

**GOVERNMENT OF INDIA
COMMERCE AND INDUSTRY
LOK SABHA**

UNSTARRED QUESTION NO:3689
ANSWERED ON:17.12.2012
CORRESPONDENCE WITH THE ELECTED REPRESENTATIVES
Pandey Shri Ravindra Kumar

Will the Minister of COMMERCE AND INDUSTRY be pleased to state:

- (a) whether his Ministry has received any letter/representation from the elected representatives including Members of Parliament;
- (b) if so, the details of such letter/ representations received during each of the last three years and the current year;
- (c) whether there has been instances where no reply has been given to the elected representatives regarding their letters/representations;
- (d) if so, the details thereof and the reasons therefor;
- (e) whether any guidelines have been issued by the Government in this regard; and
- (f) if so, the details thereof along with the measures being initiated by the Government for the prompt compliance of these guidelines?

Answer

THE MINISTER OF STATE IN THE MINISTRY OF COMMERCE AND INDUSTRY (DR. D. PURANDESWARI)

(a) to (d) The details of letters/representations received in the Ministry from the elected representatives, including Members of Parliament, during the last three years and the current year (as on 30.11.2012) are as under-

Year Department of Department of Industrial
Commerce Policy & Promotion

2009 229 57

2010 357 123

2011 309 84

2012 328 54
(Upto
30.11.
2012)

All communications received from the elected representatives, including Members of Parliament, are attended to promptly and acknowledgements given immediately on their receipt. Such communications are responded to on priority after proper examination and as per guidelines contained in the Central Secretariat Manual of Office Procedure (CSMOP).

(e) & (f) Guidelines as laid down under the CSMOP are followed in the Department. Instructions issued in December, 2011, by the Department of Personnel & Training have been reiterated to all administrative divisions within Department of Commerce. In addition, the status of the communications received from MPs/VIPs is monitored on monthly basis to ensure their timely disposal.