
	<b>DELHI JAL BOARD: GOVT. OF NCT OF DELHI</b> <b>OFFICE OF ASSISTANT COMMISSIONER (W)</b> <b>VARUNALAYA PHASE-II, KAROL BAGH,</b> <b>NEW DELHI-110005.</b> <b>PHONE No: -011-23544796</b> <b>Email: - ac.water22@yahoo.co.in</b>	
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F. No. 519(18)/ DJB/AC (W)/2021/ *31068*

Dated: *03*.08.2021

**Subject: - Forwarding References/letters.**

Please find enclosed herewith the copy of letter(s)/reference(s) as detailed hereunder for information and necessary action at the end of office(s) concerned.

Sl. No	Name of Department	Reference No. of letter/Circular	Subject
1	General Administration Department, 2 <sup>nd</sup> Level, 'A' Wing, Delhi Secretariat, I.P. Estate, New Delhi.)	F. No. 18/66/ 2020/ Misc./ GAD/Admn./1659-62 dated 23.07.2021. issued by Deputy Secretary (GAD)	Official dealings between the Administration and Members of Parliament and State Legislatures- Observance of Proper procedure.
2	Office of The Chief Secretary, Delhi Secretariat, I.P. Estate, New Delhi.	No. F.PS/CS/2021/9467/dated 19.07.2021 issued by Chief Secretariat.	Strict follow the provisions of the Order dated 28.04.2021 of the Hon'ble Lt. Governor's Secretariat.

**Encl: As above**

  
 (NEELAM KAPOOR)  
 ASSTT.COMMISSIONER (W)

**ALL DDOs/ Controlling officers**

Copy for kind information to:-

- Chairman/Vice Chairman, DJB
- CEO, DJB
- Member (Admn.)/(Fin.)/(WS)/(Dr.)/CVO
- All CEs/All Directors/Addl.CEO/All ACs/ Secretary DJB
- EE(EDP) Cell- along with soft copy of above & related enclosures, with the request to immediately upload the website of DJB under intimation to this office.

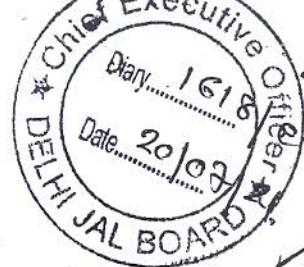


*NE(EDP)*  
*Prag I*  
*04-08-21*

*S.D.M.*  
*04.08.2021*  
*EE(EDP)*

  
 ASSTT.COMMISSIONER (W)

Govt. of NCT of Delhi  
OFFICE OF THE CHIEF SECRETARY  
Delhi Secretariat, I.P. Estate, New Delhi



No.F.PS/CS/2021/ 9467

Dated: 19.07.2021

Vide Order No.F.25(10)/21-RN/142 dated 28<sup>th</sup> April, 2021 (copy enclosed), Principal Secretary to Lt. Governor had specified the matters for obtaining opinion of the Hon'ble Lt. Governor in terms of proviso to clause (4) of article 239AA of the Constitution, before taking any executive action in pursuance of the decision of the Council of Ministers or a Minister, to exercise powers of Government, State Government, Appropriate Government, Lieutenant Governor, Administrator or Chief Commissioner, as the case may be, under any law in force in the Capital.

However, it is found that Departments have often been submitting files to the Hon'ble Lt. Governor's Secretariat on erroneous interpretation of the above order. Further, it is seen that the relevant and specific provisions mentioned in paragraph 1, 2 or 3 of the order dated 28.04.2021 under which the file for obtaining the opinion of the Hon'ble Lt. Governor has been submitted is not being mentioned by the Departments.

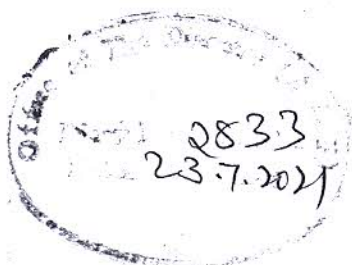
All the Administrative Secretaries and Heads of Departments are directed to strictly follow the provisions of the order dated 28.04.2021 of the Hon'ble Lt. Governor's Secretariat and submit the files for obtaining the opinion of the Hon'ble Lt. Governor only after clearly indicating the specific provisions of the said order under which the file / matter is being submitted.

Encl.: As Above.

All the ACSs/Principal Secretaries/Secretaries/HoDs  
Government of NCT of Delhi

(VIJAY KUMAR DEV)  
CHIEF SECRETARY

Asstt. Commissioner (W) Delhi Jal Board
Diary No. 1347
Date 27/7/21







सत्यमेव जयते

राज निवास  
दिल्ली-११००५४  
RAJ NIWAS  
DELHI-110054

No. F. 25(10)/21-RN/142/

Dated the 28<sup>th</sup> April, 2021

### ORDER

No. F. 25(10)/21-RN/142 -In exercise of the powers conferred by proviso to sub-section (2) of section 44 of the Government of National Capital Territory of Delhi Act, 1991, as amended by the Government of National Capital Territory of Delhi (Amendment) Act, 2021, the Lieutenant Governor of the National Capital Territory of Delhi, hereby, specifies the following matters for obtaining opinion of the Lieutenant Governor in terms of proviso to clause (4) of article 239AA of the Constitution, before taking any executive action in pursuance of the decision of the Council of Ministers or a Minister, to exercise powers of Government, State Government, Appropriate Government, Lieutenant Governor, Administrator or Chief Commissioner, as the case may be, under any law in force in the Capital, namely:-

1. The matters falling under any law, made by Parliament or extended to the National Capital Territory of Delhi by the Central Government, with respect to any matter enumerated in the State List or Concurrent List of Seventh Schedule of the Constitution;
2. The following matters falling under any law made by Legislative Assembly of Delhi:
  - (a) The matters having, direct or indirect, effect on any of the subjects on which the Lieutenant Governor is to act in his discretion in accordance with section 41 of the Government of National Capital Territory of Delhi Act, 1991 i.e. Police, Public Order, Land, Services, etc.;
  - (b) The making of subordinate legislations i.e. rules, regulations, schemes, bye-laws, etc.;
  - (c) Establishment or Constitution/re-constitution of statutory bodies, such as Authority, Board, Committee, Commission, etc.;
  - (d) Matters relating to recommendations of the Delhi Finance Commission constituted under the Delhi Finance Commission Act, 1994 ;
  - (e) Grant of parole under the Delhi Prisons Act, 2000 and rules made thereunder.



सत्यमेव जयते

राज निवास  
दिल्ली-११००५४  
RAJ NIWAS  
DELHI-110054

3. The matters specified under rule 23 of the Transaction of Business of the Government of National Capital Territory of Delhi Rules, 1993.

By order and in the name of Lt. Governor of  
National Capital Territory of Delhi,

(Bhupinder S. Bhalla)  
Principal Secretary to Lt. Governor

No. F. 25(10)/21-RN/142/A-1190-99

Dated the 28<sup>th</sup> April, 2021

Copy for kind information and necessary action to:-

1. Additional Secretary (UT), Ministry of Home Affairs, North Block, New Delhi,
2. Additional Secretary to Hon'ble Chief Minister, Delhi,
3. All Secretaries to Hon'ble Ministers, GNCTD,
4. Chief Secretary, Delhi,
5. Addl. Chief Secretary (GAD), GNCTD with the request to notify this order in the Delhi Gazette and to circulate it to all Head of Departments/ Pr. Secretaries/ Secretaries of GNCTD for compliance.

(Bhupinder S. Bhalla)  
Principal Secretary to Lt. Governor



GOVERNMENT OF NCT OF DELHI  
GENERAL ADMINISTRATION DEPARTMENT  
2<sup>ND</sup> LEVEL, 'A' WING, DELHI SECRETARIAT  
I.P. ESTATE, NEW DELHI-110002

F.No.18/66/2020/Misc./GAD/Admn. 1659-62

Dated :- 23/07/2021

To

(1) All ACS/Pr. Secretaries/Secretaries/HODs/  
Heads of Autonomous Bodies/Undertakings  
Govt. of NCT of Delhi  
Delhi/New Delhi

(2) Heads of Local Bodies  
Delhi/New Delhi

Sub: Official dealings between the Administration and Members of Parliament and State Legislatures – Observance of proper procedure

Sir/Madam,

I am directed to forward herewith the copy of email/letter dt. 06.07.2020 from Legislative Assembly Secretariat, NCT of Delhi, containing Govt. of India OMs dt. 01.12.2011, 09.10.2012, 19.11.2014, 07.02.2018 and 10.02.2020, on the subject cited above.

It has been informed that "Committee on Violation of Protocol Norms and Contemptuous Behaviour by Government Officers with MLAs", are still receiving complaints of discourteous behavior and violation of protocol norms by Government Officers/officials with Hon'ble MLAs.

As directed by the Hon'ble Chairperson of the Committee, the above Govt. of India OMs are being forwarded, with the request to bring these OMs to the notice of all Officers/officials of the respective departments for strict compliance. Further, GAD had also issued a comprehensive Standard Operating Procedure dt. 21.08.2020 on the subject, which is also forwarded for compliance.

This issues with the approval of the Addl. Chief Secretary (GAD).

Yours faithfully,

Encl.: as above.

(Promila Mitra)  
Dy. Secretary (GAD)

F.No.18/66/2020/Misc./GAD/Admn. 1659-62

Dated :- 23/07/2021

Copy forwarded for information to :-

- 1) Staff Officer to Chief Secretary, Delhi Secretariat, New Delhi
- 2) Deputy Secretary (Legislation), Legislative Assembly Secretariat, Old Secretariat, Delhi-110054, w.r.t. letter No.2452 Protocol/2021/LAS-VII/Lgg/5310-14, dt. 06.07.2021.

Asstt. Commissioner (W)  
Delhi Jal Board

Diary No. 1353  
Date 23/7/21

(Promila Mitra)  
Dy. Secretary (GAD)

Email

1502/1053

(As) 440121/16584

3197 3281C  
278K  
C,AD/2021/16583

09/07/21 Shri Vijay Kumar Dev

Official dealings between the Administration and Members of Parliament and State Legislatures - Observance of proper procedure.

From : assemblydelhi@gmail.com

Tue, Jul 06, 2021 04:17 PM

Subject : Official dealings between the Administration and Members of Parliament and State Legislatures - Observance of proper procedure.

1 attachment

To : Shri Vijay Kumar Dev <csdelhi@nic.in>

Cc : office@somnathbharti.com, Shri Praveen Kumar Gupta <sgad@nic.in>, Raj Kumar <sla.delhi@gov.in>, speakerosd@gmail.com

06.7.21

Act (6 AD)

Respected Sir,

Kindly find the attachment on the captioned subject for information and necessary action.

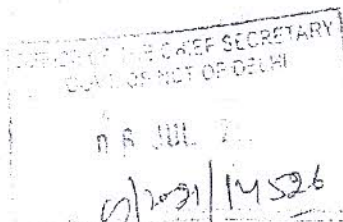
Regards,

Deputy Secretary (Legislation)

Legislative Assembly Secretariat,

Old Secretariat, Delhi-110054

Tele/fax: +91 11 23890468, 23890371



Official dealings.pdf

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17/5/2021

Handy  
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Sd/- (P) Sudeep

Marked for work



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GOVERNMENT OF NCT OF DELHI  
GENERAL ADMINISTRATION DEPARTMENT  
2<sup>ND</sup> LEVEL, DELHI SECRETARIAT, I.P. ESTATE  
NEW DELHI-110002

F.No.18/72/2016/Misc./GAD/1872

Dated:- 21.08.2020

STANDARD OPERATING PROCEDURE

Sub: Official dealings between the Administration and Members of Parliament and State Legislatures – Observance of Proper procedure

The Members of Parliament and State Legislatures occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/Departments of the Government of India or State Governments, or make suggestions for their consideration, or ask for interview with the officers. Certain well-recognized principles and conventions to govern the relations between Government servants and Members of Parliament/State Legislatures have already been established.

1. Some instances of non-adherence to the existing guidelines have been brought to the Government's attention, and a need has been felt to again sensitize all the departments in this regard. The Central Secretariat Manual of Office Procedure provides following instructions for prompt disposal of references from Members of Parliament and State Legislatures:-

- 1) Communications received from a Member of Parliament /State Legislature should be attended to promptly.
- 2) Where any such communication is addressed to a Minister or Secretary to the Government, it should, as far as practicable, be replied to by the Minister or the Secretary himself as the case may be. Where it is not practicable for the Minister to reply, a reply should normally be issued under the signature of an officer of the rank of Secretary to the Government.
- 3) Where a communication is addressed to the Head of an attached or subordinate office, Public Sector Undertakings/Division/Branch-in-Charge in a Department/organization, it should be replied to by the addressee himself. In such cases, care may be taken to ensure that wherever policy issues are involved, approval of the competent authority is obtained, before a reply is sent. It should, however, be ensured that the minimum level at which such replies are sent to a Member of Parliament and State Legislatures is that of Under Secretary, and that too in a polite letter form only.
- 4) Information sought by a Member of Parliament and State Legislature should be supplied, unless it is of such a nature that it would have been denied to him, if similar information had been sought in Parliament/State Legislature.
- 5) While corresponding with Members of Parliament and State Legislatures, it should be ensured that the letter in reply, pre-printed or cycle-styled replies should be scrupulously given.

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- 6) In case a reference from an Ex-Member of Parliament/State Legislature is addressed to a Minister or Secretary, reply to such reference may be sent by the concerned Divisional Head, after obtaining approval of the Secretary of the Ministry/Department.

In case the reference is addressed to a lower level officer, reply to such reference could be sent by the officer on his own in non-policy cases, and after obtaining approval of the higher authorities in policy cases. Here also, it may be ensured that the minimum level at which a reply is sent is that of an Under Secretary and that too in a polite letter form only.

#### Prompt response to references received

- 1) Each communication received from a Member of Parliament, a member of public, a recognized association or a public body will be acknowledged within 15 days, followed by a reply within the next 15 days of the acknowledgement sent.
- 2) Where a delay is anticipated in sending a final reply, or where the information has to be obtained from another Ministry or another office, an interim reply may be sent within a month (from the date of receipt of the communication), indicating the possible date by which a final reply can be given.
- 3) If any communication is wrongly addressed to a Department, it should be transferred promptly (within a week) to the appropriate department, under intimation to the party concerned.

2. The aforesaid guidelines also cover official dealings between Administration and Members of Parliament/State Legislatures. In this context, attention is also invited to Rule 3(2A) of All India Service (Conduct) Rules, 1968, and Rule 3-A of Central Civil Service (Conduct) Rules, 1964 which provide as follows:-

"Every member of the service shall, in the discharge of his duties, act in a courteous manner and shall not adopt dilatory tactics in his dealings with the public or otherwise.

3. The existing instructions are hereby appropriately strengthened to emphasize the basic principles to be borne in mind by the Government servants while interacting with the Members of Parliament and State Legislatures. These are as follows:-

- 1) Government Servants should show courtesy and consideration to Members of Parliament and State Legislatures.
- 2) While the Government servants should consider carefully or listen patiently to what the Members of Parliament and State Legislatures may have to say, the Government servant should always act according to his own best judgment and as per the rules.
- 3) Any deviation from an appointment made with a Member of Parliament and State Legislature must be promptly explained to him, to avoid any possible inconvenience. Fresh appointment should be fixed in consultation with him.

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4) An officer should be meticulously correct and courteous and rise to receive and see off a Member of Parliament or State Legislature visiting him. Arrangements may be made to receive the Members of Parliament/State Legislatures when, after taking prior appointment, they visit the officer. Arrangements may also be made to permit entry of vehicles of the Members to these Offices, subject to security requirements/restrictions.

5) Member of Parliament and State Legislature of the area should be invited to public functions organized by a Government office. Proper and comfortable seating arrangements at public functions, and proper order of seating on the dais should be made for the Members, keeping in view the fact that they appear above officers of the rank of Secretaries to Government in the Warrant of Precedence. The invitation cards and media events, if organized for the functions held in the constituency, may include the names of the Members of that constituency who have confirmed participation in these functions.

It is clarified that if a constituency of any Member of Parliament/MLA is spread over more than one District, the M.P./MLA should invariably be invited to all the functions held in any of the Districts which are part of his/her constituency.

6) Where any meeting convened by the Government is to be attended by Members of Parliament or State Legislatures, special care should be taken to ensure that notice is given to them in good time regarding the date, time, venue, etc. of the meeting. It should also be ensured that there is no slip up in any matter of detail, however minor it may be. It should especially be concurred that :-

(a) Intimations regarding public meetings/functions are sent through speedier communication devices to MPs/MLAs, so that they reach them well in time, and

(b) That receipt of invitation by the MP/MLA is confirmed by the officer/official concerned

7) Letters/communications from Members of Parliament and State Legislatures must be promptly acknowledged, and a reply sent at an appropriate level expeditiously, as per the relevant provisions of the Central Secretariat Manual of Office Procedure.

8) Information or Statistics relating to matters of local importance must be furnished to the MPs and MLAs when asked for. The information so supplied should be specific, and answer the points raised. A soft copy of the information should also be sent to the Member via email.

9) If the information sought by a Member of Parliament/State Legislature cannot be given and is to be refused, instructions from a higher authority should be taken and the reasons for not furnishing the information should be given in the reply.

10) Wherever any letter from a Member of Parliament/State Legislature is in English, and the reply is required to be given in Hindi in terms of the Official Languages Act, 1963 and the rules framed there under, an English translation should also be sent along with the reply for the convenience of such Members of Parliament/State Legislatures.





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11) References from the Committees of Parliament/State Legislatures must be attended to promptly.

12) The officers should not ignore telephonic messages left for them by the Members of Parliament/State Legislatures in their absence, and should try to contact at the earliest the Member of Parliament/State Legislature concerned. These messages also include SMS, E-mails, Whatsapp received on official mobile telephones. Written reply should be sent promptly as per Para 1 & Para 2 above.

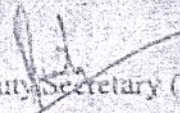
13) All Departments should ensure that the powers of Members of Parliament and State Legislatures as Chairperson/Members of Committees under various Centrally Sponsored/Central State government schemes are clearly and adequately defined, and

14) A Government servant should not approach MPs/MLAs for sponsoring his individual case, as bringing or attempting to bring political or non-official or other outside influence is prohibited under the conduct Rules, e.g. Rule 18 of All India Service (Conduct) Rules, 1968 and Rule 20 of the Central Civil Services (Conduct) Rules, 1964.

4. All departments are requested to ensure that the above basic principles and instructions are followed by all officers/officials concerned, in letter and spirit. Violation of the guidelines laid down on this subject will be viewed seriously.

5. Any violation of relevant Conduct Rules in this regard, in which violation is established after due enquiry, will render the Government servant concerned liable for appropriate punishment as per Rules.

This issues with the approval of the competent authority.

  
Deputy Secretary (GAD)

Copy forwarded for necessary action to :-


Addl. Chief Secretary/Pr Secretaries/Secretaries/HODs of all the departments and Autonomous Bodies, Board/ Commission, GNCT of Delhi.

F.No.18/72/2016/Misc/GAD/1872

Dated:- 21.08.2020

Copy forwarded for information to :-

- 1) Secretary to Lt. Governor, Raj Niwas, Delhi-54
- 2) Addl. Secretary to Chief Minister, Delhi Secretariat, New Delhi
- 3) Secretary to Dy. Chief Minister, Delhi Secretariat, New Delhi
- 4) Secretary to Speaker, Delhi Legislative Assembly, Old Secretariat, Delhi-54
- 5) Secretaries to all Ministers, Delhi Secretariat, New Delhi
- 6) Staff Officer to the Chief Secretary, Delhi Secretariat, New Delhi
- 7) Guard File

  
Deputy Secretary (GAD)