

Most Immediate

**National Highways Authority of India
(Parliament Cell)**

Sub: Timely submission for material/reply to Parliament Questions-reg.

It is observed that the replies to Parliament Questions are not being furnished by the nodal/concerned officers in time. This is leading to last minute rush for finalising the replies and repeated requests from the Ministry to expedite.

2. Henceforth, it must be ensured that the replies to Lok Sabha Questions, which are generally distributed by Friday every week during the Parliament Session, are submitted to the Parliament Cell (Room No. 515 at 5th floor) by Saturday afternoon. The concerned officials must attend to office on Saturdays till the time the replies are submitted. Similarly, the material/reply to Rajya Sabha questions, which are generally distributed by Wednesday every week, must be submitted to the Parliament Cell by Thursday afternoon.

3. It will be the responsibility of the concerned CGMs to ensure that the replies to Parliament Questions are submitted well in time.

Satish Chandra

(Satish Chandra)
Member (Admin)
26.02.2016

To:

All Chief General Managers at HQ