

No. H-11/1/2025-PU (e-163554)
Government of India
Ministry of Labour and Employment
(Parliament Unit)

05, Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated 07th August 2025.

Office Memorandum

Subject: - Standard Operating Procedure (SOP) for Handling Parliamentary Matters -regarding.

The undersigned is directed to enclose a copy of the Standard Operating Procedures (SOP) for handling Parliamentary matters.

2. All concerned are requested to ensure strict adherence to the SOP while dealing with matters pertaining to Parliament which includes replies to questions, assurances, Parliamentary Committees etc.

This issues with the approval of Secretary (L&E)

Encl: As above.

(Dheerendra Mohan Khare)
Under Secretary to the Government of India
Tel: 23473100

To,

1. All Bureau Heads
2. All Directors / Deputy Secretary(s)
3. All attached / Subordinate /Statutory /Autonomous /Adjudicatory Body

Copy for information to:

OSD to Secretary (L&E)

SOP/PROCEDURE/ INSTRUCTIONS FOR HANDLING PARLIAMENTARY WORK IN THE MINISTRY OF LABOUR & EMPLOYMENT.

1. QUESTION DAYS OF MINISTRY OF LABOUR & EMPLOYMENT:

At present, the allotted days to M/o Labour & Employment in Lok Sabha and Rajya Sabha is as under: -

Lok Sabha Day : MONDAY*

Rajya Sabha Day : THURSDAY*

**Allotted days may change*

2. APPROVAL OF DRAFT REPLIES TO STARRED AND UNSTARRED QUESTIONS:

File relating to **Starred Questions** will be put up by Bureau Head (at Joint Secretary level) **through Secretary (L&E) to Hon'ble Union Minister of Labour & Employment** and File relating to **Unstarred Questions** will be put up by Bureau Head (at Joint Secretary level) **through Secretary (L&E) to Hon'ble Minister of State for Labour & Employment** or as per instructions issued from time to time. The Files shall be put up well in time and not delayed to the day before the PQ is to be taken up in the Parliament. The Parliament Division shall monitor this closely.

All attached/ Subordinate/ Statutory/ Autonomous/ Adjudicatory Body (viz O/o CLC, DGE, DGFASLI, Labour Bureau, DGMS, ESIC, EPFO, DTNBWED, VVGNLI and CGIT) should send their inputs on time.

3. ADVANCE NOTICES OF THE QUESTION / CALLING ATTENTION / MOTIONS

As soon as Provisional Parliament Question Notices (LS/ RS) are received, Parliament Section shall send it to the Bureau Head / Divisional Head / Section who / which are dealing with the subject matter on the same day.

Notice of Short Notice question, Calling Attention Motion, etc. shall also be sent on the same day to the concerned Bureau Head / Divisional Head / Section and copies also be sent to Secretary (L&E) and O/o HLEM.

4. INITIAL ACTION AFTER RECEIPT OF PROVISIONAL QUESTION NOTICE:

Bureau Head will ensure the following action on immediate basis on the same day on receipt of provisional question notices:

4.1. Intra- Ministry Procedure:

a. Where it is clear that the subject matter of a question does not concern with M/o Labour & Employment, the concerned Divisional Head (DS / Director / JD of equivalent) will write to the Ministry / Department concerned with the approval of Bureau Head to which the Question belongs to accept the transfer of the Question. He will also follow the issue telephonically. Copy of such communication will be endorsed to Question Branch of Lok Sabha Secretariat / Rajya Sabha Secretariat.

b. In case, if reconcilable differences still exist among Ministries/Departments on handling/ transferring- acceptance of the parliament question, a reference giving details of discussions, etc., held with the other Ministry/ Department(s), will be made to the **Cabinet Secretariat** by the Ministry / Department **with the approval of the Secretary**. If in the meantime, the question is printed in the List of Questions, the question may be answered under compulsion by the allotted Ministry but thereafter the matter may be pursued with the concerned Ministry / Department (s) requesting them to accept future questions on the subject. (*Ref: Ministry of Parliamentary Affairs Manual of Parliamentary Procedure, Chapter 3.3 (iii)*)

Parliament Unit immediately sends the question transfer request of the other ministry to the concerned Division/Section of this Ministry on the same day. Concerned Division/Section with the approval of Bureau Head intimate the concerned Ministry regarding their decision of acceptance/non acceptance under intimation of Question Branch of Lok / Rajya Sabha Secretariat.

c. The notice of any question which subject is not related to Ministry of Labour & Employment shall immediately be put up for transfer of the question to concerned Ministry / Department to Secretary (L&E). While submitting the file, draft D.O. letter from the level of Secretary (L&E) will also put up for transfer of the question.

4.2. Inter- Ministry Procedure:

- d. If the **Notice (subject matter)** pertains to some other Division / Section, it **will not be returned to the Parliament Unit** but it will be transferred to the appropriate section under intimation of Parliament Section. Directions of higher officers may also be obtained, if need be.
- e. Within the Ministry, where two or more Divisions/Sections are concerned with a question, the Officer/Section/Desk concerned which are related to **part (a) of the Question** shall reply Question.

5. FURNISHING OF FACTS TO LOK SABHA/RAJYA SABHA SECRETARIAT

The Lok Sabha Secretariat / Rajya Sabha Secretariat asks for facts in certain cases for deciding the admissibility of Questions. All Officers/Sections/Desks must ensure that the facts in respect of such Questions are communicated to the concerned Secretariat within the time limit stipulated by them.

6. DRAFTING OF REPLIES:

While drafting replies to Questions, the following aspects may be considered:

- a. Preparation of a tentative draft reply and draft Note for Supplementary (Times New Roman font of size 12 may be used), where necessary, shall be undertaken immediately on receipt of the provisionally admitted question. The draft reply shall be reviewed on receipt of the printed list of admitted Question.
- b. While submitting a draft reply, each part of the Question should be correctly reproduced (Strictly as given in the printed text, even if there are mistakes in the printed text) and replies there to set out in parallel columns against each part.
- c. The reply to Starred Question file should be submitted alongwith Note for Supplementary.
- d. For the reply of Starred Question, a statement is laid on the table of the House in the form given below:

(a) & (b): A statement is laid on the table of the House.

“Statement referred to in reply to Part(s) (a), (b) of Lok Sabha/Rajya Sabha Starred Question No. for answer on

{In the case of reply to Unstarred Questions, the above line is not required}

For (SQ/ USQ) reply containing Annexure, following heading to be mentioned in annexure page:

“Annexure referred to in reply to part (..) of Lok Sabha/ Rajya Sabha Starred Question No....for DD/MM/YYYY regarding “Subject title” by Shri (Name of M.P.)

e. While, framing reply to Starred Questions, the assurances are generally not given in reply. The Division concerned should, therefore, refrain from furnishing assurances in reply to a Starred Question.

f. The concerned Division/Sections/Desk should furnish the draft replies, note for supplementary, brief note (if any) in word file to Parliament Unit (parlunit@nic.in) and Hindi Section (by e-mail) for its translation, in advance, immediately after the approval of Secretary (L&E).

g. In case of change (s), if any, made by HLEM / HMoS (L&E) in draft reply during briefing of the question, the revised reply shall be shown to the Bureau Head before its submission to HLEM/ HMoS (L&E). The revised draft reply to be immediately sent in word file to Parliament Unit (parlunit@nic.in) and Hindi Section (by e-mail) for its translation.

h. While framing the reply, use of uncommon technical abbreviations should be avoided and in case their use is necessary, these should invariably be preceded by their full form. Reply shall be specific and complete and each part of the question shall be answered appropriately.

i. It is advised to avoid as far as possible the quoting/referring of a website while framing the replies and provide the requisite information in the replies itself. [Ref: M/o Parliamentary Affairs' Manual of Parliamentary Procedure, Annexure- I, Sl. No. 9]

j. As per the **instructions of Lok Sabha / Rajya Sabha Secretariat, Ministries / Departments are to provide the set of answers to questions to the Lok Sabha Secretariat/Rajya Sabha Secretariat by 5.00 P.M. on the previous working day of the day of answer.** The Parliament Unit will upload the answer (.doc/.docx/pdf format) both in Hindi and in English on the Parliament Question Answer Publishing System (LS/RS).

8. NOTES FOR SUPPLEMENTARIES/ABRIDGE NOTE/BRIEF WITH INDEX AND TIME SCHEDULE

The concerned Division / Section shall furnish 12 copies of the 'Notes for supplementary/Abridge Notes/Briefs' to Parliament Unit by 5.00 p.m. of previous working day of the scheduled briefing meeting by HLEM/ HMoS (L&E).

In order to facilitate hassle-free use of the Note for Supplementary (NFS), concerned Joint Secretary or equivalent officers will ensure that an index of the contents with proper flagging and details of M.P Profile is enclosed in the NFS.

9. TIME SCHEDULE FOR FURNISHING PAPERS BY PARLIAMENT UNIT

Parliament Unit shall send hard copy/email of provisional question notices and final printed version of Parliament Questions to concerned Joint Secretaries/Sections immediately without delay.

10. TIME SCHEDULE FOR SUBMISSION OF PARLIAMENT QUESTION FILES.

- a. For every Parliament Question, Physical File may be initiated for the approval of replies through the concerned Bureau Head.
- b. Following time schedule for submission of Parliament Question files shall be adhered by the concerned Division/ Section:

Activity	<u>Monday</u>	<u>Thursday</u>
	<u>Lok Sabha Question</u> <u>Day</u>	<u>Rajya Sabha Question</u> <u>Day</u>
Submission/ approval of all Parliament Question file to O/o Secretary (L&E)	By Thursday	By Tuesday

After receipt of the approval of reply of HLEM, Parliament Unit shall ensure that the Pads for final replies of Starred Questions are sent to HLEM /MoS(L&E)/ Secretary(L&E) and concerned Senior Officers at earliest.

PS / Addl. PSs to HLEM and HMoS (L&E) and Sr. PPSs / PSs to Senior Officers will also ensure that pads for Starred Questions sent by Parliament Unit are immediately brought to the notice of HLEM / HMoS(L&E) and Senior Officers.

11. BRIEFING MEETINGS:

After the confirmation regarding the SQs / USQs briefing meeting schedule by the O/o HLEM, Parliament Unit shall inform immediately the O/o HMoS(L&E)/ Secretary(L&E) /Addl. Secretary (L&E) and concerned Bureau Heads through call/ email/ meeting notice.

12. HINDI TRANSLATION

Hindi Section shall initiate hindi translation immediately after receipt of the draft reply (ies) from concerned Division / Section. However, the translation of replies shall be finalized after receipt of approval of the reply by HLEM or HMoS (L&E). The responsibility to correctness of Hindi translation will be of Hindi Division.

13. SPECIAL INSTRUCTIONS FOR JOINT SECRETARIES /Equivalent officers

The following aspects shall be noted and strictly adhered to by all Joint Secretaries and equivalent officers:

- i. All concerned officers shall remain available for attending to Parliamentary work.
- ii. During the Parliament Session concerned Joint Secretaries/Equivalent officers shall invariably be available for briefing at short notice. Any deviation from this requirement would need the prior approval of the Secretary (L&E).
- iii. While preparing replies to the Parliament Questions, it shall be ensured by the concerned Joint Secretary and equivalent officers that there is no contradiction / inconsistency in the answer proposed and those, if any, given earlier, unless the facts have changed during the period.
- iv. It shall be the responsibility of Joint Secretary and equivalent officers concerned to ensure that the files containing replies to the Starred Question which are submitted to HLEM or HMOS (L&E) through Secretary (L&E) well on time.
- v. Joint Secretary and other Officers concerned with a Starred Question shall be available in the Official Gallery of Lok Sabha/Rajya Sabha during question hour.
- vi. Concerned Joint Secretary attending Parliament in connection with the reply to a Question or any other Parliamentary business shall, after return from Parliament,

immediately submit a report to Secretary (L&E), if there is something important or sensitive.

vii. No Officer shall undertake any tour during the Parliament Session without the prior approval of Secretary (L&E).

viii. Mistakes or delays in answering Questions will not be accepted. The actual wording of Questions, as given in the Printed Texts, shall be reproduced as such, without any alterations.

ix. While Hindi Section/Hindi Staff under Joint Director (OL) are responsible for correct preparation of the Hindi Version, it will be the responsibility of concerned Joint Secretary or equivalent level officer to ensure that the Hindi version corresponds in all respects to the answer as approved in English.

14. FINAL CHECKING OF REPLIES

To avoid the mistake in the final reply of the question, concerned Divisional head should ensure that an officer not below the rank of Section Officer should be available for comparing/ finalizing the replies (Eng. Hindi) before sending to Parliament House.

If any mistake is detected, it should immediately be reported to Parliament Unit and corrected in consultation with concerned Div. head.

15. SHORT NOTICE QUESTIONS

Short Notice Questions are put only in regard to matters of public importance/urgent nature. It is within the discretion of the HLEM / HMOS (L&E). either to accept or not. Whenever Notices of such Questions are received, it shall be immediately placed before HLEM / HMOS (L&E). The Lok Sabha Secretariat / Rajya Sabha Secretariat should also be intimated at the earliest whether the Minister is willing to answer such Questions at short notice.

16. SUO-MOTO STATEMENTS / CALLING ATTENTION NOTICES ETC.

16.1 On receipt of a notice, the Parliament Unit will immediately send to Branch Officer concerned who will examine the matter and take the following action with the approval of the HLEM:

- (a) bring relevant facts to the notice of the RS/LS Secretariat within 24 hours in writing or over the phone, where necessary, for deciding the admissibility or otherwise of the notice;
- (b) send an intimation to the RS/LS Secretariat, if the HLEM desires to make a statement, indicating the date on which it is proposed to be made; and
- (c) examine whether, having regard to the importance of the subject matter, the statement is to be made in the other House also on the same day.

17. MATTERS RAISED BY WAY OF SPECIAL MENTION IN RAJYA SABHA & UNDER RULE 377 IN LOK SABHA

According to the existing instructions of Lok Sabha / Rajya Sabha secretariat, a reply is required to be sent to the Members concerned within one month of the matter having been raised in the Lok Sabha/Rajya Sabha under intimation to the Lok Sabha Secretariat/Rajya Sabha Secretariat, the Ministry of Parliament Affairs and the Parliament Unit. All Joint Secretaries (Bureau Head) shall ensure that Special Mention in Rajya Sabha and Matters Raised in Lok Sabha are disposed of within the prescribed time limit of one month.

18. MATERIAL TO BE FURNISHED TO PARLIAMENTARY COMMITTEES

Various Parliamentary committees (eg. Standing Committee on Labour, Textiles and Skill Development, other than Deptt. Standing Committee Lok Sabha/Rajya Sabha) have the power to require production of papers, records and other relevant material for examination of the issues pending before them. It is, therefore, necessary that precise background note / factual information is sent to these Committees on time. All Officers/Sections/Desk shall ensure that replies/material are sent to the Committee with the approval of Secretary (L&E). **Further, all Bureau Heads shall submit files pertaining information related to Parliamentary Committees to Secretary (L&E) at least 3 days before the timeline.**

Depending on the sensitivity of the material, approval of HLEM / HMoS (L&E) shall also be obtained.

On receipt of the communication of oral evidence, briefing or meeting by any Parliamentary Committee, Parliament Unit, shall it formally (issues O.M / email) to the concerned Bureau Head dealing with the subject immediately, preferably same day. Parliament Unit will coordinate with the Parliament Committee and concerned section dealing with the subject for timely furnishing of the requisite information and also coordinates regarding the passes for the representatives who will be attending the meeting.

19. LAYING OF PAPERS

Instructions pertaining to laying of papers issued by Rajya Sabha and Lok Sabha Secretariats from time to time shall be strictly followed.

All Sections/Desks should ensure that authenticated copy (English / Hindi) by the HMoS (L&E) along with requisite number of copies of papers to be laid on the table of Lok Sabha/Rajya Sabha may be sent to concerned Table Office of the House of Parliament endorsing a copy to Parliament Unit well in time. The concerned Division / Section should adhere to the guidelines regarding furnishing number of copies / Performa / email id etc issued by Lok Sabha/ Rajya Sabha Sectt. from time to time. If concerned Divisional Head feels that the papers could not be laid on the Table as per the timeline given by the Rajya Sabha / Lok Sabha Secretariat, this will be brought into the notice of Secretary (L&E). The annual reports of the Ministry & other attached bodies/institutions should be laid before the Parliament within the prescribed time line. A detailed action plan with timelines for each step is the preparation and approval of these reports should be prepared in advance and monitored by each Bureau Head & DG(Stats). It shall also be reviewed in Seniors Officers meeting.

20. ISSUES LIKELY TO BE RAISED DURING THE PARLIAMENT SESSION:

Before commencement of every Parliament Session, PMO and Ministry of Parliamentary Affairs seeks for a brief regarding the issues which are likely to be raised during the Parliament Session. Parliament Unit on receipt of the O.M. from PMO/ MPA, collects information from the Divs./ Sections and consolidated information is sent to PMO/ MPA with the approval of Secretary (L&E). The timeline line indicated by PMO must be ensured. If note is not received from any division, Parliament Section will bring this into the notice of concerned Bureau Head.

21. MATTERS RELATED TO PARLIAMENTARY ASSURANCES

All Parliamentary Questions replies will be clear and unambiguous. The language used should be such as would not be construed as an Assurance unless it is specifically so intended. However, if a Parliament Question becomes an Assurance, it is required to be fulfilled within a period of 3 months from the date of reply, in case, if it is not possible to fulfil the assurance within stipulated time frame, extension of time may be sought from time to time well in advance with the approval of Hon'ble Minister of State (Labour & Emp.). ***Concerned branch officer will be made responsible if extension of time is not sought will in advance to fulfil the assurance.***

For Implementation Report (IR): Concerned Sections are required to seek the approval of Implementation Report (IR) from Hon'ble Union Minister of Labour & Employment. Further, covering O.M. duly signed by Under Secretary/Deputy Director containing one copy of IR (each English / Hindi) may be sent to Committee on Govt. Assurance (concerned Lok Sabha/Rajya Sabha) and simultaneously, covering O.M. duly signed by Under Secretary/Deputy Director containing five copies of IR (each Eng/Hindi) may be sent to Ministry of Parliamentary Affairs (Under Secretary, Room No. 102-B, Samvidhan Sadan, New Delhi-110001). E-mail regarding the same having 3 separates attachment (i.e. Covering letter, English IR and Hindi IR) to be sent to Parliament Unit (parlunit@nic.in) for uploading the same on the Portal of Online Assurance Monitoring System (OAMS).

22. Procedure regarding private Member's Bill

Whenever a Private Member of Parliament gives notice of his desire to move for leave to introduce a Bill, the RS/LS Secretariat sends a copy of the Bill to the concerned Ministry/Department.

The President's recommendation required under clause (1) and/or (3) of Article 117 of the Constitution for the introduction/consideration of private members' Bills will ordinarily be granted unless very exceptional circumstances especially warrant withholding of the President's recommendation. In case a Ministry/Department feels that the recommendation of the President to a Bill should be withheld, that Ministry/Department will supply five copies of the brief explaining the circumstances leading to such proposal to the Ministry of Parliamentary Affairs for obtaining the approval of the Cabinet Committee on Parliamentary Affairs. *(detail procedure is given in Manual of Parliamentary Procedure at para 9.23 by M/o Parliamentary Affairs).*