary of the Ministry/Department. In case the reference is addressed to a lower level officer, reply such reference could be sent by the officer on this 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 letter form only.

3. Ministries/Departments are requested to ensure compliance of the above procedure by all concerned.

Sd/-

(Vijay Kumar)

*Director*

Tel. No. 3362369

To

All Ministries/Departments of Government of India.