

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

LOK SABHA
UNSTARRED QUESTION NO. 2237
(TO BE ANSWERED ON 04.03.2020)

ISSUANCE OF G.O. TO IAS OFFICERS

†2237. **SHRI KANAKMAL KATARA:**
SHRIMATI KESHARI DEVI PATEL:

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

- (a) whether despite repeated issuance of Government Order (G.O.) to the IAS officers, the protocol is not being complied with in Uttar Pradesh and Rajasthan;
- (b) the steps being taken by the Government in this regard;
- (c) the details and the number of such complaints received by the Government including from Rajasthan;
- (d) the action taken by the Government thereon and the details thereof;
- (e) whether the Government proposes to take any steps to issue strict instruction to IAS officers;
- (f) whether a incident of an IAS-DM/collector, Rajgarh, Madhya Pradesh reportedly hitting some demonstrators during a demonstrations/Dharna has been reported;
- (g) whether the Government is likely to take any suo moto action against such officers selected by the UPSC who openly violate the laws; and
- (h) the penal provisions for such officers?

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 (e): The All India Services (Conduct) Rules, 1968 provide for observance of proper procedure by IAS officers in official dealings with Members of Parliament and State Legislatures. Government vide Office Memorandum No. 11013/4/2011-Estt.(A) dated 01.12.2011 had issued comprehensive guidelines regarding official dealings between the Administration and Members of Parliament and State Legislatures and the same have been reiterated from time to time. Chief Secretaries of all States and Union Territories has also been requested to circulate these instructions to all State Government officials and sensitize them to their duties and obligations in this regard and to review implementation of these instructions periodically. Recently, Government vide Office Memorandum No. 11013/4/2018-Estt.A-III dated 10.02.2020 have once again requested all the Ministries / Departments to ensure that these instructions are followed by all officials concerned, both in letter and spirit and that violation of these guidelines will be viewed seriously. Copies of the guidelines are as given in Annexure-A.

Contd.P,-2/-

Details of such complaints received during the period from 01.04.2018 to 29.02.2020 and action taken by the Government are as given in Annexure-B.

(f): The Government of Madhya Pradesh has informed that a P.I.L bearing W.P. No.1699/2020 had been filed before the Hon'ble High Court of Madhya Pradesh at Indore Bench regarding the alleged action of Collector, Rajgarh in enforcing the prohibitory orders on the crowd gathered on 19.01.2020.

(g): As per Rule 2(c) of the All India Services (Discipline and Appeal) Rules, 1969, 'Government' means – (i) in the case of a member of the Service serving in connection with the affairs of a State, or who is deputed for service in any company, association or body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government of a State, or in a local authority set up by an Act of the legislature of a State, the Government of that State; and as per Rule 2(c) (ii) of the AIS (D&A) Rules, 1969, in any other case, the Central Government. Therefore, Government of Madhya Pradesh is the Competent Authority for taking action for misconduct against IAS officers working with the Government of Madhya Pradesh.

(h): Penalties as prescribed under Rule-6 of the All India Services (Discipline and Appeal) Rules, 1969 may be imposed on IAS officers, for violation of All India Services (Conduct) Rules 1968, after inquiry.

North Block, New Delhi

Dated 10th February, 2020

OFFICE MEMORANDUM

Subject: Official dealings between the Administration and Members of Parliament and State legislatures - Observance of proper procedure.

The Members of Parliament and State Legislatures, as the accredited representatives of the people, occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/ Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interviews with the officers.

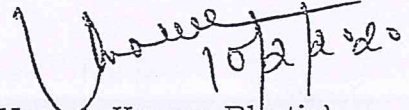
2. The guidelines concerning official dealings between Administration and Members of Parliament and State Legislatures have been issued by the Ministry of Personnel, Public Grievances and Pensions and being reiterated from time to time. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated from time to time. However, keeping in view the instances of occasional non-observance of the above guidelines, a need was also felt by the Committee of Privileges of the Lok Sabha for consolidating and reiterating the existing instructions. Accordingly, revised comprehensive guidelines were issued by this Department vide Office Memorandum No. 11013/4/2011-Estt.(A) dated 1st December 2011 (copy enclosed). A copy of former Secretary (P)'s D.O. No. 11013/4/2011-Estt.(A) dated 9th October, 2012, O.M. No. 11013/2/2012-Estt.A dated 19.11.2014, O.M. of even No. dated 7.02.2018 and 11.10.2018 reiterating the said instructions are also enclosed for ready reference.

3. Instances have come to the notice of this Department on violation of Protocol Norms laid in the guidelines. Therefore, all the Ministries/ Departments are once again requested to ensure that instructions issued through aforementioned communications are followed by all officials concerned, both in letter and spirit. Violation of these guidelines will be viewed seriously.

Contd..

3. Chief Secretaries of all States/ UTs are also requested to circulate these instructions to all State Government officials at the State/ Division and District levels and sensitize them with regard to their duties and obligations in so far as the movement of Members of Parliament in general and more particularly during Parliament sessions. It is also requested to periodically review implementation of these instructions.

4. Hindi version will follow


(Umesh Kumar Bhatia)

Deputy Secretary to the Government of India
Tel: 011-23094471

Encl: As above.

To

1. The Secretaries of All Ministries/Departments (as per the standard list)
2. Chief Secretaries of all States/UTs (as per the standard list)

Copy to:

1. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
2. PSO to Secretary (P)/Sr. PPS to Establishment Officer/Sr. PPS to AS (SRK), PPS to AS (LR)/PPS to AS (SC)
3. All Divisional Heads of DOPT
4. All Under Secretaries/Section Officers of DOPT
5. NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Ministry under the Head Notifications >> OMs & Orders >> Establishment >> CCS (Conduct) Rules & What's New]
6. Hindi Section, DoP&T

No. 11013/4/2011-Estt. (A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi.
01st December, 2011

OFFICE MEMORANDUM

Subject: Official dealings between the Administration and Members of Parliament and State Legislatures - Observance of proper procedure.

The Members of Parliament and State Legislatures as the accredited representatives of the people occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interviews with the officers. Certain well-recognized principles and conventions to govern the relations between the Members of Parliament/ State Legislatures and Government servants have already been established.

2. Reference is invited to the guidelines concerning the official dealings between Administration and Members of Parliament and State Legislatures which were issued by the Cabinet Secretariat (Department of Personnel and Administrative Reforms, in the O.M. No 25/19/64-Estt. (A) dated 08.11.1974). The importance of adherence to these guidelines was reiterated in the Department of Personnel and Training's O.M. No. 11013/6/2005-Estt. (A) dated 17.08.2007. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated by the Department of Administrative Reforms and Public Grievances. The Minister of State for Personnel, Public Grievances and Pensions has also written to all Ministers in this regard vide D.O letter dated 5th May, 2011, requesting that a mechanism may be set up to periodically monitor progress in disposal of references received from Members of Parliament.

3. Some instances of non-adherence to the existing guidelines have been brought to Government's attention by Members of Parliament and a need has been felt for again sensitizing all administrative authorities concerned.

4. The Central Secretariat Manual of Office Procedure provides following instructions for prompt disposal of letters from Members of Parliament:-

Correspondence with Members of Parliament -

- (1) Communications received from a Member of Parliament should be attended to promptly.
- (2) Where a communication is addressed to a Minister or a Secretary to the Government, it should, as far as practicable, be replied to by

the Minister or the Secretary himself as the case may be. Where it is not practicable for the Minister to reply, a reply should normally be issued under the signature of an officer of the rank of Secretary to the Government.

- (3) Where 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/Organization, it should be replied to by the addressee himself. In such cases, care may be taken to ensure that wherever policy issues are involved, approval of the competent authority is obtained before a reply is sent. It should, however, be ensured that the minimum level at which such replies are sent to Member of Parliament is that of Under Secretary and that also in a polite letter form only.
- (4) Information sought by a Member of Parliament should be supplied unless it is of such a nature that it would have been denied to him, if similar information had been sought in Parliament.
- (5) While corresponding with Members of Parliament, it should be ensured that the letter is legible. Pre-printed or cyclostyled replies should be scrupulously avoided.
- (6) 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 the concerned Divisional Head after obtaining approval of the Secretary of 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. Here also, it may be ensured that the minimum level at which a reply is sent is that of an Under Secretary and that too in a polite letter form only.

Prompt response to letters received -

- (1) Each communication received from the Member of Parliament, a member of the public, a recognized association or a public body will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.
- (2) Where a delay is anticipated in sending a final reply, or where the information has to be obtained from another Ministry or another office, an interim reply may be sent within a month (from the date of receipt of the communication) indicating the possible date by which a final reply can be given.
- (3) If any such communication is wrongly addressed to a department, it should be transferred promptly (within a week) to the appropriate department under intimation to the party concerned.

5. The aforesaid guidelines also cover Official dealings between Administration and Members of Parliament/State Legislatures. In this context, attention is also invited to Rule 3(2A) of All India Service (Conduct)

Rule, 1968 and Rule 3-A of Central Civil Service (Conduct) Rules, 1964 which provide as follows:-

Every member of the service shall in the discharge of his duties act in a courteous manner and shall not adopt dilatory tactics in his dealings with the public or otherwise.

The existing instructions are hereby appropriately strengthened to emphasize the basic principles to be borne in mind by the Government servants while interacting with the Members of Parliament and State Legislatures. These are as follows :-

(i) Government servants should show courtesy and consideration to Members of Parliament and State Legislatures;

(ii) while the Government servants should consider carefully or listen patiently to what the Members of Parliament and of the State Legislatures may have to say, the Government servant should always act according to his own best judgment and as per the rules;

(iii) Any deviation from an appointment made with a Member of Parliament/State Legislature must be promptly explained to him to avoid any possible inconvenience. Fresh appointment should be fixed in consultation with him;

(iv) An officer should be meticulously correct and courteous and rise to receive and see off a Member of Parliament/State Legislature visiting him. Arrangements may be made to receive the Members of Parliament when, after taking prior appointment, they visit the officer of the Government of India, State Government or local Government. Arrangements may also be made to permit entry of vehicles of the Members to these Offices subject to security requirements/restrictions;

(v) Members of Parliament of the area should invariably be invited to public functions organized by a Government office. Proper and comfortable seating arrangements at public functions and proper order of seating on the dais should be made for Members keeping in view the fact that they appear above officers of the rank of Secretaries to Government of India in the Warrant of Precedence; The invitation cards and media events, if organized for the function held in the constituency, may include the names of the Members of that constituency who have confirmed participation in these functions.

It is clarified that if a constituency of any Member of Parliament is spread over more than one District, the M.P should invariably be invited to all the functions held in any of the Districts which are part of his/her constituency;

(vi) Where any meeting convened by the Government is to be attended by Members of Parliament, special care should be taken to see that notice is given to them in good time regarding the date, time, venue etc. of the meeting. It should also be ensured that there is no slip in any

matter of detail, however minor it may be. It should especially be ensured that:-

(a) intimations regarding public meetings/functions are sent through speedier communication devices to the M.Ps, so that they reach them well in time, and

(b) that receipt of intimation by the M.P is confirmed by the officer/official concerned;

(vii) Letters from Members of Parliament and Members of State Legislatures must be promptly acknowledged, and a reply sent at an appropriate level expeditiously as per the relevant provisions of the Central Secretariat Manual of Office Procedure;

(viii) Information or statistics relating to matters of local importance must be furnished to the MPs and MLAs when asked for. The information so supplied should be specific and answer the points raised. A soft copy of the information should also be sent to the Member via e-mail;

(ix) If the information sought by a Member of Parliament cannot be given and is to be refused, instructions from a higher authority should be taken and the reasons for not furnishing the information should be given in the reply;

(x) Wherever any letter from a Member of Parliament is in English and the reply is required to be given in Hindi in terms of the Official Languages Act, 1963 and the rules framed there under, an English translation should also be sent along with the reply for the convenience of such Members of Parliament from non Hindi speaking areas;

(xi) References from the Committees of Parliament must be attended to promptly;

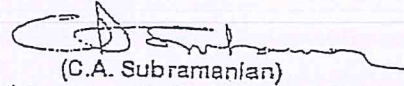
(xii) The officers should not ignore telephonic messages left for them by the Members of Parliament/State Legislatures in their absence and should try to contact at the earliest the Member of Parliament/State Legislature concerned. These instructions also include SMS and e-mails received on official mobile telephones which also should be replied to promptly and on priority;

(xiii) All Ministries/Departments may ensure that the powers of Members of Parliament/State Legislatures as Chairpersons/ Members of committees under various Centrally Sponsored/Central Sector government schemes are clearly and adequately defined; and

(xiv) A Government servant should not approach MPs/MLAs for sponsoring his individual case as bringing or attempting to bring political or non-official or other outside influence is prohibited under the conduct Rules e.g. Rule 18 of the All India Service (Conduct) Rules, 1968 and Rule 20 of the Central Civil Services (Conduct) Rules.

6. All Ministries/Departments are requested to ensure that the above basic principles and instructions are followed by all officials concerned, both in letter and spirit. Violation of the guidelines laid down on this subject will be viewed seriously.

7. Any violation of relevant Conduct Rules in this regard, which violation is established after due enquiry will render the Government servant concerned liable for appropriate punishment as per Rule.



(C.A. Subramanian)

Joint Secretary to the Government of India

To

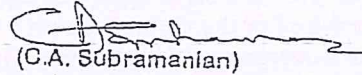
All the Ministries/Departments of Government of India

Copy to:-

1. Presidents Secretariat/ Vice Presidents Secretariat.
2. PMO/Cabinet Secretariat.
3. Comptroller and Auditor General of India.
4. UPSC/SSC/LBSNAA/ISTM/CVO/CIO.
5. Lok Sabha Secretariat/ Rajya Sabha Secretariat.
6. All Officers/Sections in Ministry of Personnel, PG & Pension.
7. NIC, DOPT-please upload this OM on this Department's website.

Copy also to:

Chief Secretaries of all States / UTs with a request to circulate these instructions to all State Government officials at the State/Division and District levels and to periodically review implementation.



(C.A. Subramanian)

Joint Secretary to the Government of India

P.K. Misra

सचिव

Secretary

Tele : 23094848

Fax : 23092056

Fax : 23094500



सत्यमेव जयते

भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लॉक, नई दिल्ली - 110001
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
AND PENSIONS
NORTH BLOCK, NEW DELHI - 110001

Website : <http://persmin.gov.in>

9th October, 2012

Dear Chief Secretary,

You would be aware that guidelines concerning official dealings between Administration and Members of Parliament and State Legislatures have been issued by the Ministry of Personnel, Public Grievances and Pensions. However, keeping in view certain instances of occasional non-observance of the above guidelines, the Committee of Privileges of the Lok Sabha recommended consolidation and reiteration of the existing instructions so that all concerned are aware of the same. Accordingly, revised comprehensive guidelines have been issued by this Department vide Office Memorandum No.11013/4/2011-Estt.A dated 1st December, 2011. Copy of this O.M. was also forwarded to the Chief Secretaries of all the States/UTs vide D.O. letter dated 8.12.2011 from my predecessor with the request that these instructions may be circulated to all officials of the State Government for compliance.


2. A copy of the above instructions dated 1st December, 2011 is again enclosed. It is once again requested that these instructions may be circulated to all officials of the State Government for compliance.

3. Some Members of Parliament have brought to the notice of this Department directly or through Lok Sabha / Rajya Sabha Secretariat that District level officials have not been showing them due regard and courtesy. This has also been raised in the recent meeting of the Committee on violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha constituted by the Hon'ble Speaker. It is, therefore, advised that implementation of the above mentioned instructions are to be periodically reiterated and reviewed in the Conference of District Magistrates / Collectors and Superintendent of Police of your States / UTs

4. You may please issue necessary directions to the district level officers and send a copy to this Department for its onward transmission to the Lok Sabha Secretariat, as desired by them.

With regards,

Yours sincerely,

 (P.K. Misra)

(By Name)

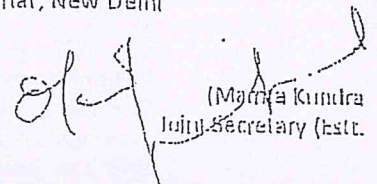
Chief Secretaries of all States / UTs

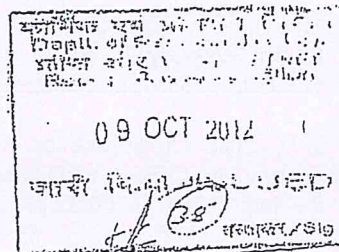
(As per list)

राज्य
का अधिकारी

Copy alongwith enclosures to:

1. Sh. Sanjay Kothari, Secretary, D/o Administrative Reforms and Public Grievances, Sardar Patel Bhawan, New Delhi with the request to make it as one of the Agenda items for discussing in the Annual Chief Secretaries Conference..
2. Sh. V.R. Ramesh, Joint Secretary, Lok Sabha Secretariat (Privileges & Ethics Branch, Parliament House, New Delhi w.r.t. their O M. No. 12/1/2012-CoPV dated 13.9.2012.
3. Sh. Alok Rawat, Secretary (Coordination), Cabinet Secretariat, New Delhi


(Manika Kumdra)
Joint Secretary (Estt.)



F.No. 11013/2/2012-Estt.A
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Establishment Division

North Block, New Delhi
Dated November 19th, 2014

Subject: Official dealings between the Administration and Members of Parliament and State legislatures – Observance of proper procedure.

The Members of Parliament and State Legislatures as the accredited representatives of the people occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/ Departments of the Government of India or the state Governments, or make suggestions for their consideration or ask for interviews with the officers.

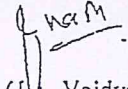
2. The guidelines concerning official dealings between Administration and Members of Parliament and State Legislatures have been issued by the Ministry of Personnel, Public Grievances and Pensions and reiterated from time to time. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated from time to time. However, keeping in view the instances of occasional non-observance of the above guidelines, a need was felt by the Committee of Privileges of the Lok Sabha for consolidating and reiterating the existing instructions. Accordingly, revised comprehensive guidelines were issued by this Department vide Office Memorandum No. 11013/4/2011-Estt.(A) dated 1st December 2011 (copy enclosed). A copy of former Secretary (P)'s D.O. No. 11013/4/2011-Estt.(A) dated 9th October, 2012 reiterating the said instructions is also enclosed for ready reference.

3. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha in Paragraph 63 of its First Report tabled in the Lok Sabha on 06.02.2014 has recommended that this Department may sensitise all civil servants and officials in various Ministries and Departments particularly under them for strict compliance of the instructions relating to official dealings issued in this regard between the Administration and the Members of Parliament.

4. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha at its first sitting held on 28 October, 2014, also felt that the consolidated instructions/ guidelines issued by the Department of Personnel & Training (DoPT) on 1 December, 2011 on Official Dealing between Administration and Members of Parliament need to be again circulated to all concerned Executive Functionaries.

5. All Ministries/ Departments are requested to ensure that the above basic principles and instructions are followed by all officials concerned, both in letter in spirit. Violation of the guidelines laid down on this subject will be viewed seriously.

6. Chief Secretaries of all States/ UTs are requested to circulate these instructions to all State Government officials at the State/ Division and District levels and to periodically review implementation.


(J. Vaidyanathan)
Director (Establishment)

To

1. All Ministries / Departments (as per standard list)
2. Chief Secretaries of all States / UTs (as per standard list)

F. No. 11013/4/2018-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Establishment Division

North Block, New Delhi
Dated 7th February, 2018

OFFICE MEMORANDUM

Subject: Official dealings between the Administration and Members of Parliament and State legislatures - Observance of proper procedure.

The Members of Parliament and State Legislatures, as the accredited representatives of the people, occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/ Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interviews with the officers.

2. The guidelines concerning official dealings between Administration and Members of Parliament and State Legislatures have been issued by the Ministry of Personnel, Public Grievances and Pensions and reiterated from time to time. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated from time to time. However, keeping in view the instances of occasional non-observance of the above guidelines, a need was felt by the Committee of Privileges of the Lok Sabha for consolidating and reiterating the existing instructions. Accordingly, revised comprehensive guidelines were issued by this Department vide Office Memorandum No. 11013/4/2011-Estt.(A) dated 1st December 2011 (copy enclosed). A copy of former Secretary (P)'s D.O. No. 11013/4/2011-Estt.(A) dated 9th October, 2012 and O.M. No. 11013/2/2012-Estt.A dated 19.11.20104 reiterating the said instructions are also enclosed for ready reference.

3. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha in its Second Report tabled in the Lok Sabha on 4.01.2018 has recommended that the consolidated instructions/ guidelines on Official dealing between the Administration and Member of Parliament and State Legislature should strictly be complied by all the Government servants, both in letter and spirit.

4. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha in Paragraph 43 of its Third Report tabled in the Lok Sabha on 4.01.2018 has recommended discouraging and desisting the State Governments to involve Private companies/ agencies in organizing/ sponsoring functions which essentially fall under the domain of State Governments.

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5. All Ministries/ Departments are requested to ensure that the above basic principles and instructions are followed by all officials concerned, both in letter and spirit. Violation of the guidelines laid down on this subject will be viewed seriously.

6. Chief Secretaries of all States/ UTs are requested to circulate these instructions to all State Government officials at the State/ Division and District levels and to periodically review implementation.

Nitin Gupta
7/2/18
(Nitin Gupta)

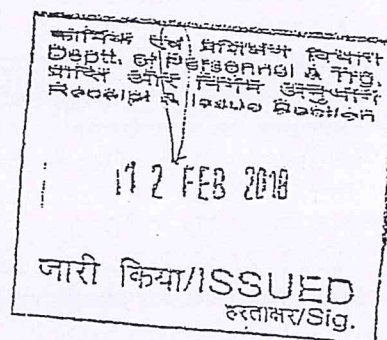
Under Secretary to the Government of India
Tel: 011-23040264

Encl: As above.

To

1. All Ministries / Departments (as per standard list)
2. Chief Secretaries of all States / UTs (as per standard list)

9/c



F. No. 11013/4/2018-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Establishment Division

North Block, New Delhi
Dated 11 October, 2018

OFFICE MEMORANDUM

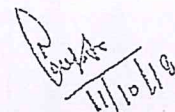
Subject: Official dealings between the Administration and Members of Parliament and State legislatures - Observance of proper procedure.

The undersigned is directed to refer to this Department's Office Memorandum No. 11013/4/2011-Estt.(A) dated 1st December 2011 subsequently reiterated vide D.O. letter dated the October 9, 2012 from Secretary (Personnel), O.M. No. 11013/2/2012-Estt.A dated 19.11.2014 and O.M. of even No. dated 7.02.2018 (copies enclosed) on the subject mentioned above and to reiterate these instructions for strict compliance on the recommendations of the *Committee of Privileges, Lok Sabha in its Sixth Report tabled in the Lok Sabha on 20.12.2017* and *Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha in its Fourth and Fifth Report tabled in the Lok Sabha on 01.08.2018*.

2. All Ministries/ Departments are requested to ensure that instructions issued through aforementioned communications are followed by all officials concerned, both in letter and spirit. Violation of these guidelines will be viewed seriously.

3. Chief Secretaries of all States/ UTs are requested circulate these instructions to all State Government officials at the State/ Division and District levels and sensitize them with regard to their duties and obligations in so far as the movement of Members of Parliament in general and more particularly during Parliament sessions. It is also requested to periodically review implementation of these instructions.

4. Hindi version will follow


11/10/18

(Nitin Gupta)

Under Secretary to the Government of India
Tel: 011-23040264

Encl: As above.

To

1. All Ministries / Departments (as per standard list)
2. Chief Secretaries of all States / UTs (as per standard list)

Copy to:

Secretary, Ministry of Home Affairs, North Block, New Delhi - with the request to take appropriate action with regard to recommendation at para 44 of Committee of Privileges, Lok Sabha in its Sixth Report tabled in the Lok Sabha on 20.12.2017 (copy enclosed).

Ministry of Personnel, Public Grievances and Pensions

Annexure-B to Lok Sabha Unstarred Question No.2237 for answer on 04.03.2020

Details of complaints regarding violation of protocol received from the Lok Sabha Secretariat during 01.04.2018 to 29.02.2020

Sr. No.	Particulars	Subject	State	Action taken
1.	Lok Sabha Secretariat vide UO dated 25.06.2018 forwarded copy of a letter dated 18.06.2018 from Smt. Butta Renuka, Hon'ble MP.	Regarding non-observance of proper procedure by Municipal Commissioner, Kurnool, Andhra Pradesh.	Andhra Pradesh	Report received from Govt. of Andhra Pradesh vide letter dated 24.01.2019 had been forwarded to Lok Sabha Secretariat on 12.02.2019.
2.	Lok Sabha Secretariat vide UO dated 03.08.2018 forwarded copy of a letter dated 25.07.2018 from Shri Jyotiraditya M. Scindia, Hon'ble MP.	Regarding not inviting to the inauguration ceremony of the Shivpuri Devas four-lane highway in his Constituency, Guna by Sh. Vijay Dutta, Collector, Guna on 23 rd July, 2018.	Madhya Pradesh	Report received from the Govt. of Madhya Pradesh vide letter dated 16.09.2019 had been forwarded to Lok Sabha Secretariat on 18.11.2019.
3.	Lok Sabha Secretariat vide UO dated 12.10.2018 forwarded copy of a letter dated 11.10.2018 from Shri Kirti Azad, Hon'ble MP.	Regarding defaming him by casting aspersion on his conduct and publicizing it in media by District Magistrate (DM), Darbhanga.	Bihar	Report received from Govt. of Bihar vide letter dated 05.04.2019 had been forwarded to Lok Sabha Secretariat on 26.04.2019.
4.	Lok Sabha Secretariat vide UO dated 30.01.2019 forwarded copy of a letter dated 16.01.2019 from Dr. A. Sampath, Hon'ble MP.	Regarding inter-alia non-adherence of protocol rules by Central Government / District Administration, Kollam.	Kerala	Report received from Govt. of Kerala vide letter dated 21.03.2019 had been forwarded to Lok Sabha Secretariat on 12.04.2019.
5.	Lok Sabha Secretariat vide UO dated 11.02.2019 forwarded copy of a letter dated 07.02.2019 from Dr. Heena Vijaykumar Gavit, Hon'ble MP.	Regarding not inviting her to a centrally sponsored programme by District Collector, Nandurbar and certain other officials, Nandurbar.	Maharashtra	Report received from Govt. of Maharashtra vide letter dated 15.11.2019 had been forwarded to Lok Sabha Secretariat on 18.12.2019.
6.	Lok Sabha Secretariat vide UO dated	Regarding violation of protocol against	Uttar	Report received from Govt. of

	25.07.2018 forwarded copy of a letter dated 19.07.2018 from Shri Bhairon Prasad Mishra, Hon'ble MP.	District Administration, Chitrakoot.	Pradesh.	Uttar Pradesh vide letter dated 02.12.2019 had been forwarded to Lok Sabha Secretariat on 25.02.2020.
7.	Lok Sabha Secretariat vide UO dated 14.08.2018 forwarded copy of a letter dated 31.07.2018 from Shri Bhairon Prasad Mishra, Hon'ble MP.	Regarding non-invitation in District Level conference of Gram Pradhans, by the District Administration, Chitrakoot.	Uttar Pradesh.	Report received from Govt. of Uttar Pradesh vide letter dated 02.12.2019 had been forwarded to Lok Sabha Secretariat on 25.02.2020.
8.	Lok Sabha Secretariat vide UO dated 10.07.2019 forwarded copy of a letter dated 10.07.2019 from Shri Hanuman Beniwal, Hon'ble MP.	Regarding convening of meeting of the Governing Body of District Mineral Foundation Trust, Nagaur while Session of Parliament (Lok Sabha) was in progress.	Rajasthan	Report received from Govt. of Rajasthan vide letter dated 12.07.2019 had been forwarded to Lok Sabha Secretariat on 08.08.2019.
9.	Lok Sabha Secretariat vide UO dated 23.07.2019 forwarded copy of a letter dated 11.07.2019 from Ms. Diya Kumari, Hon'ble MP.	Requesting for issue of directions for cancellation of meeting of District Mineral Foundation Trust, Nagaur scheduled on 13.07.2019, as Parliament was in Session.	Rajasthan	Report received from Govt. of Rajasthan vide letter dated 20.09.2019 had been forwarded to Lok Sabha Secretariat on 10.10.2019.
10.	Lok Sabha Secretariat vide UO dated 09.07.2019 forwarded copy of a letter dated 08.07.2019 from Shri Hanuman Beniwal, Hon'ble MP.	Regarding not making available a Personal Assistant to him.	Rajasthan	Report received from Govt. of Rajasthan vide letter dated 18.11.2019.
11.	Complaint from Shri Hanuman Beniwal, Hon'ble MP.	Regarding non-reply to letters by Shri Amit Dhaka, IAS (PB: 2006) Special Secretary, CM Office, Government of Rajasthan and cancellation of the Inter-Cadre deputation from Punjab to Rajasthan.	Rajasthan	Government of Rajasthan had been requested vide letter dated 12.02.2020 to examine the matter and to furnish a detailed report.
12.	Lok Sabha Secretariat vide UO dated 02.01.2020 forwarded copy of a letter dated 23.12.2019 from Sh. Ashok Kumar Rawat, Hon'ble MP.	Regarding not responding to phone calls and not supplying information pertaining to meetings by Sh. Akhilesh Tiwari, District Magistrate, Sitapur.	Uttar Pradesh	Report received from Govt of Uttar Pradesh vide letter dated 10.02.2020.

13.	Lok Sabha Secretariat vide UO dated 15.07.2019 forwarded copy of a letter dated 12.07.2019 from Shri Akshaibar Lal, Hon'ble MP.	Regarding issue of directions to the District Magistrate, Bahraich for cancellation of a meeting of the District Planning Committee, Bahraich scheduled on 15.07.2019 as the Budget Session of Parliament (Lok Sabha) was in progress.	Uttar Pradesh	Government of Uttar Pradesh had been requested vide letter dated 23.07.2019 to examine the matter and to furnish a detailed report.
14.	Lok Sabha Secretariat vide UO dated 18.09.2019 forwarded copy of a letter dated 09.09.2019 from Dr. Sanghamitra Maurya, Hon'ble MP.	Regarding non-responding to her telephonic calls by District Magistrate, Budaun District, Superintendent of Police and sub-Divisional Magistrate in tehsil Gunnaur in Sambhal District.	Uttar Pradesh	Government of Uttar Pradesh had been requested vide letter dated 01.10.2019 to examine the matter and to furnish a detailed report.
15.	Lok Sabha Secretariat vide UO dated 06.11.2019 forwarded copy of a letter dated 21.10.2019 from Sh. Ashok Kumar Rawat, Hon'ble MP.	Regarding non invitation and omission of his name in invitation card, during social empowerment camp and free aid helping distribution ceremony against the Chairman, Artificial Limbs Manufacturing Corporation of India and District Administration Hardoi.	Uttar Pradesh	Government of Uttar Pradesh had been requested vide letter dated 04.12.2019 to examine the matter and to furnish a detailed report.
16.	Lok Sabha Secretariat vide UO dated 02.12.2019 forwarded copy of a letter dated 20.11.2019 from Sh. Vinod Kumar Sonkar, Hon'ble MP.	Regarding non-acknowledgment and not responding to his letters by Sh. Manoj Kumar, ADM, Kaushambi.	Uttar Pradesh	Government of Uttar Pradesh had been requested vide letter dated 10.12.2019 to examine the matter and to furnish a detailed report.
17.	Lok Sabha Secretariat vide UO dated 03.12.2019 forwarded copy of a letter dated 29.11.2019 from Sh. Vinod Kumar Sonkar, Hon'ble MP.	Regarding non-acknowledgment and not responding to his letters by Sh. Markandeya Sahi, DM, Pratapgarh.	Uttar Pradesh	Government of Uttar Pradesh had been requested vide letter dated 10.12.2019 to examine the matter and to furnish a detailed report.
18.	Lok Sabha Secretariat vide UO dated 03.12.2019 forwarded copy of a letter dated Nil from Sh. Sangam Lal Gupta, Hon'ble MP.	Regarding non-acknowledgment and not responding to his letters by Sh. Markandeya Sahi, DM, Pratapgarh.	Uttar Pradesh	Government of Uttar Pradesh had been requested vide letter dated 10.12.2019 to examine the matter and to furnish a detailed report.

19.	Lok Sabha Secretariat vide UO dated 02.01.2020 forwarded copy of a letter dated 13.12.2019 from Sh. Shyam Singh Yadav, Hon'ble MP.	Regarding non responding to telephone calls and SMS made on official mobile of Dr. Rajesh Dubey, Principal Secretary (Medical Education), Uttar Pradesh.	Uttar Pradesh	Government of Uttar Pradesh had been requested vide letter dated 10.01.2020 to examine the matter and to furnish a detailed report.
20.	Lok Sabha Secretariat vide UO dated 20.06.2018 forwarded copy of a letter dated 28.05.2018 from Shri Arka Keshari Deo, Hon'ble MP.	Regarding non-response to communications, not inviting for inaugural functions and not including name in the foundation stone in Kalahandi District.	Odisha	Government of Odisha had been requested vide letter dated 06.07.2018 to examine the matter and to furnish a detailed report.
21.	Lok Sabha Secretariat vide UO dated 21.01.2019 forwarded copy of a letter dated 09.10.2018 from Shri Arka Keshari Deo, Hon'ble MP.	Regarding not inviting for laying of foundation stone, inauguration of important development projects and protocol violation against the District Collector, Naupada.	Odisha.	Government of Odisha had been requested vide letter dated 31.01.2019 to examine the matter and to furnish a detailed report.
22.	Lok Sabha Secretariat vide UO dated 15.06.2018 forwarded copy of a letter dated 19.01.2018 from Smt. Mausam Noor, Hon'ble MP.	Regarding non-response to communications and improper behavior by SDM, BDO and officials of Maldaha Uttar, West Bengal.	West Bengal	Government of West Bengal had been requested vide letter dated 05.07.2018 to examine the matter and to furnish a detailed report.
23.	Lok Sabha Secretariat vide UO dated 02.08.2018 forwarded copy of a letter dated 13.07.2018 from Shri Babul Supriyo, Hon'ble MP.	Regarding violation of protocol and misbehavior by the officials and the District Magistrate, Purulia, West Bengal.	West Bengal	Government of West Bengal had been requested vide letter dated 16.08.2018 to examine the matter and to furnish a detailed report.
24.	Lok Sabha Secretariat vide UO dated 28.09.2018 forwarded copy of a letter dated 07.09.2018 from Shri Md. Badaruddoza Khan, Hon'ble MP.	Regarding Non-cooperation and non-conduct of meetings of District Vigilance monitoring Committee in Murshidabad District.	West Bengal	Government of West Bengal had been requested vide letter dated 16.10.2018 to examine the matter and to furnish a detailed report.
25.	Lok Sabha Secretariat vide dated 27.01.2020 forwarded copy of a letter dated 05.01.2020 from Shri John	Regarding non-acknowledgment of his letter and not informing him for participation in the review meetings by	West Bengal	Government of West Bengal had been requested vide letter dated 12.02.2020 to examine

	Barla, Hon'ble MP.	District Magistrate, Alipurduar.		the matter and to furnish a detailed report.
26.	Lok Sabha Secretariat vide UO dated 12.07.2019 forwarded copy of a letter dated 09.07.2019 from Shri Bandi Sanjay Kumar, Hon'ble MP.	Regarding non-invitation to inauguration/laying of foundation stones etc., of developmental projects in his parliamentary constituency by District Administration of Karimnagar.	Telangana	Government of Telangana had been requested vide letter dated 23.07.2019 to examine the matter and to furnish a detailed report.
27.	Lok Sabha Secretariat vide UO dated 02.12.2019 forwarded copy of a letter dated 18.11.2019 from Sh. Santosh Pandey, Hon'ble MP.	Regarding non-invitation in developments programmes undertaken in his constituency and causing obstruction in the discharge of his parliamentary duties by Shri Jaiprakash Maurya, District Collector, Rajnandgaon.	Chhattisgarh	Government of Chhattisgarh had been requested vide letter dated 10.12.2019 to examine the matter and to furnish a detailed report.
28.	Lok Sabha Secretariat vide UO dated 03.01.2020 forwarded copy of a letter dated 17.12.2019 from Shri Krishna Pal Singh Yadav, Hon'ble MP.	Regarding dereliction of duties, irregularities and not replying to letters by Dr. Manju Sharma, Collector and District Magistrate, Ashok Nagar.	Madhya Pradesh	Government of Madhya Pradesh had been requested vide letter dated 20.01.2020 to examine the matter and to furnish a detailed report.
29.	Lok Sabha Secretariat vide UO dated 08.01.2020 forwarded copy of a letter dated 28.12.2019 from Shri Dipsinh Shankarsinh Rathod, Hon'ble MP.	Regarding omission of his name in the invitation letter printed during the occasion of celebration of "Sushasan din" (Good Governance Day) and agricultural aid package distribution programme, held on 25 December, 2019 at Vijapur, Mehsana by the District Administration, Mehsana District.	Gujarat	Government of Gujarat had been requested vide letter dated 20.01.2020 to examine the matter and to furnish a detailed report.