

DELHI STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORP.
419 F.I.E. 3RD FLOOR, PATPARGANJ, UDYOG SADAN, DELHI-110092

No. DSIIDC/VIP Reference/Procedure/2017


Dated : 11.09.2017

Sub. : Procedure for dealing with reference received from MLA/MPs in DSIIDC.

It has been decided by the management of DSIIDC that, henceforth, monitoring of VIPs references shall be done by the section dealing with PGMC/RTI reference. Accordingly, the responsibility of monitoring MPs/MLA (VIP references), today onward, shall vest with RTI/PGMS Cell. All Divisional Head are requested to send details of VIP references to the undersigned in the enclosed format by 19.09.2017 positively.

SN	Name of MP/MLA from whom reference has been received	Number (Diary no. File No. of the reference)	Subject matter of the references	Whether interim reply sent within 7 days	Whether second interim reply required	Whether Final reply sent	Name of the concerned Division
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It may please be noted that VIP references require utmost attention of all concerned at all time to give due regard to the sentiments of the Hon'ble Member of Parliament and the Member of Legislative Assembly. A copy of procedure to deal with VIP references is enclosed.


(S.P. Pant)
Dy. General Manager

All Divisional Head
All Chief Engineer

Copy to :-

1. PS to MD
2. PS to ED
3. PS to Director (Finance)

DELHI STATE INDUSTRIAL & INFRASTRUTURE DEVELOPMENT CORP. LTD.
419, UDYOG SADAN, F.I.E PATPARGANG INDUSTRIAL AREA, DELHI-92.

(PGMS/PG Gram/VIP References Division)

No: DSIIDC/ VIP Reference/Procedure/2017

Dated 11.09.2017

Sub: - Procedure for deal with reference received from MLA/MPs in DSIIDC

DSIIDC has been receiving reference from various Members of Parliament /Members of Legislative Assembly from time to time. In order to ensure that MP/MLAs reference are attended to promptly and no delay is caused in sending reply to concerned MLA/MPs, the procedure, as contained in the following paragraphs may be followed by all concerned in DSIIDC:

- a) The concerned dealing hand shall not keep the MLA/MPs references pending with him for more than 7 days.
- b) An interim reply may be sent to the concerned MLA/MPs within 15 days from the date of receipt of the references in the concerned section.
- c) Final reply to the member of Parliament/Member of Legislative Assembly may be sent within a period of 30 days from the date of receipt of the reference. The final reply should be signed by ED/MD/Director (Finance).
- d) If the reply is likely to take more than 30 days , second interim reply may be sent to concerned MP/MLA stating that the reply requires collection of information from/co-ordination with various Divisions , and, hence may take another 10/15/20 days time.

Contd...2/-

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- e) A separate register may be maintained by the concerned Section/Division in the following format.

S.No.	Name of MP/MLA from whom reference has been received	Number (Diary no. File no. of the reference	Subject matter of the reference	Whether interim reply sent within 7 days	Whether sccond interim reply required	Whether final reply sent	Name of the concerned Division
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- f) The concerned section shall put up the register, so maintained, to the Divisional Head /Chief Manager/DGM every week for review.
- g) The Divisional Head shall ensure that the acknowledgement of the letter is sent to the concerned MP/ML within a period of 15 days from the date of receipt of the same.
- h) The concerned Divisional Head shall also ensure that the final reply is put up to ED/MD within a stipulated period of 30 days.
- i) In case the final reply require collection of information from different sources/co-ordination with various section and cannot be sent within the stipulated period of 30 days, the concerned Divisional head shall bring the same to the notice of ED/MD and will send another interim reply to the concerned MP/MLA stating that the reply to his letter will be sent to him in another 10/15/20 days time, as it requires co-ordination with various Divisions.
- j) The register so maintained shall be checked by the Divisional Head very week and by the ED/MD every month.
- k) In case the reference remains pending for more than the time limit stipulated in this circular, explanation for keeping the same pending may be sought from the officer concerned.

Contd..3/-

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Coordination in this regard with all Divisional Heads shall be maintained by Deputy GM (PGMS/PG Gram/VIP References Division)

These guidelines are in accordance with the contents of paragraph 60 of the Manual of office procedure 2015.



(S.P.pant)

Deputy General Manager

All Divisional Head

Copy to:-

1. PS to MD
2. PS to ED
3. PS to Director (Finance)