CIRCULAR

Ministry of Shipping letter no. IW-11011/141/2016-IWT dated 2nd March '2017 (Copy enclosed) regarding handling letters received from the Members of Parliament (MPs). Copies enclosed for information and strict compliance please.

Encl: As above

( Umesh Kumar Sahai )
Assistant Secretary (Estt.)

Copy for information:-

1) Hy. Chief, IWAI, Noida
2) Sh. S.V.K. Reddy, Chief Engineer and Sh. M.K. Saha, Chief Engineer, IWAI, Noida
3) Director, IWAI, Kochi/Patna
4) Director (I/c), IWAI, Guwahati/ Kolkata
5) Chief Accounts Officer (I/c), IWAI, Noida
6) Director (IT) for uploading on the IWAI portal.
7) PS/Sr. PA/PA to Chairperson/Vice-Chairman/Member (Technical)/ Member (Finance) & Member (Traffic)/ Secretary IWAI.
IWT-11011/141/2016-IWT
Government of India
Ministry of Shipping
(IWT Section)

Transport Bhawan
1, Parliament Street
New Delhi – 110001
Dated: 2 March, 2017

To
The Chairman,
Inland Waterways Authority of India
A-13, Sector-1,
Noida – 201301, Uttar Pradesh

Sub: Handling letters received from the Members of Parliament (MPs)- reg.

Sir,

I am directed to forward herewith a copy of Ministry of Shipping’s OM No. A-43015/10/2015-Estt dated 27/02/2017 along with a copy of D. O. letter No. 48013/2/2016-O&M dated 26/10/2016 from Dr. Jitendra Singh Hon’ble Minister of State (Independent Charge) for information and strict compliance.

Encl: As above

Yours faithfully,

(Harish Pokhriyal)
Under Secretary to the Government of India
Tel. No. 011-23311659
e-mail: harish.p@nic.in
Subject: - Handling letters received from Members of Parliament - regarding

The undersigned is directed to enclose a copy of D.O. No. 48013/2/2016-O&M dated 26th November, 2016 received from Dr. Jitendra Singh, Minister of State (Independent Charge) on the above mentioned subject and to request all concerned officers of this ministry to ensure compliance of the instructions contained in the enclosed D.O letter.

2. This issues with the approval of Competent Authority.

(Shanker Choudhary)
Under Secretary to the Govt. of India
Tel: 237/1139

Encl: As above

To,

(i) All Wing Heads of Ministry of Shipping
(ii) All DS/Directors of Ministry of Shipping.
Respected Shri Nitin Jairam Gadkari ji,

This is regarding adherence to the guidelines on the issue of responding to communications received from the Members of Parliament (MPs).

2. Guidelines laid down in the Central Secretariat Manual of Office Proc (CSMOP) for handling the communications received from the MPs specify that communications should be attended promptly and acknowledged within 15 days, followed by a reply within the next 15 days of the acknowledgement sent. In cases where the communications are anticipated, an interim reply should be given, indicating the possible date for a final reply. This is to ensure that prompt attention is given to the communications received from MPs. Guidelines further specify that appropriate record should be maintained and monitored in respect of communications received from the MPs.

3. The Prime Minister's Office has been receiving references from some of the Departments in response to their letters. I would be grateful, if you could issue suit instructions to ensure prompt reply to the letters of the MPs and also like to consider setting up of a mechanism to periodically monitor progress in disposal of references received from the MPs. In this regard, it is also suggested that all letters received from MPs should be immediately scanned and uploaded in e-office. This system will facilitate electronic monitoring of disposal of letters received from the MPs.

With best regards,

Yours sincerely,

Dr. JITENDRI
Minister of State (Independent Charge)
Ministry of Development of North Eastern Region
Ministry of Personnel, Public Grievances and Department ofAtomic Energy and Department ofAtomic Energy and Department of Atomic Energy and Department of Atomic Energy and Department of Atomic Energy

Shri Nitin Jairam Gadkari
Hon’ble Union Minister of Road Transport & Highways and Shipping
Government of India
Transport Bhawan
New Delhi

Received on: 30/12/16

Vigyan Bhavan Annex, A New Delhi