

F.No.H-11012/2/2012-Parl.  
Government of India  
Ministry of Communications and Information Technology  
Department of Telecommunications  
(Parliament Section)

Dated, the June, 2012

OFFICE MEMORANDUM

The undersigned is directed to enclose herewith the "Standard List of Expressions constituting Assurances" on the subject cited above. (Annexure-I). In this connection, recently, the progress of implementation/fulfillment of Assurances has been reviewed at the level of DDG(C&A). Various Meetings were conducted with the Divisions having large number of Assurances pending fulfillment/implementation. During scrutiny of the pending assurances, a need has been felt that the replies need to be drafted to Parliament Questions strictly in line with the standard "List of expressions" that were meant to be followed as far as possible, unless and until assurance is not made intentionally.

2. In this connection, the instructions issued by the Ministry of Parliamentary Affairs - Extracts of the Chapter-8 of the Manual of Parliamentary Procedure, on the subject are also enclosed for ready reference and strict compliance (Annexure-II).

3. Further, in order to demarcate and accordingly accomplish to fulfillment of the parliament assurance from the very beginning, the Divisional Heads are requested that while drafting replies to the Parliament Questions that **should highlight the said portion on the reply in the office note itself, on which assurance is proposed to be given to the respective house from the Hon'ble Minister.** Further, a register should also be maintained in the concerned Section of Assurances given in the Parliament in the prescribed format (Annexure-III) alongwith the updated record of the promise/assurance fulfilled in the prescribed format (Annexure IV).

Encl : As above.

(S.L. Negi)

Director (Parl.)

Tele.No.23036094

Wireless Advisor/Sr. Eco.(Advisor)/JS(T)/All Sr. DDGs/All DDG, DoT.

**Copy for information to :**

1. OSD to Secretary(T)
2. PPS to AS(T)
3. Sr. PPS to Member(T)/Member(S)/Member(F), Deptt. of Telecom.
4. PPS to DDG(C&A)
5. Director (IT).

390/2(IT)  
4/7/12

M: 1  
4/7/2012

ADG(IT)

## STANDARD LIST OF EXPRESSIONS CONSTITUTING ASSURANCES

LOK SABHA  
RAJYA SABHA

## LOK SABHA

*(As approved by the Committee on Government Assurances of the Lok Sabha at its sitting held on 9.4.1954)*

1. The matter is under consideration.
2. I shall look into it.
3. Enquiries are being made.
4. I shall inform the Hon'ble Member.
5. This is primarily the concern of State Government but I shall look into it.
6. I shall write to the State Governments.
7. I assure the House all suggestions by Hon'ble Member will be carefully considered.
8. I shall study the conditions on the spot during my tour.
9. I shall consider the matter.
10. I will consider it.
11. I will suggest to State Governments.
12. We will put the matter in the shape of a resolution.
13. I shall see what can be done about it.
14. I will look into the matter before I can say anything.
15. The suggestion will be taken into consideration.
16. The matter will be considered at the \_\_\_\_\_ conference to be held on \_\_\_\_\_.
17. The matter is still under examination and if anything is required to be done, it will certainly be done.
18. The matter will be taken up with the Government of \_\_\_\_\_.
19. I have no information; but I am prepared to look into the matter.
20. Efforts are being made to collect the necessary data.
21. The suggestions made will be borne in mind while framing the rules.
22. If the Hon'ble Member so desires, I can issue further instructions.
23. Copy of the report, when finalised, will be placed in the Parliament Library.
24. I shall supply it to Hon'ble Member.
25. I think it can be done.
26. If the Hon'ble Members' allegation is true, I shall certainly have the matter gone into.
27. We shall have to find that out.
28. I will draw the attention of the \_\_\_\_\_ Government who I hope will take adequate steps in this direction.
29. It is a suggestion for action which will be considered.
30. All the points raised by various Members will be considered and the result will be communicated to each member.
31. Information is being collected and will be laid on the Table of the House.
32. I am reviewing the position.

*NOTE : All directions by the Speaker, Deputy Speaker or the Chairman involving action on the part of Ministers, will be complied with as assurance.*

RAJYA SABHA

*(As approved by the Committee on Government Assurances of the Rajya Sabha at its sitting held on the 24th July, 1972)*

1. The matter is under consideration.
2. I shall look into it.
3. Enquiries are being made.
4. I shall inform the Hon'ble Member.
5. This is primarily the concern of State Government but I shall look into it.
6. I shall write to the State Governments.
7. I assure the House all suggestions by Hon'ble Member will be carefully considered.
8. I shall study the conditions on the spot during my tour.
9. I shall consider the matter.
10. I will consider it.
11. I will suggest to the State Government.
12. We will put the matter in the shape of a resolution.
13. I shall see what can be done about it.
14. I will look into the matter before I can say anything.
15. The suggestion will be taken into consideration.
16. The matter will be considered at the \_\_\_\_\_ conference to be held on \_\_\_\_\_.
17. The matter is still under examination and if anything is required to be done, it will certainly be done.
18. The matter will be taken up with the Government of \_\_\_\_\_.
19. I have no information; but I am prepared to look into the matter.
20. Efforts are being made to collect the necessary data.
21. The suggestions made well be borne in mind while framing the rules.
22. If the Hon'ble Member so desires, I can issue further instructions.
23. Copy of the report, when finalised, will be placed in the Parliament Library.
24. I shall supply it to Hon'ble Member.
25. I think it can be done.
26. If the Hon'ble Members' allegation is true, I shall certainly have the matter gone into.
27. We shall have to find that out.
28. I will draw the attention of the \_\_\_\_\_ Government who I hope will take adequate steps in this direction.
29. It is a suggestion for action which will be considered.
30. (Discussion on Railway Budget). All the points raised by various Members will be considered and the result will be communicated to each Member.
31. Information is being collected and will be laid on the Table of the Rajya Sabha.
32. I am reviewing the position.
33. Directions by the Chairman, Deputy Chairman or the Vice-Chairman involving action on the part of Ministers.
34. All specific points on which information is asked for and promised.

## Chapter 8

### ASSURANCES

Definition	<p><b>8.1</b> During the course of reply given to a question or a discussion, if a Minister gives an undertaking which involves further action on the part of the Government in reporting back to the House, it is called an 'assurance'. Standard list of such expressions which normally constitute assurances and as approved by the Committees on Government Assurances of the Lok Sabha and the Rajya Sabha, is given at <u>Annex 3</u>. As assurances are required to be implemented within a specified time limit, care should be taken by all concerned while drafting replies to the questions to restrict the use of these expressions only to those occasions when it is clearly intended to give an assurance in these terms.</p> <p><b>8.2</b> When an assurance is given by a Minister or when the Presiding Officer directs the Government to furnish information to the House, it is extracted by the Ministry of Parliamentary Affairs from the relevant proceedings and communicated to the department concerned normally within 10 working days of the date on which it is given.</p>
Deletion from the list of assurances	<p><b>8.3.1</b> If the administrative department has any objection to treating such a statement as an assurance or finds that it would not be in the public interest to fulfil it, it may write to the Lok/Rajya Sabha Secretariat direct with a copy to the Ministry of Parliamentary Affairs within a week of the receipt of such communication for getting it deleted from the list of assurances. Such action will require prior approval of the Minister.</p> <p><b>8.3.2</b> Departments should make request for dropping of assurances immediately on receipt of statement of assurances from the Ministry of Parliamentary Affairs and only in rare cases where they are fully convinced that the assurances could not be implemented under any circumstances and there is no option left with them but to make a request for dropping. Such requests should have the approval of their Minister and this fact should be indicated in their communication containing the request. If such a request is made towards the end of the stipulated period of three months, then it should invariably be accompanied with a request for extension of time. The department should continue to seek extension of time till a decision of the Committee on Government Assurances is received by them. Copy of the above communications should be simultaneously endorsed to the Ministry of Parliamentary Affairs.</p>
Time limit for fulfilling and assurance	<p><b>8.4.1</b> An assurance given in either House is required to be fulfilled within a period of three months from the date of the assurance. This time limit has to be strictly observed.</p>
Extension of time for fulfilling an assurance	<p><b>8.4.2</b> If the department finds that it is not possible to fulfil the assurance within the stipulated period of three months or within the period of extension already granted, it may seek further extension of time direct from the respective Committee on Government Assurances under intimation to the Ministry of Parliamentary Affairs as soon as the need for such extension becomes apparent, indicating the reasons for delay and the probable additional time required. Such a communication should be issued with the approval of the Minister.</p>
Registers of assurances	<p><b>8.5.1</b> The particulars of every assurance will be entered by the Parliament Unit of the department concerned in a register as at <u>Annex 4</u> after which the assurance will be passed on to the concerned section.</p> <p><b>8.5.2</b> Even ahead of the receipt of communication from the Ministry of Parliamentary Affairs, the section concerned should take prompt action to fulfil</p>

such assurances and keep a watch thereon in a register as at Annex 5.

8.5.3 The registers referred to in paras 8.5.1 and 8.5.2 will be maintained separately for the Lok Sabha and the Rajya Sabha assurances, entries therein being made session wise.

Role of  
Section  
Officer and  
Branch  
Officer

8.6.1 The Section Officer incharge of the concerned section will:

- (a) scrutinise the registers once a week;
- (b) ensure that necessary follow-up action is taken without any delay whatsoever;
- (c) submit the registers to the branch officer every fortnight if the House concerned is in session and once a month otherwise, drawing his special attention to assurances which are not likely to be implemented within the period of three months; and
- (d) review of pending assurances should be undertaken periodically at the highest level in order to minimise the delay in implementing the assurances.

8.6.2 The branch officer will likewise keep his higher officer and Minister informed of the progress made in the implementation of assurances, drawing their special attention to the causes of delay.

Procedure for  
fulfilment of  
an assurance

8.7.1 Every effort should be made to fulfil the assurance within the prescribed period. In case only part of the information is available and collection of the remaining information would involve considerable time, an implementation report containing the available information should be supplied to the Ministry of Parliamentary Affairs in part fulfillment of the assurance, within the prescribed time limit. However, efforts should continue to be made for expeditious collection of the remaining information for complete implementation of the assurance at the earliest.

8.7.2 Information to be supplied in partial or complete fulfilment of an assurance should be approved by the Minister concerned and 15 copies thereof (bilingual) in the prescribed proforma as at Annex 6, together with its enclosures, along with one copy each in Hindi and English duly authenticated by the officer forwarding the implementation report, should be sent to the Ministry of Parliamentary Affairs. If, however, the information being furnished is in response to an assurance given in reply to a question etc., asked for by more than one member, an additional copy of the completed proforma (both in Hindi and English) should be furnished in respect of each additional member. A copy of this communication should be endorsed to the Parliament Unit for completing column 7 of its register.

8.7.3 The implementation reports should be sent to the Ministry of the Parliamentary Affairs and not to the Lok/Rajya Sabha Secretariat. No advance copies of the implementation reports are to be endorsed to the Lok/Rajya Sabha Secretariat either.

Laying of the  
implementation  
report on the  
Table of the  
House

8.8 The Ministry of Parliamentary Affairs, after a scrutiny of the implementation report, will arrange to lay it on the Table of the House concerned. A copy of the statement, as laid on the Table, will be forwarded by the Ministry of Parliamentary Affairs to the member as well as the department concerned. The Parliament Unit of the department concerned and the concerned section will, on the basis of this statement, make a suitable entry in their registers.

Obligation to  
lay a paper  
on the Table  
of the House  
vis-à-vis

8.9 Where there is an obligation to lay any paper (rule/order/notification, etc.) on the Table of the House and for which an assurance has also been given, it will be laid on the Table, in the first instance, in fulfilment of the obligation, independent of the assurance given. After this is done, a report in formal implementation of the assurance indicating the date on which the paper was laid on the Table will be sent

assurance on the same subject

to the Ministry of Parliamentary Affairs in the prescribed proforma (Annex 5) in the manner already described in para 8.7.2.

Committees on Government Assurances  
LSR 323,324  
RSR 211-A

8.10 Each House of Parliament has a Committee on Government assurances nominated by the Speaker/Chairman. It scrutinises the implementation reports and the time taken in the fulfilment of Government assurances and focuses attention on the delays and other significant aspects, if any, pertaining to them. Instructions issued by the Ministry of Parliamentary Affairs from time to time are to be followed strictly.

Reports of the Committees on Government Assurances

8.11 The department will, in consultation with the Ministry of Parliamentary Affairs, scrutinise the reports of these two committees for remedial action wherever called for.

Effect on assurances on dissolution of the Lok Sabha

8.12 On dissolution of the Lok Sabha, all assurances, promises or undertakings pending implementation are scrutinised by the new Committee on Government assurances for selection of such of them as are of considerable public importance. The Committee then submits a report to the Lok Sabha with a specific recommendation regarding the assurances to be dropped or retained for implementation by the Government.

ANNEX 5  
(Para 2.5.3)

## REGISTER OF ASSURANCES GIVEN IN PARLIAMENT

( To be maintained by section concerned )

Lok/Rajya Sabha Session \_\_\_\_\_  
Section \_\_\_\_\_

Sr. No	File No.	Ques. No. discussion date and name of MP raising the point	Reference	Subject	Promise Made	Dt. of receipt from Parliament unit	Due dt. for implementation of the assurance	Sources from which information is required to be collected	Extension sought/ granted	No. & dt. Of the communication under which IR/ Part IR was sent to M.P.A.	Dt. On which IR/Part IR/Laid on the Table of the House	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

Col. 3: Show date on which the assurance was given.

Col. 4: Show name of Bill, resolution, motion etc. in connection with which assurance was given and also Ministry of Parliamentary Affairs reference with which it was received

Col. 5: Show specific point on which assurance was given.

Col. 13: Show whether request for deletion has been made.

Annexure  
 ( Parts 3.7.1 to 3.9 )

.....Session, 20 of the Lok Sabha  
 .....Session, 20 of the Rajya Sabha

Date of fulfilment .....

Ministry of .....Department of .....

Question No. & Date	Subject	Promise Made	How Fulfilled	Remarks
1	2	3	4	5