

No. 20/2015-Parl  
Government of India  
Ministry of Corporate Affairs

Shastri Bhawan, 5th Floor, 'A' Wing,  
Dr.R.P.Road, New Delhi 110001  
Dated: 17.07.2015.

OFFICE MEMORANDUM

**Subject:- Instructions received from Rajya Sabha/Lok Sabha Secretariats  
- regarding**

The following communications have been received from the Rajya Sabha and Lok Sabha Secretariats:-

S.No.	No.& date	Subject
1.	1/9/2015- PAC; 01.07.2015	Dispensation of practice of sending copies of Annual Reports available online.
2.	RS.4/2015-T; 30.06.2015	Laying of papers on the Table of Rajya Sabha - Guidelines regarding

2. A copy each of the said O.Ms is being posted on MCA web-site for information of all concerned.

3. All Officers/Sections in the Ministry of Corporate Affairs are requested to refer the same for guidance and compliance.

  
(J.S. AUDHKHASI)

Deputy Secretary to the Government of India  
Tel. No.2338 1615

To

1. All Officers/Sections in the Ministry of Corporate Affairs.

Copy for information to:-

1. PSO/PS to Secretary
2. PPS to AS
3. PPS to JS(SP)/PS to JS(M)/PS to JS(B)/PS to JS(K)
4. PS to Advisor(Cost)/PS to EA/PS to DII(NS)/PS to DII(AS)
5. e-Governance Cell, along with copies of above said O.Ms. of Rajya Sabha and Lok Sabha Secretariats for up-loading on MCA website under category 'Parliament Matters'.

*DD(CESS) - on leave*  
*STA (CRD)*



S. No. 2 (RD)

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PARLIAMENT OF INDIA  
RAJYA SABHA SECRETARIAT

Fax: (91 11) 23093238 PH  
E-mail : rstable@sansad.nic.in  
Telephone: 23035445 /4697/4581

PARLIAMENT HOUSE  
New Delhi-110001

June 30, 2015

No.RS.4/2015-T

OFFICE MEMORANDUM

Subject: Laying of papers on the Table of Rajya Sabha - Guidelines regarding.

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The undersigned is directed to state that it has been observed that Ministries quite often do not adhere to the prescribed time limit of 'three clear working days' for forwarding the papers to this Secretariat for laying on the Table of the Rajya Sabha during Session, resulting in avoidable delay in preparation of daily List of Business and, consequently, late circulation of copies thereof to Members and the Ministries. It has also been observed that Ministries/Departments do not adhere to the other stipulations laid down in the O.M. like supply of requisite no. of copies of Annual Reports and supporting documents; proforma indicating correct laying provision; improper authentication, etc. Therefore, to ensure smooth laying of papers, the following procedure need to be adhered to:—

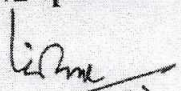
- (i) The relevant papers should reach Table Office/Committee Section (Subordinate Legislation), as the case may be along with the prescribed proforma (copy enclosed) *at least three clear working days before the day on which laying thereof is sought by the Ministry/Department concerned.* For example, for items required to be laid on Tuesday, the 21<sup>st</sup> of July, 2015, papers should be delivered in the Secretariat latest by 5:00 p.m. on Wednesday, the 15<sup>th</sup> of July, 2015. Thus, the last date for receiving papers for laying the 236<sup>th</sup> Session will be Friday, the 7<sup>th</sup> of August, 2015.
- (ii) Where the number of Reports/Papers/Notifications, etc. pertaining to any Ministry to be laid on the Table during a Session is large, the Ministry may plan out its schedule in advance by staggering paper laying evenly over the whole Session instead of waiting for the last few days of the Session.

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2. All Ministries are accordingly requested to adhere to the above instructions strictly and forward Annual Reports/Papers to Table Office, Room No.33, Parliament House and all Gazette Notifications regarding Rules/Regulations to Committee Section (Subordinate Legislation), Room No. 529, Parliament House Annexe, for laying. One complete set may be endorsed to Committee Section (Papers Laid on the Table), Room No.533, Parliament House Annexe, New Delhi for their information and record.

3. The Ministries are also requested to bring the contents of this Office Memorandum to the notice of all concerned to ensure that the Reports/Papers/Notifications, etc. required to be laid on the Table of Rajya Sabha are henceforth forwarded to this Secretariat with the prescribed proforma correctly filled in and at least three clear working days before the date on which they are proposed to be laid. A chart indicating last date for receiving papers in the Secretariat for each day of sitting of Rajya Sabha is also enclosed (Annexure). The Ministries are requested to adhere to the date schedule strictly and no papers will be entertained if received after last date.

4. In case the above requirements are not met, the papers will not be included in the List of Business for the day and will be returned to the Ministry/Department.

  
(K. SUDHAKARAN)  
JOINT DIRECTOR  
Tele: 23035445

To

- (i) All Ministries/Departments of the Government of India/Prime Minister's Office and Cabinet Secretariat
- (ii) Parliament Sections of all the Ministries/Departments of the Government of India with the request to circulate the Office Memorandum to all Divisions/Sections in the Ministry/Department for strict adherence.

**RAJYA SABHA SECRETARIAT**

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Chart showing last date for receiving papers for laying and days of sittings of Rajya Sabha during the 236<sup>th</sup> Session

Date of sitting of Rajya Sabha	Last date for receiving papers in Rajya Sabha Secretariat
	[Table Office/Committee Section (Subordinate Legislation)]
21.07.2015	15.07.2015
22.07.2015	16.07.2015
23.07.2015	17.07.2015
24.07.2015	20.07.2015
27.07.2015	21.07.2015
28.07.2015	22.07.2015
29.07.2015	23.07.2015
30.07.2015	24.07.2015
31.07.2015	27.07.2015
03.08.2015	28.07.2015
04.08.2015	29.07.2015
05.08.2015	30.07.2015
06.08.2015	31.07.2015
07.08.2015	03.08.2015
10.08.2015	04.08.2015
11.08.2015	05.08.2015
12.08.2015	06.08.2015
13.08.2015	07.08.2015

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S. No. 1 (R)  
LOK SABHA SECRETARIAT

FAX: 23010756

434, 437 PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110001

(PAC BRANCH)

No. 1/9/2015-PAC

Secy (CA) AAD  
2-7-15  
Anjuly Chib Duggal  
Secretary

1<sup>st</sup> July, 2015

22 Ashadha, 1937 (Saka)

5-3 (8)  
17/7/2015

IS (SP)

OFFICE MEMORANDUM

Additional Secretary

Subject: Dispensation of practice of sending copies of Annual Reports available online.

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The undersigned is directed to refer to the above-mentioned subject and to state that as decided by the Competent Authority, the requirement of sending copies of Annual Reports by Ministries whose Annual Reports are available online to the Public Accounts Committee, may henceforth be dispensed with.

- It is, therefore, requested that only those Ministries/Departments whose Annual Reports are not available online may send their Annual Reports to the PAC.
- The receipt of this Communication may kindly be acknowledged.

SURESH PAL  
Joint Secretary

03/7/2015  
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(T. JAYAKUMAR)  
ADDITIONAL DIRECTOR  
TEL. NO. 23034376  
TELEFAX: 23034176

- Ministry of Finance,  
(Department of Revenue),  
(Shri Shaktikanta Das - Secretary),  
Government of India,  
North Block,  
New Delhi-110001.
- Ministry of Finance,  
(Department of Financial Services),  
(Shri Has Mukh Adhia - Secretary),  
Government of India,  
Jeevan Deep Building, Sansad Marg,  
New Delhi-110001.

11. Ministry of Railways (Railway Board)  
(Shri A.K. Mittal - Chairman),  
Government of India,  
Rail Bhawan,  
New Delhi - 110001.
12. Ministry of Petroleum and Natural Gas,  
(Shri Kapil Dev Tripathi - Secretary),  
Government of India,  
'A' Wing, Shastri Bhawan,  
New Delhi - 110001.
13. Ministry of Home Affairs,  
(Department of Home),  
(Shri L. C. Goyal - Secretary),  
Government of India,  
Room No. 113, North Block,  
New Delhi - 110001.
14. Ministry of Rural Development,  
(Department of Rural Development),  
(Shri J.K. Mohapatra - Secretary),  
Government of India,  
Krishi Bhawan, Dr. Rajendra Prasad Road,  
New Delhi - 110001.
15. Ministry of Shipping  
(Shri Rajive Kumar - Secretary)  
Government of India,  
Room No. 401, Transport Bhawan,  
Sansad Marg,  
New Delhi - 110001.
16. Ministry of Culture,  
(Shri Lalit K. Panwar - Secretary),  
Government of India,  
'A' Wing, Shastri Bhawan,  
New Delhi - 110001.
17. Ministry of Labour & Employment  
(Shri Shankar Agarwal - Secretary)  
Government of India,  
Shram Shakti Bhawan,  
Rafi Marg,  
New Delhi-110001.
18. Ministry of External Affairs,  
(Shri S. Jaishankar - Secretary),  
Government of India,  
South Block,  
New Delhi.

27. Ministry of Textiles,  
(Shri Sanjay Kumar Panda - Secretary),  
Udyog Bhawan, Dr Maulana Azad Road,  
New Delhi - 110011.
28. Ministry of Tourism,  
(Dr. Lalit K. Panwar - Secretary),  
Transport Bhawan, Sansad Marg,  
New Delhi - 110001.
29. Ministry of Social Justice and Empowerment,  
(Ms. Anita Agnihotri - Secretary),  
Shastri Bhawan, C-Wing,  
Dr. Rajendra Prasad Road,  
New Delhi - 110001.
30. Ministry of Urban Development,  
(Shri Madhusudhan Prasad - Secretary),  
Nirman Bhawan, C - Wing,  
Dr. Maulana Azad Road,  
New Delhi - 110011.
31. Ministry of Human Resource Development,  
(Department of Higher Education),  
(Shri Satyanarayan Mohanty - Secretary),  
Shastri Bhawan, Dr. Rajendra Prasad Road,  
New Delhi - 110001.
32. Ministry of Human Resource Development,  
(Department of School Education and Literacy),  
(Ms. Rina Ray - Additional Secretary),  
Shastri Bhawan, Dr. Rajendra Prasad Road,  
New Delhi - 110001.
33. Ministry of Health and Family welfare,  
(Department of Ayurveda, Yoga & Naturopathy, Unani, Siddha and  
Homoeopathy),  
(Shri Nilanjan Sanyal - Secretary),  
AYUSH BHAWAN, B Block,  
GPO Complex, INA,  
New Delhi - 110023.
34. Ministry of Road, Transport and Highways,  
(Shri Vijay Chhibber - Secretary),  
Transport Bhawan,  
Sansad Marg,  
New Delhi - 110001.

44. Ministry of Women and Child Development,  
(Shri Vinay Sheel Oberoi - Secretary),  
Shastri Bhawan, A - Wing,  
Dr. Rajendra Prasad Road,  
New Delhi - 110001.
45. Ministry of Housing and Urban Poverty Alleviation,  
(Dr. Nandita Charatterjee - Secretary),  
Nirman Bhawan, Maulana Azad Road,  
New Delhi - 110011.
46. Ministry of Agriculture,  
(Department of Animal Husbandry, Dairying & Fisheries),  
(Shri Ashok Kumar Angurana - Secretary),  
Krishi Bhavan, Dr. Rajendra Prasad Road,  
New Delhi - 110001.
47. Department of Atomic Energy,  
(Dr. Ratan Kumar Sinha - Secretary),  
Anushakti Bhavan, Chatrapathi Shivaji Maharaj Marg,  
Mumbai - 400001.
48. Ministry of Chemicals and Fertilizers,  
(Department of Chemicals and Petrochemicals),  
(Shri Surjit Kumar Chaudhary - Secretary),  
A - Wing, Shastri Bhawan,  
Dr. Rajendra Prasad,  
New Delhi - 110001.
49. Ministry of Chemicals and Fertilizers,  
(Department of Pharmaceuticals),  
(Shri V. K. Subburaj - Secretary),  
3rd floor, B Wing,  
Janpath Bhawan,  
New Delhi - 110001.
50. Ministry of Communications & Information Technology,  
(Department of Electronics and Information Technology),  
(Shri Ram Sewak Sharma - Secretary),  
Electronics Niketan,  
6, CGO Complex,  
Lodi Road, New Delhi - 110003.
51. Ministry of Corporate Affairs,  
(Ms. Anjuly Chib Duggal - Secretary),  
A-wing, Shastri Bhawan,  
Rajendra Prasad Road,  
New Delhi - 110001.



60. Ministry of Health & Family welfare,  
(Department of Health Research),  
(Shri Bhanu Pratap Sharma – Secretary),  
Indian Council of Medical Research,  
V. Ramalingaswami Bhawan, Ansari Nagar,  
New Delhi – 110029.
61. Ministry of Heavy Industries, and Public Enterprises,  
(Department of Heavy Industry),  
(Shri Rajan S. Katoch - Secretary),  
Block No. 14, CGO Complex,  
New Delhi – 110003.
62. Ministry of Heavy Industries, and Public Enterprises,  
(Department of Public Enterprises),  
(Shri Ameising Luikham - Secretary),  
Block No. 14, CGO Complex,  
New Delhi – 110003.
63. Ministry of Home Affairs,  
(Department of Inter State Council Secretariat),  
(Shri Ashok Kumar Pavadia – Additional Secretary),  
Vigyan Bhawan Annexe,  
New Delhi – 1100011.
64. Ministry of Home Affairs,  
(Department of Official Languages),  
(Shri Sanjay Kumar Srivastava – Secretary),  
Lok Nayak Bhawan,  
B-Wing, Khan Market,  
New Delhi – 110003.
65. Ministry of Law and Justice,  
(Department of Justice),  
(Ms. Kusumjit Sidhu - Secretary),  
Shastri Bhawan, A-Wing,  
Dr. Rajendra Prasad Road,  
New Delhi – 110001.
66. Ministry of Law and Justice,  
(Department of Legal Affairs),  
(Shri P. K. Malhotra - Secretary),  
Shastri Bhawan, A-Wing,  
Dr. Rajendra Prasad Road,  
New Delhi – 110001.
67. Ministry of Law and Justice,  
(Legislative Department),  
(Dr. Sanjay Singh - Secretary),  
4th Floor, A-Wing,  
Shastri Bhawan,  
New Delhi – 110001.

77. Ministry of Road Transport and Highways,  
(Shri Vijay Chhibber - Secretary),  
Transport Bhawan, Sansad Marg,  
New Delhi - 110001.
78. Ministry of Rural Development,  
(Department of Land Resources (DLR)),  
(Ms. Vandana Kumari Jena - Secretary),  
Krishi Bhawan, Dr. Rajendra Prasad Road,  
New Delhi - 110001.
79. Ministry of Science and Technology,  
(Department of Biotechnology),  
(Dr. K. VijayRaghavan - Secretary),  
Block -2, 6 to 8 th Floor,  
CGO Lodhi Road,  
New Delhi - 110003.
80. Ministry of Science and Technology,  
(Department of Science and Technology),  
(Prof. Ashutosh Sharma - Secretary),  
Technology Bhavan, New Mehrauli Road,  
New Delhi - 110016.
81. Ministry of Science and Technology,  
(Department of Scientific and Industrial Research),  
(Dr. K. Vijayraghavan - Secretary),  
Technology Bhavan, New Mehrauli Road,  
New Delhi - 110016.
82. Ministry of Skill Development and Entrepreneurship,  
(Shri Sunil Arora - Secretary),  
2nd Floor, Shivaji Stadium Annexe,  
Shaheed Bhagat Singh Marg,  
Near Connaught Place,  
New Delhi - 110001
83. Ministry of Social Justice and Empowerment,  
(Department of Disability Affairs),  
(Shri Lov Verma - Secretary),  
Shastri Bhavan, Dr. Rajendra Prasad Road,  
New Delhi - 110001.
84. Ministry of Steel,  
(Shri Rakesh Singh - Secretary),  
Udyog Bhawan, Dr. Maulana Azad Road,  
New Delhi - 110011.