



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



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CIRCULAR

Sub: Guidelines for reply to Parliament Questions during Winter Session - 2025.

It is stated that the Parliament Questions are to be replied in a time-bound manner. Past experience suggests that the desired time-lines have not been followed or the quality of the replies were not up to the mark in several cases. Further, while framing the replies, previous replies on the same or similar question approved by the Ministry were not considered for many questions.

Since any deficient or contradictory reply could have very serious ramifications, the following guidelines for ensuring timely and proper replies to the parliament questions are reiterated for the information and guidance of the Divisional Heads:

1. Parliament Question files shall be cleared on priority by each division responsible for the reply on day to day basis.
2. Reply which pertain to a single division should be forwarded to the P&D branch after due approval of the Director General and it should be clearly mentioned in the reply to avoid multiple submissions to the DG. Replies to the questions while require input from multiple divisions may be submitted to the P&D Branch with the approval of the divisional head concerned. Approval of the DG for the composite answers will be taken by the P&D branch before submission to the Ministry.
3. While preparing the replies, answers to the parliament questions on same or similar issues given on earlier occasions should be referred to and it should be ensured that as far as possible the replies are given on similar lines and it should be factually correct in all respects.
4. Submission of reply to P&D Branch shall be by the end of the day, in case the parliament question is received in forenoon by the replying division and by noon of next day if the parliament question is received in afternoon.
5. Decision of P&D Branch with respect to allotting parliament questions to concerned divisions is taken on the basis of the allocation of the work to the concerned division, still if it is felt that a portion of reply pertains to another division, the division receiving the question should forwarded to the division concerned under intimation to P&D branch immediately. The Nodal Officer nominated by the divisional heads may also discuss the issue with the JD/DD (P&D) for any clarification in this respect.

6. PDF copy of the replies along with all pages of annexure should be duly signed.
7. Reply in Word doc format to <dir-pnd@esic.in> is to be submitted on email in the standard format (Times New Roman -12). All annexures should be duly typed in editable Word or Excel format. No PDF/JPG shall be accepted. If reference of any circular is being made, it should also be duly enclosed.
8. Each division shall nominate a Nodal Officer for replies to Parliament Questions, who shall be accountable for replies to P&D Branch.
9. In the case of Starred Question, the matter for supplementary containing all answers to questions likely to be orally asked in the Parliament along with data and information is to be provided.
10. All the divisions should also remain alert about private member resolutions/bills, issues arising in the zero hours/special mention under Rule 377 etc. if any and ensure timely reply for them.
11. The updated position regarding the ready-reckoner may please be supplied to the P&D division urgently for onward transmission to the Ministry.

This issues with the approval of Director General.


(Deepak Joshi) 10/11/2025
Insurance Commissioner (P&D)

To

- i) PPS to the DG for information please.
- ii) All Divisional Heads, ESIC Hqrs, New Delhi.