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GOVERNMENT OF ARUNACHAL PRADESH

PART - I

Appointment, promotions, powers and personal notices issued by the Governor.

NOTIFICATION

The 27th September, 2018

No. DS/SLSA/64/2018/375-5.—The Governor of Arunachal Pradesh is pleased to accord approval for constitution of a Sports Board under Sangay Lhaden Sports Academy, Directorate of Sports, Government of Arunachal Pradesh for participation in all the state level tournament/championships conducted by state level registered sports Association and Arunachal Pradesh School Games under the aegis of Arunachal Olympic Association (AOA) & Directorate of Secondary Education, Government of Arunachal Pradesh respectively.

Henceforth, the Sangay Lhaden Sports Academy (SLSA) shall be eligible to take part in all the state level tournaments/championships in various sports disciplines conducted in the state from time to time as a separate and independent entity.

This issue with the approval of the Hon'ble Minister, Sports & Youth Affairs, Arunachal Pradesh vide U.O. No. 76, dated the 25th September, 2018.

Dani Salu
Secretary,
Sports & Youth Affairs,
Government of Arunachal Pradesh,
Itanagar.

NOTIFICATION

The 29th October, 2018

No. GA-11/2015.—The Governor of Arunachal Pradesh is pleased to declare the Holiday as specified below in respect of the Bank and other Financial Institutions located in Arunachal Pradesh under the Negotiable Instruments Act, 1881 during the year 2019.

LIST OF HOLIDAYS FOR THE YEAR- 2019 UNDER N.I. ACT, 1881

Sl. No.	Date & Month	Day	Gazetted Holiday
1.	14th January, 2019	Monday	Makar Shankranti
2.	26th January, 2019	Saturday	Republic Day
3.	20th February, 2019	Wednesday	Statehood Day
4.	21st March, 2019	Thursday	Holi
5.	15th April, 2019	Monday	Bohag Bihu
6.	19th April, 2019	Friday	Good Friday

7.	18th May, 2019	Saturday	Buddha Purnima
8.	5th June, 2019	Wednesday	Idu'l Fitr
9.	15th August, 2019	Thursday	Independence Day
10.	2nd October, 2019	Wednesday	Mahatma Gandhi's Birthday
11.	7th October, 2019	Monday	Dussehra (Maha Navmi)
12.	8th October, 2019	Tuesday	Dussehra
13.	27th October, 2019	Sunday	Diwali (Deepavali)
14.	12th November, 2019	Tuesday	Guru Nanak's Birthday
15.	25th December, 2019	Wednesday	Christmas Day

In addition to the above 15 (fifteen) Nos. Banks Holiday, the Commercial Banks/Cooperative Banks and Regional Rural Banks will remain closed for Public transaction on account of Annual closing of Banks account as under :-

1.	1st April, 2019	Monday	Annual closing of Bank Accounts
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Chief Secretary,
Government of Arunachal Pradesh,
Itanagar.

ORDER

The 31st October, 2018

No. Agri/Dev-12/2018-19 (Bldg).—The Governor of Arunachal Pradesh is pleased to approve the Water Resources Department (WRD), Government of Arunachal Pradesh as the construction agency for execution of Civil construction works under the Department of Agriculture, Government of Arunachal Pradesh from the date of issue of this order.

This is with the approval of competent authority vide U.O. No. 30, dated 31st, October, 2018.

Mimum Tayeng, IAS
Secretary, Agriculture,
Government of Arunachal Pradesh,
Itanagar.

NOTIFICATION

The 12th November, 2018

No. DAD-18/2017.—In pursuance of sub-section (2) of section 1 of the Arunachal Pradesh (Re-organization of Districts) (Amendment) Act, 2018 (No. 15 of 2018), the Governor of Arunachal Pradesh is hereby pleased to appoint the 6th November, 2018 as the appointed date for coming into force of the said Act in respect of "**LEPARADA DISTRICT**".

Satya Gopal, IAS
Chief Secretary,
Government of Arunachal Pradesh,
Itanagar.

NOTIFICATION

The 13th November, 2018

No. HMB(A)-141/2017.—In terms of clause(s) of Section 2 of the Code of Criminal Procedure, 1973 (2 of 1974), the Governor of Arunachal Pradesh is pleased to order the opening of 'C'-Class Police Station at Tarasso and Kakoi (Rural) under Papam pare District of Arunachal Pradesh.

Further, in exercise of the powers conferred by sub-section(2) of Section-1 of the Code of Criminal Procedure, 1973 (2 of 1974), the Governor of Arunachal Pradesh is pleased to extend all the provisions of the Code of Criminal Procedure, 1973 (2 of 1974) with immediate effect in each Police Station in the area shown in the table below :

Sl. No.	Name of Police Station	District	Boundary Demarcation	Territorial Jurisdiction
1	2	3	4	5
1.	Tarasso	Papum pare (Rural)	North : Sangdo Pota South : Behali/Hellem Police Station, Assam East : Balijan Police Station West : Seijosa Police Station	Name of the Villages :- Upper Tarasso Sangri, Sugungso, Tarasso, Meteka, Sango, Jullung, Ramghat, Diderso, Dullung, Durpang, Pempla, Kuchubari, Middle Bormai, Lower Bormai, Yerchum, Papum, Lengso, Townbill, Gaiporiang, Radaso, Talumso.

1	2	3	4	5
2.	Kakoi	Papum pare (Rural)	North : Bomchi Bomte (Kimin Circle). South : Rajghar (Assam) East : Dollungmukh (Kamle District) West : Upper Jumi (Kimin Circle).	Name of the Villages : Boginadi, Boginadi Forest Beat, Borsotub, Dirga Dafla Forest Range, Dirga Dafla, Kakoi, Lower Jumi, Tadar Happa, Tani Happa, Kakoi Seppa, Kenden, Lalia, Kuj, Rei, Borhiu, Jumte, Raik Village.

A.C Verma, IAS
 Commissioner (Home),
 Government of Arunachal Pradesh,
 Itanagar.

ORDER

The 22nd November, 2018

No. PERS/AIS-39/2016 (Pt).— In pursuance of the Order No. 14020/01/2018-UTS-I (Pt) dated 25th September, 2018 of Government of India, Ministry of Home Affairs, New Delhi, the Governor of Arunachal Pradesh is pleased to order relieving of Smti Madhu K. Garg, IAS (AGMU : 2002), OSD in the office of PRC, from the strength of the Government of Arunachal Pradesh with effect from 23rd October, 2018, (the date on which Smti Madhu K. Garg was stand relieved vide MHA Order No. 14020/02/2018, UTS-I(Pt) dated 23rd October, 2018 to enable her to join Government of Andaman & Nicobar Islands on transfer.

However, she shall be considered on Election Duty as Election Observer in the General Election to the State Legislative Assembly of Chhattisgarh, Madhya Pradesh, Mizoram and Rajasthan due in the second half of the calendar year 2018 from the strength of Arunachal Pradesh Government.

Satya Gopal, IAS
 Chief Secretary,
 Government of Arunachal Pradesh,
 Itanagar.

ADDENDUM

The 30th November, 2018

No. PERS/AIS-31/2004 (Pt).— In continuation to the Government order of even number dated 22nd November, 2018 at Sl. No. 1, the link arrangements in respect of Shri Ashish Chandra Verma, IAS (AGMU : 94), Commissioner (Health) are hereby ordered as indicated below with immediate effect and until further orders.

Sl. No.	Name of the Officer	Posted as	Name of 1st link officer	Name of 2nd link officer	Name of 3rd link officer
1	2	3	4	5	6
1.	Dr. Ashish Chandra Verma, IAS (AGMU :94)	1. Commissioner Home, Political, Border Affairs Health & FW/ Coordination. 2. Agriculture Production Commissioner 3. Chairman (Puroik Welfare Board) 4. Co-ordination	Shri G.S. Meena (AGMU : 01)	Shri Kaling Tayeng, IAS (AGMU : 98)	Shri Marnya Ete, IAS (AGMU : 00)

Chief Secretary,
 Government of Arunachal Pradesh,
 Itanagar.

OFFICE MEMORANDUM

The 3rd December, 2018

Subject : Official dealings between the Administration and Members of Parliament and State Legislatures-Observance of proper procedure.

No. AR-134/2018/420.—The undersigned is directed to refer to this Department's Office Memorandum No. OM-48/2007 dated 13th December, 2007 (copy enclosed). The undersigned is further directed to forward herewith a copy of the Office Memorandum No. 11013/4/2018-Estt. A-III dated 11th October, 2018 issued by the Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Government of India, New Delhi on the above mentioned subject for rationalizing the instruction in department under the Government of Arunachal Pradesh.

(By order and in the name of Governor of Arunachal Pradesh).

Thomas George
Under Secretary to the
Government of Arunachal Pradesh,
Itanagar.

OFFICE MEMORANDUM

The 13th December, 2007

Subject : PROCEDURE TO BE OBSERVED WITH REFERENCE TO CORRESPONDANCE WITH MEMBERS OF PARLIAMENT/MEMBERS OF LEGISLATIVE ASSEMBLY-REGARDING.

No. OM-48/2007.—It has been brought to the notice of the Government from certain Members of Parliament/State Legislatures that instances have occurred in which Members of Legislature have not been accorded by Government Officers the consideration and regard which their position in the public life of the country requires. The letters written by them to the Ministries/Departments are not given desired attention. The Government of India has also informed that Parliamentary Standing Committee has expressed anguish over the fact that the bureaucrats do not respond to queries of the Members of Parliament/State Legislatures, which of great public importance. The Committee has further recommended that the bureaucrats should be given sufficient training on Public Relations so that they are able to handle the queries of the general Public and particularly the members of Parliament/State Legislature, with utmost respect and decorum.

Considering the above position and to ensure Prompt and expeditious disposal of the matters pertaining to the Members of the Parliament/State Legislature, the following provisions are substituted against the existing Para 112 and 113 of the Manual Office of Procedure, Government of Arunachal Pradesh. All the concerned are requested to observe the procedure scrupulously while handling the communications received from the Members of Parliament/State Legislature.

Para-112 (a) Corresponding with Members of Parliament/State Legislature :

1. Communications received from Members of Parliament/State Legislature should be attended to promptly.
2. Where a communication is addressed to a Minister, it should as far as practicable, be replied to by the Minister himself. In other cases, a reply should normally be issued over the signature of an officer not below the rank of Secretary;
3. Where, however, communication is addressed to the head of an attached or subordinate office, Public sector Undertakings, Financial Institutions/Branch in-charge in a Ministry/Department/Organization it should be replied to by the addressee himself. In routine matters, he may send an appropriate reply on his own. In Policy matters, however, the officer should have prior consultation with higher authorities before sending a reply. It should, however, be ensured that minimum level at which such replies are sent to Members of Parliament is that of Under Secretary and that also in letter form only ;
4. Normally information sought by a Member should be supplied unless it is of such a nature that it would have been denied to him even if asked for on the floor of the Houses of Parliament/Assembly.
5. As far as possible, in corresponding with Members of Parliament/State Legislature, pre-printed or cyclostyled replies should be avoided ;
6. In case a reference from an ex-member of Parliament/Member of Legislative Assembly is addressed to a Minister or Secretary, reply to such reference may be sent by the concerned Divisional Head after obtaining approval of the Secretary of the Ministry/Department. In case the reference is addressed to a lower level officer, reply to such reference could be sent by the officer on his own in non-policy cases and after obtaining approval of the higher authorities in policy cases. However, the minimum level at which reply could be sent should be that of an Under Secretary and that too in letter form only.

(b) Prompt response to letter received :

1. Each communication received from the Member of Parliament/Member of Legislative Assembly, a member of the public, a recognized association or a public body will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.

2. Where (i) delay is anticipated in sending a final reply, or (ii) information has to be obtained from another Ministry or another office, an interim reply will be sent within a month (from the date of receipt) indicating the possible date by which a final reply can be given.
3. If any such communication is wrongly addressed to a department, it will be transferred promptly (within a week) to the appropriate department under intimation to the party concerned.
4. Where the request of a member of the public cannot be acceded to for any reason, reasons for not acceding to such a request should be given.
5. As far as possible, request from members of the public, should be looked at from the user's point of view and not solely from the point of view of what may be administratively convenient.

113. Watch on disposal of communications received from Members of Parliament :

- (1) The personal section of each Under Secretary/Deputy Secretary/ Joint Secretary (if the Under Secretary submits cases direct to Secretary/Joint Secretary) will maintain a separate register of communications received from Members of Parliament/State Legislature in the form given in Appendix-30 (enclosed). The serial number at which a letter is entered in this register will be prominently marked on that letter together with its date of registration e.g.

**125/JS/(P)MP
20-03-2002.**

- (2) To keep a special watch on speedy disposal of communications received from Members of Parliament, each section will ;
 - (a) Maintain a register as in form in Appendix-31 (enclosed) ; and
 - (b) Mark out prominently those communications finally disposed of by rounding off the serial numbers of the register in red ink.
- (3) If for any reason an M.P's /MLAs letter is received by a section without being registered in the Personal section of the Joint Secretary/Director, immediate steps will be taken to get it registered there ;
- (4) On the first working day of each month, each section will submit the register along with the report in form at Appendix-32 (enclosed) to the Under Secretary/Deputy Secretary. The report with remarks of the Under Secretary/Deputy Secretary will be submitted to the Joint Secretary/Deputy Secretary and register will be returned to the section.
- (5) The personal section of the Joint Secretary/Deputy Secretary/Under Secretary will check whether all the Communications entered in its register figure in the reports sent by the sections. If any discrepancy is found, it should be reconciled. Thereafter, the report will be submitted to the Joint secretary/Deputy Secretary/Under Secretary for scrutiny and for such other action as he may consider appropriate.

Therefore, All Ministries/Departments/Offices are requested to comply the aforementioned procedure and guidelines in future and also bring this to the notice of all concerned for strict compliance.

Tabom Bam
Chief Secretary to the
Government of Arunachal Pradesh,
Itanagar.

APPENDIX-30

REGISTER FOR KEEPING A WATCH ON THE DISPOSAL OF COMMUNICATION RECEIVED FROM MEMBERS OF PARLIAMENT/MEMBERS OF LEGISLATIVE ASSEMBLY.

(To be maintained by personal Sections of Secretary/Joint Secretary/Deputy Secretary/Under Secretary)

[Vide para-113 C-(1)]

Sl. No.	Diary No. & Date	No. and date of communication	Name of MP/MLA	To whom addressed	Brief subject	Section/ Desk concerned	Remarks
1	2	3	4	5	6	7	8

APPENDIX-31**REGISTER FOR KEEPING A WATCH ON THE DISPOSAL OF COMMUNICATIONS RECEIVED FROM MEMBERS OF PARLIAMENT**

(To be maintained by Sections)

[Vide para-113 C-(2) (a)]

Name of section.....

Sl. No.	Diary No. & Date	Secretary/ JS/DS/ US Diary No.	No. & date of communication	Name of MP/MLA	To whom addressed	Subject	Date of acknowledgement	File No.	Date of interim reply	Date of final reply	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

APPENDIX-32**PARTICULARS OF MPS/MLAS LETTERS PENDING FOR OVER A FORTNIGHT****[Vide para-113 C-(4)]**

Sl. No.	Name of MP	Date of which pending	Brief subject	Reasons for delay	Remarks of Branch Officer/ Deputy Secretary /Joint Secretary	Action taken on the remarks in column (6)
1	2	3	4	5	6	7

OFFICE MEMORANDUM

The 11th October, 2018

Subject : Official dealings between the Administration and Members of Parliament and State Legislatures-Observance of proper procedure.

No.11013/4/2018-Estt.A-III.— The undersigned is directed to refer to this Department's Office Memorandum No. 11013/4/2011-Estt.(A) dated 1st December, 2011 subsequently reiterated vide D.O. letter dated the 9th October, 2012 from Secretary (Personnel), O.M. No. 11013/2/2012-Estt.A dated 19th November, 2014 and O.M. of even No. dated 7th February, 2018 (copies enclosed) on the subject mentioned above and to reiterate these instructions for strict compliance on the recommendations of the Committee of Privileges, Lok Sabha in its Sixth Report tabled in the Lok Sabha on 20th December, 2017 and *Committee on violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha in its Fourth and Fifth Report tabled in the Lok Sabha on 1st August, 2018.*

(2) All Ministries/Departments are requested to ensure that instructions issued through aforementioned communications are followed by all officials concerned, both in letter and spirit. Violation of these guidelines will be viewed seriously.

(3) Chief Secretary of all States/UTs are requested circulate these instructions to all State Government officials at the State/Division and District levels and sensitize them with regard to their duties and obligations in so far as the movement of Members of Parliament in general and more particularly during Parliament sessions. It is also requested to periodically review implementation of these instructions.

(4) Hindi version will follow.

Nitin Gupta
Under Secretary to the Government of India,
Tel : 011-23040264.

OFFICE MEMORANDUM

The 7th February, 2018

Subject : Official dealings between the Administration and Members of Parliament and State Legislatures-Observance of proper procedure.

No.11013/4/2018-Estt.A-III.— The Members of Parliament and State Legislatures, as the accredited representative of the people, occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interviews with the officers.

(2) The guidelines concerning official dealings between Administration and Members of Parliament and State Legislatures have been issued by the Ministry of Personnel, Public Grievances and Pensions and reiterated from time to time. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated from time to time. However, keeping in view the instances of occasional non-observance of the above guidelines, need was felt by the Committee of Privileges of the Lok Sabha for consolidating and reterating the existing instructions. Accordingly, revised comprehensive guidelines were issued by this Department vide Office Memorandum No. 11013/4/2011-Estt. (A) dated 1st December, 2011 (copy enclosed). A copy of former Secretary (P)'s D.O. No./ 11013/4/2011-Estt. (A) dated 9th October, 2012 and O.M. No. 11013/2/2012-Estt. A dated 19th November, 2014 reiterating the said instructions are also enclosed for ready reference.

(3) The Committee on Violation of Protocal Norms and Contemptuous Behaviour of Governemnt Officers with Members of Lok Sabha in its Second Report tabled in the Lok Sabha on 4th January, 2018 has recommended that the consolidated instructions/guidelines one Official dealing between the Administration and Members of Parliament and State Legislature should strictly be commplied by all the Government servants, both in letter and spirit.

(4) The Committee on Violation of Protocol Norms and Contemptous Behaviour of Government Officers with Members of Lok Sabha in Paragraph 43 of its Third Report Tabled in the Lok Sabha on 4th January, 2018 has recommended discouraging and desisting the State Governments to involve Private companies/agencies in organizing/sponsoring functions which essentially fall under the domain of State Governments.

(5) All Ministries/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.

(6) Chief Secretaries of all States/UTs are requested to circulate these instructions to all State Governemnt officials at the State/Division and District levels and to periodically review implementation.

Nitin Gupta

Under Secretary to the Government of India
Tel : 011-23040264.

OFFICE MEMORANDUM

The 19th November, 2014

Subject : Official dealings between the Administration and Members of Parliament and State Legislatures-Observance of proper procedure.

No.11013/2/2012-Estt.A.— The Members of Parliament and State Legislatures as the accredited 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 seek information from the Ministries/Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interviews with the officers.

(2) The guidelines concerning official dealings between Administration and Members of Parliament and State Legislatures have been issued by the Ministry of Personnel, Public Grievances and Pensions and reiterated from time to time. The provisions of the Central Secretary Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated from time to time. However, keeping in view the instances of occasional non-observance of the above guidelines, a need was felt by the Committee of Privileges of the Lok Sabha for consolidating and reterating the existing instructions. Accordingly, revised comprehensive guidelines were issued by this Department vide Office Memorandum No. 11013/4/2011-Estt. A) dated 1st December, 2011 (copy enclosed). A copy of former Secretary (P)'s D.O. No. 11013/4/2011-Estt. (A) dated 9th October, 2012 reiterating the said instructions is also enclosed for ready reference.

(3) The Committee on Violation of Protocal Norms and Contemptuous Behaviour of Governemnt Officers with Members of Lok Sabha in Paragraph 63 of its First Report tabled in the Lok Sabha on 6th February, 2014 has recommended that this Department may sensitise all civil servants and officials in various Ministries and Departments pericularly under them for strict compliance of the instructions relating to official dealings issued in this regard between the Administration and the Members of Parliament.

(4) The Committee on Violation of Protocol Norms and Contemptous Behaviour of Government Officers with Members of Lok Sabha at its first sitting held on 28th October, 2014, also felt that the consolidated instructions/guidelines issued by the Department of Personnel & Training (DoPT) on 1st December, 2011 on Official Dealing between Administration and Members of Parliament need to be again circulated to all concerned Executive Functionaries.

(5) All Ministries/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.

(6) Chief Secretaries of all States/UTs are requested to circulate these instructions to all State Government officials at the State/Division and District levels and to periodically review implementation.

J.A.Vaidyanathan
Director (Establishment)

OFFICE MEMORANDUM

The 1st December, 2011

Subject : Official dealings between the Administration and Members of Parliament and State Legislatures-Observance of proper procedure.

No.11013/4/2011-Estt.(A).— The Members of Parliament and State Legislatures as the accredited representative of the people, occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interviews with the officers. Certain well-recognized principles and conventions to govern the relations between the Members of Parliament/State Legislatures and Government servants have already been established.

(2) Reference is invited to the guidelines concerning the official dealings between Administration and Members of Parliament and State Legislatures which were issued by the Cabinet Secretariat (Department of Personnel and Administrative Reforms, in the O.M. No. 25/19/64-Estt. (A) dated 8th November, 1974). The importance of adherence to these guidelines was reiterated in the Department of Personnel and Training's O.M. No. 11013/6/2005-Estt. (A) dated 17th August, 2007. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated by the Department of Administrative Reforms and Public Grievances. The Minister of State for Personnel, Public Grievances and Pensions has also written to all Ministers in this regard vide D.O. letter dated 5th May, 2011, requesting that a mechanism may be set up to periodically monitor progress in disposal of references received from Members of Parliament.

(3) Some instances of non-adherence to the existing guidelines have been brought to Government's attention by Members of Parliament and a need has been felt for again sensitizing all administrative authorities concerned.

(4) The Central Secretariat Manual of Office Procedure provides following instructions for prompt disposal of letters from Members of Parliament—

Correspondence with Members of Parliament—

- (1) Communications received from a Member of Parliament should be attended to promptly.
- (2) Where a communication is addressed to a Minister or a Secretary to the Government, it should, as far as practicable, be replied to by the Minister or the Secretary himself as the case may be. Where it is not practicable for the Minister to reply, a reply should normally be issued under the signature of an officer of the rank of Secretary to the Government.
- (3) Where a communication is addressed to the head of an attached or subordinate office, Public Sector Undertakings, Financial Institution (including nationalized banks) Division/Branch in charge in a Ministry/Department/Organization, it should be replied to by the addressee himself. In such cases, care may be taken to ensure that wherever policy issues are involved, approval of the competent authority is obtained before a reply is sent. It should, however, be ensured that the minimum level at which such replies are sent to Member of Parliament is that of Under Secretary and that also in a polite letter form only.
- (4) Information sought by a Member of Parliament should be supplied unless it is of such a nature that it would have been denied to him, if similar information had been sought in Parliament.
- (5) While corresponding with Members of Parliament, it should be ensured that the letter is legible. pre-printed or cyclostyled replies should be scrupulously avoided.
- (6) In case a reference from an ex-member of Parliament is addressed to a Minister or Secretary, reply to such reference may be sent by the concerned Divisional Head after obtaining approval of the Secretary of Ministry/Department.

In case the reference is addressed to a lower level officer, reply to such reference could be sent by the officer on his own in non-policy cases and after obtaining approval of the higher authorities in policy cases. Here also, it may be ensured that the minimum level at which a reply is sent is that of an Under Secretary and that too in a polite letter form only.

Prompt response to letters received—

- (1) Each communication received from the Member of Parliament, a member of the public, a recognized association or a public body will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.

- (2) Where a delay is anticipated in sending a final reply, or where the Information has to be obtained from another Ministry or another office, an interim reply may be sent within a month (from the date of receipt of the communication) indicating the possible date by which a final reply can be given.
- (3) If any such communication is wrongly addressed to a department, it should be transferred promptly (within a week) to the appropriate department under intimation to the party concerned.

5. The aforesaid guidelines also cover Official dealings between Administration and Members of Parliament/ State Legislatures. In this context, attention is also invited to Rule 3(2A) of All India Service conduct

Rule, 1968 and Rule 3-A of Central Civil Service (Conduct) Rules, 1964 which provide as follows :-

Every member of the service shall in the discharge of his duties act in a courteous manner and shall not adopt dilatory tactics in his dealings with the public or otherwise.

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

- (i) Government servants should show courtesy and consideration to Members of Parliament and State Legislatures ;
- (ii) While the Government servants should consider carefully or listen patiently to what the Members of Parliament and of the State Legislatures 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/State Legislature 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/State Legislature visiting him. Arrangements may be made to receive the members of Parliament when, after taking prior appointment, they visit the officer of the Government of India, State Government or local 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 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 dais should be made for Members keeping in view the fact that they appear above officers of the rank of Secretaries to Government of India in the Warrant of Precedence ; 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.

it is clarified that if a constituency of any Member of Parliament is spread over more than one District, the M.P. should invariably be invited to all the functions held in any of the Districts which are part of his/her constituency ;
- (vi) Where any meeting convened by the Government is to be attended by Members of Parliament, 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 device to the M.Ps. so that they reach them well in time, and
 - (b) that receipt of intimation by the M.P is confirmed by the officer/official concerned ;
- (vii) Letters from Members of Parliament and Members of State Legislatures must be promptly acknowledged, and a reply sent at an appropriate level expeditiously as per the relevant provisions of the Central Secretariat Manual of Office Procedure ;
- (viii) information or statistics 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. A soft copy of the information should also be sent to the Member via e-mail ;
- (ix) If the information sought by a Members of Parliament 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) Wherever any letter from a Member of Parliament is in English and the reply is required to be given in Hindi in terms of the Official languages Act, 1963 and the rules framed there under, an English translation should also be sent along with the reply for the convenience of such Members of Parliament from non Hindi speaking areas ;

- (xi) References from the Committees of Parliament must be attended to promptly ;
- (xii) The officers should not ignore tetelephonic messages left for them by the Members of Parliament/ State Legislatures in their absence and should try to contact at the earliest the Member of Parliament/State Legislature concerned. These instructions also include SMS and e-mails received on official mobile telephones which also should be replied to promptly and on priority ;
- (xiii) All Ministries/Departments may ensure that the powers of Members of Parliament/State Legislatures as Chairpersons/Members of committees under various Centrally Sponsored/Central Sector government schemes are clearly and adequately defined ; and
- (xiv) 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 conduct Rules e.g. Rule 18 of the All India Service (Conduct) Rules, 1968 and Rule 20 of the Central Civil Services (Conduct) Rules.

6. All Ministries/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.

7. Any violation of relevant Conduct Rules in this regard, which violation is established after due enquiry will render the Government servant concerned liable for appropriate punishment as per Rules.

C. A. Subramanian
Joint Secretary to the
Government of India.

ORDER

The 5th December, 2018

No. PERS/AIS-08/2012(Pt-IV).—In the interest of public service, the Governor of Arunachal Pradesh is pleased to order Shri N. T. Glow, IRS, Secretary (Indigenous Affairs/Textiles and Handicrafts) to hold the Additional charge of Secretary (Skill Development and Entrepreneurship) with immediate effect and until further orders.

Consequent upon above posting, Shri Onit Panyang, IAS, (AGMU : 04) is relieved from the charge of Secretary (Skill Development and Entrepreneurship).

Satya Gopal
Chief Secretary,
Government of Arunachal Pradesh,
Itanagar.

NOTIFICATION

The 5th December, 2018

No. DAD-51/2017.—In pursuance of Sub-Section 1 of Arunachal Pradesh (Reorganization of Districts) (Amendment) Act, 2018 (No. 15 of 2018), the Governor of Arunachal Pradesh is hereby pleased to appoint 8th December, 2018 as the appointed date for coming into force of the said Act respect of **“SHI-YOMI DISTRICT”**.

Satya Gopal, IAS
Chief Secretary,
Government of Arunachal Pradesh,
Itanagar.

ORDER

The 5th December, 2018

No. PERS/AIS-170/2017(Pt).—In the interest of public service, the Governor of Arunachal Pradesh is pleased to order Shri Sonam Chombay, IRS, (03), Secretary (IT etc) to hold the charge of Secretary (Printing) in addition to his existing charges with immediate effect and until further orders.

Satya Gopal
Chief Secretary,
Government of Arunachal Pradesh,
Itanagar.

ORDER

The 12th December, 2018

No. BT-121-2013(VOL-I)/679.—As per the guidelines stipulated in OM No. FIN/E-II/05/2018-19 dated 8th May, 2018, OM No. EA/DBT & PFMS/04/2017-18 dated 5th September, 2018 and order of even No. dated 27th September, 2018, drawal of wages of all Casual/Contingency/Contractual employees with effect from 1st November, 2018 was to be made through Direct Benefit Transfer (DBT) mode under PFMS platform.

Given the difficulties and consequent delays in release of wages reported from Districts, the payment of wages of Casual/Contingency/Contractual employees under State Government will be made on Aadhar linked DBT mode through Treasury as earlier till further orders.

However, the payment of wages of Casual/Contingency/Contractual employees under CSS/CSAP schemes will continue to be released through DBT mode under PFMS platform only.

Kaling Tayeng
Development Commissioner (FP&I),
Government of Arunachal Pradesh,
Itanagar.

ORDER

The 14th December, 2018

No. LA/Estt/RTI-13/2018(Pt).—In exercise of the powers conferred by Sub-Section (1) and (2) of section 5 of the Right to Information Act, 2005, the following Officer is hereby designated as Public Information Officer (PIO) in the office of the Arunachal Pradesh Legislative Assembly Secretariat, Itanagar with immediate effect and until further orders for the purpose of providing information to the public, wherever asked for, as permissible under the Act in addition to his/her normal official duties.

Sl. No.	Name of Officer	Designation	Telephone No./Fax No.
1.	Smti Tadar Meena	Joint Secretary	0360-2214221 Fax No. 0360-2214221 Mobile No. 9436050252

K. Habung
Secretary (i/c),
Legislative Assembly,
Arunachal Pradesh,
Itanagar.

NOTIFICATION

The 21st December, 2018

No. SPWD/W-573/NH/2009-10.—In accordance with the provisions at clause 12 and 13. chapter IV of "the APSRR and Development Act, 2015 (Act No. 7 of 2018)", The Governor of Arunachal Pradesh is pleased to make the following Geometric Standards of the State Highway (SH), Major District Road (MDR) and others District Road (ODR) for State Roads under AP (PWD) are hereby notified as below :-

Sl. No.	Details of Geometric Standard	Plain Areas		Hilly Areas	
		Open Area (m)	Built-up Area (m)	Open Area (m)	Built-up Area (m)
1	2	3	4	5	6
I.	Carriage Way Width				
1.	State Highway	7.00	7.00	7.00	7.00
2.	Major District Roads	5.50	5.50	5.50	5.50
3.	Other District Roads	3.75	3.75	3.75	3.75
II.	Formation Width				
1.	State Highway	12.00	12.00	12.00	12.00
2.	Major District Roads	12.00	10.00	12.00	10.00
3.	Other District Roads	7.50	6.00	7.50	6.00
III.	Right of Way (RoW)				
1.	State Highway	30.00	25.00	24.00	20.00
2.	Major District Roads	25.00	20.00	18.00	15.00
3.	Other District Roads	15.00	15.00	15.00	12.00
IV.	Set Back Distance				
1.	State Highway	5.00	2.50	3.00	2.50
2.	Major District Roads	5.00	2.50	3.00	2.50
3.	Other District Roads	5.00	2.50	3.00	2.50

V. Building Lines					
1.	State Highway	40.00	30.00	30.00	25.00
2.	Major District Roads	35.00	25.00	24.00	20.00
3.	Other District Roads	25.00	20.00	21.00	17.00
VI. Control Lines					
1.	State Highway	50.00	35.00	35.00	30.00
2.	Major District Roads	45.00	30.00	30.00	25.00
3.	Other District Roads	35.00	25.00	25.00	20.00

B. Pertin
Commissioner, PWD
Government of Arunachal Pradesh,
Itanagar.

NOTIFICATION

The 24th December, 2018

No. SWCD-52/2007(WC)-Vol.-I.—In exercise of the powers conferred under Section 5 (1) of Arunachal Pradesh State Commission for Women (APSCW) Act, 2002 and Amendment Act 2005, the Governor of Arunachal Pradesh is pleased to constitute the subsequent body of the Arunachal Pradesh State Commission for Women (APSCW) consisting of the following :-

- | | |
|----------------------------|---------------------|
| 1. Ms Radhilu Chai (Techi) | — Chairperson |
| 2. Ms Heyomai Towsik | — Vice-Chairperson. |
| 3. Ms Hoksum Ori | — Member |
| 4. Ms Raknu Konya | — Member |
| 5. Ms Likha Joya | — Member |
| 6. Ms Techu Hunmai | — Member |

2. The powers and functions of the State Commission for Women shall be governed by the provisions of Arunachal Pradesh State Commission for Women (APSCW) Act, 2002 and conditions of services in respect of the Chairperson, Vice-Chairperson and Members of the said State Commission shall be regulated in terms of the Arunachal Pradesh State Commission for Women Chairperson and members (Conditions of service and tenure) Rules, 2004.

Satya Gopal, IAS
Chief Secretary,
Government of Arunachal Pradesh,
Itanagar.