

OFFICE ORDER NO.81/2022-ADM. I

In order to streamline and improve delivery of Parliamentary and coordination matters, Parliament Section and Co-ordination Sections are being merged into one. Henceforth, these matters shall be dealt by the Section to be known as **Parliament & Co-ordination (PAC) Section**.

2. Director (MSC) shall be the Head of the Section, in addition of his other Charge. Consultant (Parliament) shall also handle the Co-ordination (CDN) matters and shall report to The Director (MSC). Adequate support staff shall be posted to PAC in consultation with Dir. (MSC).

3. As the matters in this Section entail time-bound delivery and require urgent undivided attention of other Sections in ASI HQs, following Standard Operating Procedure shall be followed by the Sections/Officers:

i. **Parliament Matters:** shall be marked by the PAC Section to concerned Sections/Divisions through ADG (Arch), ADG(Cons) and Dir.(Admn). The Miscellaneous matters concerning Parliament (including the Questions) shall be dealt by PAC Section. These matters/Qns shall be directly submitted to DG through ADG(Admn)/Dir (Admn).

ii. **References from HCM/ VIP /PMO-ID/State References/President's office or other High Office:**All such references received will be initiated on e-office files of PAC Section. For this purpose, PAC Section shall open Section/Division wise files in its account [eg.Plmt-Mon-I, VIP-Mon-II, CDN-PMO-ID-Cons. Etc..] and after discussing with the concerned Director, will put up a draft reply through following channel—

Director (PAC) >> ADG(Admn)/Dir(Admn) >> ADG (Arch) / (Cons) >> DG

iii. **Timelines:** If date of diarisation for a First Reference (FR) or Paper Under Consideration (PUC) is X, then following timelines shall be followed in this channel—

Channel	Days
Director(PAC)	X+2
ADG(Admn)/Dir(Admn)	X+3
ADG (Arch) / (Cons)	X+5
DG	X+6

iv. The Officers in Channel after Dir (PAC) shall not mark the file below to their Section/Division. They shall ask concerned Director or Section officers to bring the information to their notice and same shall be brought on the file, if needed, at their level. It is expected that Dir(PAC) should have already consulted with the concerned Director and the ADGs may not have new information to add but they can edit the draft and will have knowledge of the all the references that concern their Divisions.


24/2/22

- v. Person(s) responsible for e-office operation in HQs shall monitor these PAC files and any violation of the channel (particularly marking the files down to lower levels) shall be flagged in the weekly Sr. officers Meeting through the review proforma.
- vi. **Institutional Memory:** Copy of each approved and replied reference shall be shared by the PAC with the concerned Section/Division for their record. Additionally, PAC will have a database of all such references and efforts shall be made to make this database digitally curated and available to all on text-search mode. Also, considering that PAC will open separate e-files in its account for each Section/Division in HQs, those e-files can also be pursued by concerned section/Division to know the file notings.

4. **Maximum Disposal time-span:** Notwithstanding the timelines mentioned above, if a reference requires more time to be answered/responded, an interim reply shall be sent in the fixed timelines. In no case, the final reply shall be beyond the disposal-span mentioned below:

VVIP/VIP REF	Disposal Span
President of India office	15 days
Prime Minister office	15 Days
Governors/ CM of the states	15days
Minister of Culture	7-15 days
MPs/ MLAs	20 days
Others	20 days

5. All the concerned sections of the HQ will provide relevant information/inputs to the PAC section for preparing the reply of VIP references.
6. This is issued with the approval of the Competent Authority



(M. Jena)
Dy. Director (Admin)

Copy to.

1. PS/PA to DG/ All ADGs /All Jt. DGs /All Directors/ Dy. Dir(A/c), ASI Hqrs, New Delhi
2. All Sections, ASI Hqrs, New Delhi
3. Hindi Section for Hindi version
4. Website Section
5. Office order/ Guard file