

No. PER 9/2009/Pt/99
Government of Meghalaya
Personnel & A.R. (A) Department
.....

Dated Shillong the 21st June, 2018

GENERAL INSTRUCTIONS

Subject: Official dealings between the administration and Members of Parliament and Members of Legislative Assembly – Observance of proper procedure.

The members of Parliament and Members of Legislative Assembly as representatives of the people occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to interact with officers of the Departments.

2. Reference is invited to the guidelines/instructions circulated vide No.PER.9/2009/Pt./74 Dated 13-03-2018 concerning the official dealings between administration and Members of Parliament and Members of Legislative Assembly which were issued by the Cabinet Secretariat (Department of Personnel and Administrative Reforms, in the O.M. No. 25/19/64-Estt. (A) dated 08.11.1974). The importance of adherence to these guidelines was reiterated in the aforementioned letter of the Department.

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

- (i) All Government servants should show courtesy and consideration to Members of Parliament and Members of Legislative Assembly;
- (ii) While the Government servants should consider carefully or listen patiently to what the Members of Parliament and Members of Legislative Assembly may have to say, the Government servant should always act according to his own best judgment and as per the rules;
- (iii) Any deviation from an appointment made with a Member of Parliament/ Members of Legislative Assembly must be promptly explained to him to avoid any possible inconvenience. Fresh appointment should be fixed in consultation with him;

- (iv) An officer should be meticulously correct and courteous and rise to receive and see off a Member of Parliament/ Member of Legislative Assembly visiting him. Arrangements may be made to receive the Member of Parliament when, after taking prior appointment, they visit the officer of the State Government. Arrangements may also be made to permit entry of vehicles of the Members to these Offices subject to security requirements/restrictions;
- (v) Members of Parliament/ Members of Legislative Assembly of the area should invariably 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 dias should be made for Members. The invitation cards and media events, if organized for the function held in the constituency, may include the names of the Members of that constituency who have confirmed participation in these functions.
- (vi) Where any meeting convened by the Government is to be attended by Members of Parliament/ Members of Legislative Assembly, special care should be taken to see 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 in any matter of detail, however minor it may be. It should especially be ensured that :-
- (a) Intimations regarding public meetings/functions are sent through speedier communication devices to M.Ps/ Members of Legislative Assembly, so that they reach them well in time, and
 - (b) That receipt of intimation by the M.P/ Members of Legislative Assembly is confirmed by the officer/official concerned;
- (vii) Letters from Members of Parliament and Members of Legislative Assembly must be promptly acknowledged, and a reply sent at an appropriate level expeditiously.
- (viii) Information 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.
- (ix) If the information sought by a Member of Parliament/ Member of Legislative Assembly 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;
- (x) The officers should not ignore telephonic messages left for them by the Member of Parliament/ Member of Legislative Assembly in their absence and should try to contact at the earliest the Member of Parliament/

Member of Legislative Assembly concerned. These instructions also include e-mails and SMS received on official mobile telephones which also should be replied to promptly and on priority;

- (xi) 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 Meghalaya Civil Services Conduct Rules

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

Sd/- R. Lyngdoh, IAS
Secretary to the Government of Meghalaya
Personnel & A.R. (A) Department

Memo.No. PER 9/2009/Pt/99 - A,

Dated Shillong, the 21st June, 2018

Copy forwarded:-

1. The Addl. Chief Secretary to the Governor of Meghalaya, Shillong.
2. The P.S. to the Chief Minister, Meghalaya, Shillong.
3. The P.S. to the Chief Secretary, the Govt. of Meghalaya, Shillong.
4. The P.S. to the Addl. Chief Secretary to the Govt. of Meghalaya, Shillong.
5. The Principal Secretary/ Commissioner & Secretary/ Secretary to the Govt. of Meghalaya, Shillong.
6. The Commissioner & Secretary, Meghalaya Legislative Assembly, Shillong for kind information of all MLAs.
7. All Deputy Commissioners/ SDOs for information and necessary action with a request to inform all Subordinate Officers under your jurisdiction.
- ✓ 8. State Informatics Officer/Senior System Analyst/NIC, Meghalaya, Shillong
9. Guard file.

By Order etc.,

Under Secretary to the Govt. of Meghalaya,
Personnel & A.R. (A) Department

File No.	
Date	27/6/18
Deputy No.	895
NIC - SHILLONG	