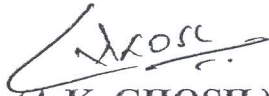


**MOST IMMEDIATE**  
**PARLIAMENTARY MATTER**

**MINISTRY OF DEFENCE**  
**D(PARLIAMENT)**

**Subject : Guidelines and Procedure for dealing with Questions.**

A copy of the Lok Sabha Secretariat (Question Branch) O.M. No.19/10/XVI/II/2014-Q dated 27<sup>th</sup> June, 2014 on the above subject is enclosed herewith for perusal and compliance.

  
(A.K. GHOSH)

**UNDER SECRETARY (PARL)**  
Tele: 23012560

**All Joint Secretaries in the Ministry of Defence**  
**(including Secretary, BRDB, CCR&Ds and Addl. FAs.)**

M of D ID No.H-11011/4/2014/D(Parl) dated the 3<sup>RD</sup> July, 2014.

<b><u>Copy to :</u></b>	<b>SO to Defence Secretary</b>	<b>PPS to Secretary (DP)</b>
	<b>SO to Secretary (R&amp;D)</b>	<b>PSO to Secretary (ESW)</b>
	<b>PPS to AS(B)</b>	<b>PPS to DG(Acq.)</b>
	<b>PPS to FA (DS)</b>	<b>PPS to Addl. Secy. (DP)</b>
	<b>PPS to FA (Acq.)</b>	<b>PS to Joint Secretary (E)</b>

**Copy also to :-**

**PS to RM**

**PS to RRM**

\*\*\*\*\*

*Pl. circulate*  
*Also to*

*to all concerned.*  
*host on website*

*W.A.*  
*3/7*  
*DS / Pen II*  
*DS / Pen I*  
*DS / Pen*

Dy. No. 1695 CC  
Date 03/7/14

MOST IMMEDIATE

LOK SABHA SECRETARIAT  
(QUESTION BRANCH)

Parliament House Annexe,  
New Delhi – 110 001

No.19/10/XVIII/2014-Q

Dated: 27 June, 2014

OFFICE MEMORANDUM

Subject : Guidelines and Procedure for dealing with Parliament Questions.

The undersigned is directed to state that the **Second Session of the Sixteenth Lok Sabha** is scheduled to commence from **Monday, 7 July 2014** and will conclude on **Thursday, 14 August 2014**. The Ministries/Departments concerned of the Government of India are requested to follow the guidelines and procedures as stipulated in **Annexure-I** meticulously.

2. The Officers dealing with Questions in Lok Sabha Secretariat alongwith their contact details, telephone Nos. and e-mails etc. are given at Annexure-II. They may be contacted, if need be, to avoid undue delay and inconvenience.
3. It is also requested that contents of this O.M. may be hosted on the website of the Ministry/Department for wider dissemination of information.
4. The receipt of this communication may please be acknowledged.



(U.B.S. NEGI)

Director

Phone: 23034179 (O)

23035338 (O)

23012629(Fax)

Encl: As above

To,

1. All Ministries/Departments of Government of India
2. Prime Minister Office
3. Cabinet Secretariat

