

GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
(DEPARTMENT OF ADMINISTRATIVE REFORMS & PUBLIC GRIEVANCES)

LOK SABHA
UNSTARRED QUESTION NO. 1611
(TO BE ANSWERED ON 13.02.2019)

STANDARD CODE FOR LETTER HEADS/PADS

1611. PROF. SAUGATA ROY:

Will the **PRIME MINISTER** be pleased to state:

- (a) whether there is any standard code for letter heads/pads for officials and public representatives of the country;
- (b) if so, the details thereof, rank and protocol-wise;
- (c) whether the Government has noticed that even junior level officers are using golden emblems on their letter heads; and
- (d) if so, the steps taken to check the misuse of such things?

ANSWER

**MINISTER OF STATE IN THE MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
AND PENSIONS AND MINISTER OF STATE IN THE PRIME MINISTER'S OFFICE
(DR. JITENDRA SINGH)**

(a) to (d): As per information furnished by Ministry of Home Affairs, Government of India, the use of the State Emblem of India for various purposes (i.e. in official seals, on stationery [including letterheads and visiting cards], on vehicles, on public buildings, use by constitutional authorities, State Governments/UT Administrations, MPs, Ministers etc, and its use for various other purposes) is regulated by the State Emblem of India (Prohibition of Improper Use) Act, 2005, State Emblem of India (Regulation of Use) Rules, 2007. **Rule 5 and Rule 6(1) read with Schedule- I to the State Emblem of India (Regulation of Use) Rules, 2007** provides the details about the officers and authorities who are authorized to use the Emblem of India on official or demi-official stationery. As per the said Rules, the 'officer' shall mean a gazetted officer of the Central Government or the State Government/Union Territory Administration. A copy of the said Rules is available on the Ministry of Home Affairs' website www.mha.gov.in. From time to time, these rules are circulated to all State Governments/UT Administrations & Ministries/Departments of Government of India and all other concerned authorities for strict compliance.
