OFFICE MEMORANDUM

Sub.: Disposal of Parliamentary work relating to Ministries/Departments under the direct charge of the Prime Minister during Winter Session, 2010 of Parliament (6th Session of the 15th Lok Sabha and the 221st Session of Rajya Sabha) commencing on 9th November, 2010.

The following arrangements have been approved by the Prime Minister for the disposal of Parliamentary work relating to the Ministries/Departments under his direct charge:

(a) Authentication of papers and draft replies to Questions (both Starred and Unstarred) to be approved and answered by the Ministers of State as mentioned below:

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<tr>
<th>S. No</th>
<th>Name of Ministers of State</th>
<th>Name of Ministry/Department</th>
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<tr>
<td>1.</td>
<td>Shri Prithviraj Chavan</td>
<td>(i) Personnel, PG &amp; Pensions</td>
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<td>(ii) Atomic Energy</td>
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<td>(iii) Space</td>
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<td>(iv) Cabinet Secretariat</td>
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<td>(v) Prime Minister’s Office</td>
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<td>2.</td>
<td>Shri V. Narayanasamy</td>
<td>(i) Planning</td>
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<td>(ii) Culture</td>
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(b) If the Ministries/Departments consider it necessary, draft replies in respect of Questions on major policy issues may be sent to PM for his approval.

(c) Prime Minister will take briefing meetings for admitted Starred Questions of Lok Sabha and Rajya Sabha. The date, time and venue of the meetings will be intimated separately from time to time.

(d) Ten (10) complete pads (for use of PM and senior officers of PMO) each containing Question and answer along with Note for Supplementaries, for the Lok Sabha/Rajya Sabha may please be made available two working days preceding the day on which the Questions are due for answer. Accordingly, the replies to Questions for Lok Sabha be sent by Monday evening and Questions pertaining to Rajya Sabha by 2.00 pm on Tuesday positively to Shri Mehar C. Jhamb, Deputy Secretary (Parl.) (T.No. 2301 7530), Room No. 143-Basement, Parliament House, New Delhi. This timeline be adhered to strictly for timely submission of Pad to PM.
(e) Senior Officers of Ministries/Departments, not below the rank of Joint Secretary, concerned with the subjects of the admitted Starred Questions should be present in the Official Gallery of the respective House to supplement any information and/or provide clarification instantly for PM's use.

3. Above instructions of the Prime Minister may kindly be brought to the notice of all concerned for compliance.

(Sanjay Mitra)
Joint Secretary to PM
Tel.No.2301 8876

To:
1. Cabinet Secretary (Shri K. M. Chandrasekhar);
2. Member Secretary, Planning Commission (Smt. Sudha Pillai);
3. Secretary, Ministry of Pers., PG & Pension (Shri Shantanu Consul);
4. Secretary, Deptt. of Administrative Reforms and PG(Shri R.C.Misra)
5. Secretary, Ministry of Culture (Shri Jawahar Sircar);
6. Secretary, Department of Atomic Energy (Dr. S. Banerjee);
7. Secretary, Department of Space (Dr. K. Radhakrishnan).

Copy forwarded for information to:
1. Minister of State in the Ministry of Planning (Shri V. Narayanasamy)
2. Minister of State in Prime Minister's Office and MOS in the Ministry of Personnel, PG and Pensions (Shri Prithviraj Chavan)

(Sanjay Mitra)
Joint Secretary to PM