

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

LOK SABHA
UNSTARRED QUESTION NO. 1238
(TO BE ANSWERED ON 14.12.2022)

PROTOCOL GUIDELINES FOR ADMINISTRATIVE ACTIVITIES

1238. SHRI DILIP GHOSH:

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

- (a) the details of the Government guidelines regarding protocols for the administrative activities and programs in respect of Hon'ble Members of Parliament and the relevant provision for action to be taken against the bodies/officials violating the protocols during such administrative activities and programs;
- (b) whether information of any incident of protocol violation throughout the country has been received; and
- (c) if so, the details of action taken or likely to be taken in this regard?

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 (c): Comprehensive guidelines regarding observance of proper procedure in official dealings between Administration and Members of Parliament and State Legislatures were issued by the Ministry of Personnel, Public Grievances and Pensions in 2011 to all the Ministries/Departments and to Chief Secretaries of all States/UTs, with the request to circulate these instructions to all State Government officials at the State/Division and District levels, in order to sensitize them with regard to their duties and obligations in relation to dealings with Members of Parliament and State Legislatures. These guidelines also include the procedure mentioned in Central Secretariat-Manual of Office Procedure for prompt disposal of letters received from representatives of people. These instructions have also been reiterated from time to time, to be followed by all Government officials, both in letter and spirit. Recently, various instructions issued on observance of proper procedure in official dealings between Administration and Members of Parliament and State Legislatures have been compiled and the consolidated guidelines, including the link of all the previous guidelines and Manual of Office Procedure, have been uploaded on the website of DOPT for easy access to all the stakeholders.

In case a Government Servant fails to comply with these provisions, he is liable to be proceeded against for disciplinary action which could result in the imposition of penalties as per provisions of Central Civil Services (Classification, Control and Appeal) Rules, 1965, All India Services (Disciplinary and Appeal) Rules, 1969 and withholding or withdrawing of pension or gratuity, or both, as per the provisions of CCS (Pension) Rules, 2021.

The details regarding the Notices of the question of breach of privilege/violation of protocol received during the year 2022, in respect of officers of the Indian Administrative Service, are as follows:

- (i) Number of Notices Received:16
- (ii) Number of factual reports received from the State Governments: 7
- (iii) Number of reports sent to the Lok Sabha Secretariat (Privilege & Ethics Branch): 7
