

**GOVERNMENT OF INDIA  
PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS  
LOK SABHA**

UNSTARRED QUESTION NO:3793  
ANSWERED ON:17.04.2002  
AMENDMENT OF CENTRAL SECRETARIAT MANUAL OF OFFICE PROCEDURE  
BIR SING MAHATO;LAXMAN GILUWA

**Will the Minister of PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS be pleased to state:**

- (a) whether the Government propose to amend the guidelines in Central Secretariat Manual of Office Procedure (CS-MOP) for replying the letters of Members of Parliament;
- (b) if so, whether the Government propose to consult the elected representatives before finalising these amendments;
- (c) if so, the time by which the manual is likely to be amended; and
- (d) if not, the reasons therefor?

**Answer**

THE MINISTER OF STATE OF THE MINISTRY OF SMALL SCALE INDUSTRIES, MINISTER OF STATE IN THE MINIS PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS, MINISTER OF STATE IN THE MINISTRY OF PLANNING AND M OF STATE IN THE DEPARTMENTS OF ATOMIC ENERGY AND SPACE. (SMT.VASUNDHARA RAJE)

(a),(b),(c)&(d): The Central Secretariat Manual of Office Procedure (Para- 60) dealing with Prompt replies to letters received from Members of Parliament` was amended, on 31.1.2001, to provide more realistic time limits for sending of replies to Members of Parliament, on the basis of suggestions received from the Members of parliament and in consultation with various Ministries/Departments of the Central Government.