

Government of Orissa
Department of Water Resources

Bhubaneswar, Dated

O.E.-I-III-M-75/2010

20311

/WR. Dated

13/8/10

194

From

Sri P.K. Mohanty, O.A.S. (SAG)
Addl. Secretary to Govt.

To

The Chairman,
Arbitration Tribunal Bhubaneswar /
Engineer-in-Chief, Water Resources,
Orissa, Bhubaneswar /
Engineer-in-Chief, Planning & Design /
All Chief Engineer & Basin Managers of DoWR /
All Chief Engineers of DoWR / All C.CEs. /
Chief Engineer, Minor Irrigation, Bhubaneswar /
Managing Director, O.C.C. Ltd., Bhubaneswar /
Chief Engineer & Director, WALMI/
Director, Ground Water Survey & Investigation, Bhubaneswar.

Subject: Book Circular No. 47 – Relationship between Members of Parliament and State Legislators and Government Servants.

Sir / Madam,

In enclosing a copy of letter no, 1326, dt. 9.8.2010 of P.A. Department regarding the relationship between members of Parliament State Legislators and Govt. Servants as per Book Circular - 47. I am directed to request you to ensure that the guidelines and instructions contained therein are followed by all concerned both in letter and spirit.

It is also impressed upon all concerned that govt. attaches utmost importance to strict observance of guidelines prescribed in by all Officer/ Staffs in the above mentioned circular. Any deviation/violation in this regard will viewed seriously and action as deemed proper will be taken as per para-12 of the said circular.

Yours faithfully

Addl. Secretary to Govt

20312 - WR; Dt. 13/8/10

All Officers / All Branches of

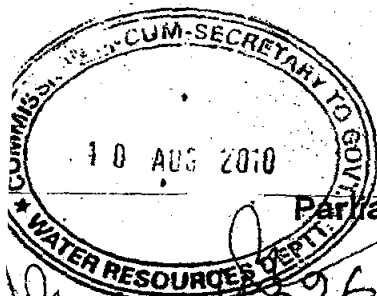
Office of the Engineer-in-Chief,
Water Resources, Orissa, Bhubaneswar

Memo No. GL-Mis-5/08

Copy along with copy of it's enclosure forwarded to all Directors/Deputy directors/P.A to Engineer-in-Chief(WR)/P.A to Engineer-in-Chief(P&D)/Establishment Officer-I/all Section Officers of this office for information & necessary action.

Encl: As above.

Establishment



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Government of Orissa
Parliamentary Affairs Department

No. 326 /PAD., Dated, the 9th August, 2010
OLA-II-7/2010

From

G. Mathi Vathanan, IAS,
Commissioner-Cum-Secretary to Government

To

Principal Secretaries/
Commissioner-cum-Secretaries of all Departments.

Sub

Book Circular No.47 - Relationship Between Members of Parliament and State Legislators and Government Servants,

Sir / Madam,

i am directed to say that the Book Circular No. 47 containing guidelines on relationship between Members of Parliament and State Legislators and Government Servants has been issued by Parliamentary Affairs Department vide letter No.7820/OLA it-21/2005/PAD dated 02.12.2005 (Copy enclosed).

38) Strict observance of the guidelines prescribed in the said circular by the Government officials is imperative. However, it has been observed by the members of the House Committee on Ethics, 2009-10 in their meeting held on 03.03.2010 that guidelines are not being implemented in its proper prospective in some quarters. Similarly, during discussion in the current Session of the O.L.A., some Hon'ble MLAs have also expressed deep concern regarding non-implementation of the instructions laid down in Book Circular-47.

It is reiterated that the Book Circular, prescribing guidelines regarding relationship between Members of Parliament and State Legislators and Government Servants, needs to be observed by all concerned scrupulously.

Contd....P/2

Under the circumstance, I am to **request** to you to kindly issue suitable **instructions** to the sub-ordinate offices / field **functionaries** to **meticulously** follow the guidelines enumerated in Book **Circular** No. 47. Any **deviation**/ violation in this **regard will** be **viewed** seriously and action as deemed proper will be taken as per para **12** of **the said** circular. X

A copy of the instructions issued to the **sub-ordinate** offices / **field** functionaries **may** kindly be furnished to this Department for **information** and **record**.

Yours faithfully,



Commissioner-Cum-Secretary to Government

BOOK CIRCULAR

No. 47

GOVERNMENT OF ORISSA

PARLIAMENTARY AFFAIRS DEPARTMENT

No. 7820—OLA-II-21/2005-PAD.

The 2nd December 2005

FROM

Shri T.K. Pandey, I.A.S.
Commissioner-cum-Secretary to Government
Parliamentary Affairs Department.

TO

All Secretaries to Government/all Revenue Divisional Commissioners/all Heads of Departments/all Collectors.

SUBJECT— Relationship between Members of Parliament and Legislators and Government Servants.

Sir,

In our democratic set up, the relationship between the public servants and the Members of the Parliament and the State Legislature plays a vital role in building a healthy and congenial atmosphere of mutual understanding. Members of Parliament and State Legislature occupy a very important place as representatives of the people. They have important functions to perform under the Constitution for which they may occasionally find it necessary to obtain information from or address suggestions to the Department of Government and such other functions at different levels of administration or seek interviews with the officers in connection with their legislative or other public duties, otherwise than through the formal business in the Parliament and State Legislative Assembly. Over the last few decades certain principles have been laid down and conventions established governing the relationship between Government servants and Legislators. Government find no reason to doubt the sincerity on the part of Government servants in establishing cordial rapport with the Legislators. Nevertheless, there seems to be a necessity to reiterate certain principles in this regard and to spell out certain important matters in further detail. Accordingly, Government have been pleased to lay down as follows :—

2. Official Duty

21. Every official shall, in the discharge of her/his duties, act in a courteous manner and shall not adopt dilatory tactics in her/his dealings with the Members.

22. It should be a part of the duty of every official to provide adequate assistance to the Members to enable them to fulfill their obligations to the people.

23. When a Member comes to see an official, the latter should rise and receive her/him forthwith courteously. He should also give her/him a polite send-off.

24. At the district and sub-divisional levels the officiate should set apart a fixed time everyday for interview, when they are at headquarters and priority in this should be given to the Members. In case it is not possible to accommodate with the fixed hours notified by an officer because of heavy public demand on her/his time and engagements, she/he should accommodate the Members over outside the fixed hours.

25. If any Member contacts any Officer over telephone, the latter shall promptly respond to the call while in his office and if absent in the office, shall give a call back for which a register shall also be maintained in the office of the latter.

a Correspondence with **Members of Parliament and Legislative Assembly**

31. Communications received from Members should be attended to promptly.

32. Where a communication is addressed to a Minister, it should, as far as practicable, be replied to by the Minister himself. In other cases, a reply should normally be issued over the signature of an officer of the rank of Secretary only.

33. Where, however, a communication is addressed to the head of an attached or subordinate office, Public Sector Undertaking, Financial Institution (including nationalised banks), Divisional/Branch-in-charge in a department/organisation, it should be replied to by the addressee himself. In routine matters not involving question of policy, he may send an appropriate reply on his own. In matters involving questions of policy, the Officer should have prior consultation with higher authorities before sending a reply. It should, however, be ensured that minimum level at which such replies are sent to Members is that of Deputy Secretary and that also in letter form only.

34. Normally information sought by a Member should be supplied unless it is of such a nature that it would have been denied to him even if asked for on the floor of the House of Parliament or Legislative Assembly.

35. When requested, an Officer should furnish to the Members such information or statistics relating to matters of public importance as are readily available and are not secret or confidential in nature. In doubtful cases, instructions on the matter should be obtained from the immediate superior. Information concerning personal matters and matters relating to cases pending in a court or under investigation may not be furnished and in that case the Members should be politely informed of the reasons why the information asked for cannot be furnished. Original records or files are not to be shown.

4. Prompt response to the letters received from the **M.Ps.** and **M.L.As.**

41. Hon'ble M.Ps. and M.L.As. may transmit their suggestions/proposals always in writing.

42. Letters received by the Government Officer to whom it is addressed shall acknowledge the receipt of such proposal or request then and there at the first instance, carefully considered and a suitable reply sent at an appropriate level within 15 days. In case where a final reply will take more than 15 days time, an interim reply may be given to the concerned Member.

43. Where (i) delay is anticipated in sending a final reply, or (ii) information has to be obtained from another Department or another Office, an interim reply will be sent within a fortnight indicating the suitable date by which a final reply can be given,

44. If any such communication is wrongly addressed to a department, it will be transferred promptly (within three days) to the appropriate department under intimation to the party concerned,

45. Whenever the official does not find it possible to accede to the requests or suggestions of a Member, reasons for his inability to do so should be politely explained.

46. As far as possible, requests from Members, should be looked at from the users point of view and not solely from the point of view of what may be administratively convenient.

5. Watch on disposal of communications received from Members of Parliament & Legislative Assembly.

5.1. A separate diary register should be maintained in each department of the Secretariat and in each subordinate office for facility of locating the letters received from Members directly or sent by the Chief Minister, Deputy Chief Ministers, Ministers, Ministers of State or Deputy Ministers.

5.2. Similarly to keep a special watch do speedy disposal, each section will maintain a register and mark it out prominently those communications finally disposed of by rounding off the serial numbers in red ink.

On the 1st and 15th day of each month review shall be made by the concerned Under-Secretary/Deputy Secretary about disposal of those letters and report submitted to the Controlling Officer who shall take such action as it deemed necessary for timely disposal.

6. Participation of Government servants in ceremonial functions, etc.

6.1. Government servants should not preside over ceremonial functions wherein Ministers and Deputy Ministers, Members participate.

7. Execution of Relief Labour Intensive and such other works and furnishing Information when asked for by M.Ps. and M.L.As.

7.1. In the matter of execution of relief works, suggestions received from Members in this regard are to be considered on priority and disposed of expeditiously under intimation to the concerned Members.

7.2. An Officer entrusted with the execution of any development work, including labour intensive and employment generation works should furnish to Members, when asked for, such information or statistics relating to matters of public importance as are readily available and relate to the Constituency which a Member represents. Statistics for the whole State and the whole district may not be furnished, as they are otherwise available to the Members at the State Level and District Level Meetings. Information to local Members on location of the works, physical targets, estimated cost and expenditure incurred as well as release of funds may be furnished on demand.

8. **Suggestions/Recommendations made by M.Ps./M.L.As. in meeting attended by them;**

~~8.1. The Members, by virtue of their office, are associated with a number of Committees of the State and Districts, Subdivisions and local level organisations. It is necessary that utmost importance should be attached at their views and action taken on their recommendations/suggestions. The Presiding authorities must ensure that they do not feel embarrassed.~~

9. **Accommodation of Members during their tour both outside and inside the State.**

9.1. The **relevant** rules relating to reservation of **accommodation** in Circuit House and **Inspection Bungalow**, have been modified to accord priority in reservation in favour of Legislative Committees **and** individual **Members**. Strict adherence to these rules **should** be ensured.

10. Revealing the identity

10.1. The **Hon'ble** Member **should** reveal her/his identity in the **first** instance as and when **required** in exigencies of **public service**.

11. **Government** hope **and** trust these **instructions** are **followed** **meticulously** at all **levels** and there is no **occasion** for **any** **complain** **against** officials on **this** account.

12. **Violation** of the instructions of Book **Circular** No. 47 shall be viewed seriously and action as deemed proper **shall** be **initiated** **against** such erring **Officer**.

Book Circular No, 47 issued vide **this**, **Department** No. **8021 -PAD.**, dated the 30th July 2002 is hereby **modified**.

Yours **faithfully**,

T. K. PANDEY

Commissioner-cum-Secretary to Government.